

TWYFORD PARISH COUNCIL

Minutes of a meeting of the Neighbourhood Plan Working Group held at Stanlake Pavilion, Twyford on Monday 7th January 2019 at 7:30pm.

Present: Mr C Wickenden (Chair), Mrs B Ditcham, Mrs E Ashley, Ms B Smith, Ms S Abrar, Ms T Jones, Ms C Scull, Messer's M Bray, D Bann, R Sunley, C Ramsden, P Duffield, N Healey & Chris.

Minutes: Lynn Povey (Assistant Clerk)

1. Welcome.

2. **Apologies** – Ms P Morton, Mr R Abeywardana, Mr M Alder, Mr J Bowley, Mr M Boniface, Mr R Mantel, Mr J Jarvis & Mr S Conway.

3. Matters arising & action points:

- Mr R Abeywardana is hoping to find a new designer to support the Neighbourhood Plan publicity literature.
- Focus Group – Ms T Jones to arrange.
- To consider creating a diagram to show how our Neighbourhood Plan fits in with the Borough Plan.

3.1 Consultation with the village. The Working Group to be more visible (Waitrose, Schools, Donkey Derby etc). Possibly Team 3 to lead?

3.2 Flyers – Distribution. 3500 to be delivered to households within Twyford Parish between 12/1/19 & 31/1/19. The remaining 1500 to be handed to local businesses – Mrs E Ashley to action.

3.3 Banners – Clerk ordered 8, 8foot by 3foot banners. Awaiting delivery. Noted.

3.4 Email address is live – YOURfutureTWYFORD@twyfordparishcouncil.gov.uk Noted.

4. **Minutes of the meeting held on 3rd December 2018.** Noted.

5. **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.

- 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.

6. **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.

7. **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.

8. Social media update (RA).

It was asked if Mr R Abeywardana could create a timeline of actions to be posted on social media and to advise the Working Group of commitments/deadlines ie.

Flyer – delivered to homes within Twyford Parish by 31st January 2019

Questionnaire – delivered to homes within Twyford Parish in March 2019

Questionnaire (returns deadline) -etc.

It was also asked if he could contact the administrators of the Twyford/Berkshire page to ask if they would also allow all Neighbourhood Plan posts? To consider agreement for Mr C Ramsden, Ms T Jones & Mr N Healey to repost on this page?

8.1 Facebook. Carried forward.

8.2 Twitter. Carried forward.

8.3 LinkedIn. Carried forward.

9. Questionnaire update.

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.
- Mr R Abeywardana to have sourced a new designer.

- 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 ensuring it covers everything.
 - Focus Group (Ms T Jones to organise)
 - Mid-February 2019 – Questionnaire to be sent to the printers.
 - March 2019 – Questionnaire to be delivered to households.
- 9.1 WBC Consultation Software. Carried forward.
- 9.2 Freepost Option – A licence will cost £97+VAT and then for every item returned it will cost 41pence. Clerk to arrange. Carried forward.
- 9.4 Floor Store – Drop off point in the village. Clerk to cover the post box in flyers and then arrange drop off.
- 9.5 PO Box – The follow address was noted and is to be used with effect from 10/1/19:
 Twyford Parish Council
 PO Box 8250
 READING
 RG10 9SZ
- 10. WBC plan update.**
- 10.1 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.
- 11. Date of next meetings:**
- **Monday 4th February 2019 at Stanlake Pavilion (Questionnaire Group)**
 - **Tuesday 5th February 2019 at Loddon Hall (Sub-Committee)**
 - **Monday 4th March 2019 at Stanlake Pavilion (Working Group)**

Meeting Closed at 20:52