

TWYFORD PARISH COUNCIL

Minutes of a meeting of the Neighbourhood Plan Sub-Committee held at Loddon Hall, Twyford on Tuesday 4th September 2018 at 7:00pm.

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

Minutes: Lynn Povey (Assistant Clerk)

1. **Public Questions** – None.
2. **Apologies** - Mr M Alder, Mr J Jarvis & Mr R Abeywardana.
3. **Election of Chairperson** – Mrs B Ditcham proposed Mr C Wickenden as Chair. Seconded by Mrs L Ashley. Motion carried unanimously.
4. **Election of Vice Chairperson** – Mr R Mantel proposed Mrs B Ditcham as Vice Chair. Seconded by Mr M Bray. Motion carried unanimously.
5. **Declaration of interest in items on the agenda** – None.
6. **Dispensations** – None.
7. **Matters arising & action points**
 - 7.1 The Piggott School – Meeting requested with Mr Gray to work with some students to gain their view of Twyford and its future. Response due after summer holidays. Noted.
 - 7.2 Use of the village sign – Consent requested from Sally Castle to use her design of the village sign. Sally approved this on 9/8/18. Noted.
8. **Minutes of the meetings held on 6th & 7th August 2018** - Everyone was happy with these minutes and therefore duly signed by Mr C Wickenden.
9. **Feedback from team 1 – Housing & Transport (BW&CW)** – Notes distributed by Mrs B Ditcham (4/9/18). Attached for reference (page 3).
10. **Feedback from team 2 – Future Village (RA&MB)** - Notes distributed by Mrs B Ditcham (4/9/18). Attached for reference (page 3).
11. **Feedback from team 3 – Village Engagement Team (MA,LA&RM)** - Notes distributed by Mrs B Ditcham (4/9/18). Attached for reference (page 3).
12. **Social Media (RA)**
 - 12.1 Facebook – carry forward.
 - 12.2 Twitter – carry forward.
 - 12.3 LinkedIn – carry forward.
13. **Questionnaire update (LA)** – Confirmation needed regarding the prizes, Survey Monkey details need adding, Freepost & drop off details needed etc. It will then be passed to the graphic designers within the group before going to print. Email details of the Clerk to be added to the questionnaire should a household require more than one paper copy of the questionnaire.
 - 13.1 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.
 - 13.2 Prizes (RA&LP) – Clerk confirmed that we have been given a family ticket for this year's firework/bonfire carnival. Mrs L Ashley to email Mr R Abeywardana to see if he has had any responses from Castle Royle & La Fontana.
 - 13.3 Freepost Option – A licence will cost £97+VAT and then for every item returned it will cost 41pence. Clerk to arrange set up of this. Clerk to also liaise with the owner of The Floor Store to see if they would be happy to act as a drop off point for people who do not wish to post the questionnaire.
14. **Feedback from fete (MB&CW)** – Did not have all the advertising displays & unfortunately, no real interest shown.
15. **WBC plan update** – Mr J Jarvis had 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. Mr C Wickenden spoke about the Borough Plan and that WBC are conducting research outside the main entrance to Waitrose on Saturday 15th September from 11am to 3pm. Mr C Wickenden & Mr R Mantel confirmed attendance and Mrs L Ashley & Mrs B Ditcham will attend if it is possible to do so. Clerk to confirmed TPC attendance to WBC. Mr C Wickenden also stated 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.

16. Correspondence circulated by email:

16.1 Neighbourhood Plan Meeting – 6/8/18 (circulated 7/8/18) – Noted.

16.2 Neighbourhood Plan Meeting – 7/8/18 (circulated 8/8/18) – Noted.

16.3 Transport Document (circulated 9/8/18) – Noted.

16.4 Briefing note: National Planning Policy Framework (circulated 9/8/18) – Noted.

17. Date of next meetings – Monday 1st October 2018 at Stanlake Pavilion (Working Group) & Tuesday 2nd October 2018 at Loddon Hall (Sub-Committee).

Meeting Closed at 19:42

Notes on Neighbourhood Planning Meeting held 3rd September 2018 at Stanlake Pavilion.

Attendees: -Charles Wickenden, B. Ditcham, M. Bray, L. Ashley, R. Mantel, A. Lawrence, H. Beavan, J. Daman, P. Morton, R. Sunley, D. Bann.

Charles Wickenden welcomed everyone and pointed out that a number of people were still on holiday. He suggested that the purpose of the meeting was to get a report from each of the 3 groups on progress made since the last meeting and look at the way forward.

Team 2

It had been decided that surveys could be returned in 3 ways: - at a drop off point possibly The Floor Store, yet to be confirmed, by freepost or online using Survey Monkey.

The cost of using Survey Monkey was discussed. There are 2 possibilities either a number of one off monthly charges at £32 or an annual cost of £384. A decision as to which will be the most efficient will be made at the Steering Group meeting on 4th September. Josie Daman will organise the survey Monkey and payment will be arranged by the clerk.

Hash tags are YOUR future TWYFORD. HAVE your SAY.

(I am unsure of capitalization B.D)

There was discussion as to whether mapping of facilities would be by GOOGLE location or accurate location.

Further mapping of facilities will be made by next month's meeting.

Team 1

Charles reported on behalf of Team 1 who met last Thursday. The team have moved on to look at transport in Twyford. Ray Sunley had written good reports on various transport methods and put together questions for the next survey which will be regarding transport.

Team 1 discussed writing the policy and looked at the presubmission policy of Warfield. Ray will write a draft infrastructure policy for Twyford.

All the N.P. policies looked at have a main theme, it is suggested that Twyford's should be that we are a hub for surrounding areas – whatever is developed in neighbouring localities affects Twyford for transport, retail, education.

We do need to communicate with surrounding parishes and WBC. Lindsay had the action point to speak to officers at WBC.

Team 1 had suggested that we ask a WBC officer to come to the next Monday meeting i.e. first Monday in October to talk to the whole group.

Team 3

Liz Ashley reported on behalf of Team 3. We had all seen the proposed housing survey which is to send out at the end of September. It will be possible to respond in 3 ways as mentioned above. Those responses made prior to 20th October will be entered in a draw for one of three prizes. The final cut-off date for responses will be 15th November.

There was discussion regarding the size of paper to be used for the survey to allow it to be returned by Freepost.

Liz will ensure that the survey is emailed using WORD to Hille and Anthony by 14th September at anthony@Landb.co.uk (please could someone check this address?) Also, would Lynn, assistant clerk, ensure that all communications are forwarded to Anthony and Hille.

Anthony and Hille will use their graphic design skills to design and layout the survey with appropriate branding. It is essential that it is obvious that it is a Parish Council survey.

There was discussion regarding the number of surveys to be conducted, that residents are not exhausted by the number, that residents are aware of their purpose and that each deal with a different issue.

David will print 3,500 paper copies for distribution to all dwellings in the parish.

When all the teams had reported back there was mention made of the Local Plan with which our Neighbourhood plan must comply. The Borough Plan which Wokingham is consulting on at present. It would be advantageous if we kept ourselves informed re. the Borough Plan.

Charles thanked all for attending.

The next meeting will be 1st October 2018. 7.30pm at Stanlake Pavilion.

A. Lawrence and H. Beavan give their apologies.