

## TWYFORD PARISH COUNCIL

### Minutes of a meeting of the Neighbourhood Plan Sub-Committee held at Loddon Hall, Twyford on Tuesday 2<sup>nd</sup> October 2018 at 7:00pm.

**Present:** Mr C Wickenden, Mrs Bridget Ditcham, Mrs L Ashley, Messer's R Abeywardana, M Alder, M Bray, J Jarvis & R Mantel.

**Minutes:** Lynn Povey (Assistant Clerk)

1. **Public Questions** – None.
2. **Apologies** - 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 – Meeting requested with Mr Gray to work with some students to gain their view of Twyford and its future. Resubmitted request on 1<sup>st</sup> October. Noted.
  - 5.2 Check email addresses held for two of our volunteers are correct. Replies received from both parties confirming details held are correct. Noted.
6. **Minutes of the meetings held on 3<sup>rd</sup> & 4<sup>th</sup> September 2018** – Proposed by Mrs B Ditcham, seconded by Mr M Alder. Motion carried nem con.
7. **Feedback from team 1 – Housing & Transport (BW&CW)** – Notes distributed by Mrs B Ditcham (2/10/18). Attached for reference (page 3). It was decided that the transport element requires further investigation. To be discussed at the next working group (5/11/18).
8. **Feedback from team 2 – Future Village (RA&MB)** - Notes distributed by Mrs B Ditcham (2/10/18). Attached for reference (page 3).
9. **Feedback from team 3 – Village Engagement Team (MA,LA&RM)** - Notes distributed by Mrs B Ditcham (2/10/18). Attached for reference (page 3).
10. **Social Media (RA)**
  - 10.1 Facebook – This has been set up & has had 489 hits to date.
  - 10.2 Twitter – This has also now been set up & is starting to be used.
  - 10.3 LinkedIn – To be discussed at the finance meeting on 16/10/18. Noted.Mr R Abeywardana is working alongside Anthony Lawrence in creating a logo. To be taken to next month's meeting for approval.
11. **Questionnaire update (LA)** – It has been decided to delay the distribution of the questionnaire until the end of January 2019 to enable the housing & transport questionnaire to go out at the same time & to allow the working group & sub-committee to gain interest from the residents by send out flyers, putting up posters, advertising in the RG10 magazine etc.
  - 11.1 Survey Monkey – The committee decided to go for the Advantage option with Survey Monkey costing £384 per annum. Clerk to set up account, make payment & then provide Ms Josie Daman with log in details to set up the questionnaire online. This is to be placed on hold until December. Mr C Wickenden to investigate the offer from David Allen, Communities and Engagement Manager, Wokingham Borough Council to have use of their consultation software for the neighbourhood plan questionnaires (an alternative to survey monkey).
  - 11.2 Prizes – Unfortunately, due to the new distribution date of the questionnaire, the prize of the ticket to this year's firework/bonfire carnival will have to be changed to a bottle of champagne. Clerk to contact the organisers of the firework/bonfire carnival thanking them for the family ticket for this year's event and provide an explanation. Mr R Abeywardana confirmed that Castle Royle have offered us a week's pass for a family of four & La Fontana have offered a free meal for a family of four. Mr R Abeywardana to contact both Castle Royle & La Fontana thanking them for their support and advising them of the new distribution date for the questionnaire.
  - 11.3 Freepost Option – A licence will cost £97+VAT and then for every item returned it will cost 41pence. This is to be placed on hold until December.
  - 11.4 The owner of The Floor Store is happy to support the Parish Council and act as a drop off point for people who do not wish to post the questionnaire. Clerk to obtain a post box that can be provided to the Floor Store nearer the distribution date.
  - 11.5 PO Box - £222.50 for 12 months use. This is to be placed on hold until December.

**12. WBC plan update** – Mr J Jarvis notified us that he is currently having computer issues but as soon as these are resolved, he will send out the documentation as agreed in the August meeting. Clerk to gain an update. Mr C Wickenden also stated last month that he will be requesting a meeting with Ian Church & James McCabe of WBC to discuss the next stage of the Neighbourhood Plan process. Mr R Mantel & Ms Josie Daman will also be attending this meeting. Mr C Wickenden will also be inviting these WBC officers to either the October or November Working Group Meeting at Stanlake Pavilion.

12.1 Mr C Wickenden, Mr R Mantel, Mr J Jarvis & Mrs L Ashley attended the Borough Plan event run by WBC who were conducting research outside the main entrance to Waitrose on Saturday 15<sup>th</sup> September. Mr C Wickenden felt it was a worthwhile event.

**13. Correspondence circulated by email:**

13.1 Neighbourhood Plan Meeting – 3/9/18 (circulated 5/9/18) – Noted.

13.2 Neighbourhood Plan Meeting – 4/9/18 (circulated 5/9/18) – Noted.

13.3 WBC – Flood Risk Assessment (circulated 20/9/18) – Noted.

**14. Date of next meetings – Monday 5<sup>th</sup> November 2018 at Stanlake Pavilion (Working Group) & Tuesday 6<sup>th</sup> November 2018 at Loddon Hall (Sub-Committee).**

**Meeting Closed at 19:44**

## Notes of neighbourhood Plan meeting 1<sup>st</sup> October 2018.

Venue; - Stanlake Pavilion.

Attendees: - Charles Wickenden, Martin Alder, Ray Sunley, David Bann, Barbara Smith, Anthony Lawrence, Stephen Conway, Rohana Abeywardana, Charles Ramsden, Bridget Ditcham.

Apologies: - Malcolm Bray, Liz Ashley.

C.W. chaired the meeting. He said that as there had not been any team meeting he would report on general progress, discuss future planning and if time allowed break into the 3 teams. Team 1 - Had not met. Ray Sunley has written a draft of the Transport section of N.P. document. Copies of this were distributed and well received. Recognised that is a working **document** requiring evidence and illustrations.

Team 3: - Questionnaire on housing produced which looks good. Check methods dealing with return of survey not fully resolved.

A good "Engagement Day" was held last month outside Waitrose led by C.W and attended by a number of TPC.

Recent thought amongst some of the group was that it is necessary to put more consideration into the branding of our advertising to generate greater enthusiasm and participation amongst residents.

Discussion re. financing. Grant will be applied for in 2019. Finance agreed at present from TPC. There was discussion as to whether the survey on housing should go out as planned this month or be combined with a transport survey for distribution following greater advertising and raising interest and awareness amongst residents.

Some points put forward were: 1 survey would be easier to fill in. However, a few surveys would keep interest alive. One survey could be sent out to whet the appetite. Other towns have only sent 1 survey. As distribution was in place should we go ahead.

There is delay in W.B.C. Local Plan as a result we are not able to take into consideration certain aspects when writing our plan therefore the timescale can be extended so not the same urgency in getting the survey completed.

All agreed more advertising, branding was essential.

All agreed the distribution of Housing survey would be delayed and combined with a transport survey. This could be sent out in January.

Future Village: - as the leader of this group was not in attendance due to illness it was left open as to whether this aspect would form part of the combined survey or be a follow-on survey.

Branding and Advertising: - A flyer explaining the purpose and process of developing a Neighbourhood Plan will be distributed prior to the distribution of the combined survey. Anthony offered to put this together to be signed off by Charles Wickenden and printed by David.

Distribution of this flyer is detailed below.

More banners can be purchased for advertising at events if necessary. Posters can be produced for display in notice boards – T.P.C., Railway Station Community Board, shops.

Information in local magazines – RG10, Round and About, Berkshire Break. In addition to social media. Primary school e-newsletters have community pages which would display info.

Visits to Piggott Academy – to engage with A level students. Stephen Conway has volunteered to lead these. A request has been sent which should be followed up by TPC.

Explanatory Flyer Distribution: - A request has been made to the Twyford Village Fayre committee to have N.P. flyers available to hand out on the stalls of Twyford based stall holders.

Explanatory Flyers to be distributed to all homes in Twyford about 2 weeks before the combined survey is distributed. One of these distributions will be by David Bann's group and the other by volunteers from our N.P. group. David has kindly offered to organise us!

Details of the flyer will be on social media the date for this was not discussed.

Rohana volunteered to put together a time line for events and developments.

Contact to be made with Tenant Liaison officer to help us ensure engagement with all residents. By Whom?

Contact to be made with Ian Bellinger WBC requesting support, advice, visit. C.W.

Next Meetings- Steering Group meeting 2<sup>nd</sup> October 7.00pm

Team Meetings – to be arranged by teams.

N.P. Meeting – 5<sup>th</sup> November 7.30. Stanlake Pavilion.