

TWYFORD PARISH COUNCIL

Minutes of a meeting of the Neighbourhood Plan Sub-Committee held at Loddon Hall, Twyford on Tuesday 6th November 2018 at 7:00pm.

Present: Mrs Bridget Ditcham, Mrs L Ashley, Messer's R Abeywardana, M Boniface, M Bray, J Jarvis & R Mantel.

Minutes: Lynn Povey (Assistant Clerk)

1. **Public Questions** – None.
2. **Apologies** – Mr C Wickenden, Mr M Alder & Mr J Bowley.
3. **Declaration of interest in items on the agenda** – None.
4. **Dispensations** – None.
5. **Matters arising & action points**
 - 5.1 The Piggott School – Liaising with Ms Michelle Bird to work with some students to gain their view of Twyford and it's future. Carried Forward.
 - 5.2 Neighbourhood Plan Logo approval – designed by Anthony Lawrence and Mr R Abeywardana. Carried Forward.
 - 5.3 Communication throughout the Neighbourhood Plan Team – some members of both the working group and the sub-committee are not receiving information. Mr C Wickenden, Mrs B Ditcham & the Clerk will have the full member list whilst all council leads will have the list for those on their team. Please note, it is the responsibility of the council leads to forward any relevant information.
 - 5.4 Flyer – Produced by Anthony Lawrence. Query raised over the back-ground colour (currently yellow) that if this is delivered along with any political documentation that it may not be noticed. It was proposed by Mrs B Ditcham, seconded by Mrs L Ashley for the grammatical amendments as discussed within the meeting to be made and for the back-ground colour to be changed to dark green. Unanimously agreed. It is to be printed & distributed at Twyford Christmas Fayre.
 - 5.5 Banners – It was agreed that the banner should be 8 foot by 3 foot and we require 8 across the village. Mrs L Ashley to provide the Clerk with design document enabling quotations to be acquired. Clerk to report back at the next meeting.
 - 5.6 Volunteers needed – Volunteers from the council needed to distribute the flyers/leaflets. Message from David Bann to follow.
 - 5.7 Hub – There was a view that the use of the word 'hub' could promote development & raised concern. Councillors to think of an alternative word. Carried forward to December.
6. **Minutes of the meetings held on 1st & 2nd October 2018.** Carried Forward.
7. **Feedback from team 1 – Housing & Transport (BW&CW).** Carried Forward.
8. **Feedback from team 2 – Future Village (RA&MB).** Carried Forward.
9. **Feedback from team 3 – Village Engagement Team (MA,LA&RM).** Carried Forward.
10. **Social Media (RA)**
 - 10.1 Facebook – carry forward.
 - 10.2 Twitter – carry forward.
 - 10.3 LinkedIn – carry forward.
11. **Questionnaire update (LA)** – Concern raised at the Working Group meeting that if the Housing & Transport questionnaires go out together then this may be an overload for residents. It was agreed unanimously to continue as previously stated and send together.
 - 11.1 Survey Monkey – On hold until December.
 - 11.2 Prizes (RA&LP) – Carried forward
 - 11.3 Freepost Option – A licence will cost £97+VAT and then for every item returned it will cost 41pence. On hold until December meeting.
 - 11.4 Floor Store – Drop off point in the village. Carried forward.
 - 11.5 PO Box - £222.50 for 12 months use. On hold until December meeting.
12. **WBC plan update**
 - 12.1 Next steps towards carefully planned development in borough (circulated by LM 19/10/18). Carried Forward.
 - 12.2 Neighbourhood Plan funding (circulated 31/10/18). Carried Forward.
 - 12.3 Meeting between Ian Church & James McCabe of WBC and Mr C Wickenden, Mr R Mantel & Ms Josie Daman. Carried Forward.

13. Correspondence circulated by email:

13.1 Twyford representation on HBUG Committee (circulated 17/10/18). Noted.

13.2 Neighbourhood planning: wildlife data and maps workshop (circulated 16/10/18). Noted.

13.3 Response from Dr Phillip Lee MP, 5-year land supply & planning matters (circulated 28/9/18).
Noted.

**14. Date of next meetings – Monday 3rd December 2018 at Stanlake Pavilion (Working Group)
& Tuesday 4th December 2018 at Loddon Hall (Sub-Committee).**

Meeting Closed at 19:45