

## TWYFORD PARISH COUNCIL

### Minutes of a meeting of the Neighbourhood Plan Sub-Committee held at Loddon Hall, Twyford on Tuesday 8<sup>th</sup> January 2019 at 7:00pm.

**Present:** Mr C Wickenden (Chair), Mrs B Ditcham, Mrs E Ashley, Messer's M Bray, M Boniface, J Jarvis & R Mantel.

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

1. **Public Questions** – None.
2. **Apologies** – Mr R Abeywardana, 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 – Mr Stephen Conway met with some students to gain their view of Twyford and its future. Mr C Wickenden said that it was a good meeting, report circulated in December. No further actions at the present time.
  - 5.2 Flyers – Distribution. Flyers will start to be distributed from next week. Mrs E Ashley to approach shops to see if they will display some flyers.
  - 5.3 Banners – Clerk ordered 8, 8foot by 3foot banners. Awaiting delivery. Noted.
  - 5.4 Email address is live – [YOURfutureTWYFORD@twyfordparishcouncil.gov.uk](mailto:YOURfutureTWYFORD@twyfordparishcouncil.gov.uk) Noted.
  - 5.5 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.
6. **Minutes of the meetings held on 3<sup>rd</sup> & 4<sup>th</sup> December 2018.**

Proposed by Mrs B Ditcham, seconded by Mr M Bray. Motion carried nem con.
7. **Feedback from team 1 & confirmation of Council Leads & Team Members – Housing & Transport.** Mr Ray Sunley created a transport questionnaire – some work required to condense this. Mr J Jarvis to investigate and report back regarding the use of the WBC transport model.
  - Council Leads – Mr C Wickenden & Mrs B Ditcham.
  - Team members – Mr R Abeywardana, Mr M Boniface, Mr R Sunley, Mr L Ferris, Mr S Conway & Mr N Healey.
8. **Feedback from team 2 & confirmation of Council Leads & Team Members – Future Village.**

Questionnaire has been put together however it still requires work.

  - Council Leads – Mr C Wickenden & Mr M Bray.
  - Team members – Mr C Ramsden, Ms J Daman & Ms T Jones.
9. **Feedback from team 3 & confirmation of Council Leads & Team Members – Village Engagement Team.** No team meeting held.
  - Council Leads – Mrs E Ashley, Mr R Mantel & Mr M Alder.
  - Team members – Mrs B Smith, Mrs M Walkland, Ms P Morton, Mr D Bann, Ms S Abrar, Mr S Walkland & Mr P Duffield.
10. **Social Media (RA)**
  - 10.1 Facebook – Good engagement. Will continue to add details. Carried forward.
  - 10.2 Twitter – Some positive feedback. Will continue to add details. Carried forward.
  - 10.3 LinkedIn – Carried forward.
11. **Questionnaire update.** Clerk to liaise with Woodley Town Council regarding the person they have used previously to assist with their questionnaire writing and design to see if they can support us. Also, as a gauge, it was decided that the teams will run on the below timeline:
  - Feedback on draft questionnaires due to Mr C Wickenden by 14/1/19.
  - Teams to review the feedback by 31/1/19.
  - Questionnaire group meeting to be held on 4/2/19 at Stanlake Pavilion in place of the monthly Working Group meeting.
    - Attendees – Mr C Wickenden, Mrs B Ditcham, Mr R Sunley, Ms S Abrar, Ms T Jones & Mr N Healey.
    - Aim – Merge all three team questionnaires into one.
  - Mid-February 2019 – Questionnaire to be sent to the printers.
  - March 2019 – Questionnaire to be delivered to households.

- 11.1 Wokingham Borough Councils Consultation Software - Mr C Wickenden & Ms Josie Daman liaising with WBC. Carried forward.
- 11.2 Prizes (RA) – These are in place (La Fontana, Castle Royle, Champagne). Clerk to ask the Twyford Bonfire committee if they would like to offer a family ticket for this year's event.
- 11.3 Freepost Option – A licence will cost £97+VAT and then for every item returned it will cost 41pence. Clerk to arrange. Carried forward.
- 11.4 Floor Store – Drop off point in the village. Clerk to decorate the post-box and arrange drop off.
- 11.5 PO Box – The new TPC address to be used from 10/1/19 was noted by the committee. Details of the address are as follows:

Twyford Parish Council  
PO Box 8250  
READING  
RG10 9SZ

**12. WBC plan update.**

- 12.1 Meeting between Ian Church & James McCabe of WBC and Mr C Wickenden, Mr R Mantel & Ms Josie Daman. Ms Josie Daman is liaising and currently awaits a response. Carried forward.

**13. Correspondence circulated by email:**

- 13.1 Neighbourhood planning: wildlife data and maps workshop (circulated 16/10/18). Noted.
- 13.2 WBC – Local Plan Update Newsletter (circulated 17.12/18). Noted.
- 13.3 Neighbourhood Planning & Planning Support (circulated 20/12/18). Noted.
- 13.4 WBC – Homes for the Future (circulated 20/12/18). Noted.

**14. Date of next meetings:**

- **Monday 4<sup>th</sup> February 2019 at Stanlake Pavilion (Questionnaire Group)**
- **Tuesday 5<sup>th</sup> February 2019 at Loddon Hall (Sub-Committee)**
- **Monday 4<sup>th</sup> March 2019 at Stanlake Pavilion (Working Group)**

**Meeting Closed at 19:43**