

## TWYFORD PARISH COUNCIL

### Minutes of a meeting of the Neighbourhood Plan Working Group held at Stanlake Pavilion, Twyford on Monday 4<sup>th</sup> March 2019 at 7:30pm.

**Present:** Mr C Wickenden (Chair), Mrs E Ashley, Mrs B Ditcham, Ms Josie Daman, Ms P Morton, Ms B Smith, Messer's R Abeywardana, M Boniface, M Bray, S Conway & P Duffield (from 20.01).

**Minutes:** Lucy Moffatt (Clerk)

#### 1. Welcome.

2. **Apologies** – Messrs M Alder, D Bann, R Mantel & R Sunley.

#### 3. Matters arising & action points:

3.1 Flyers – Distribution. Not all households have received this? A Wargrave Road resident had reported that they hadn't received a flyer. Agreed this was an anomaly and spares are available from the Floor Store and online.

3.3 Banners – Received. These will be put up within the village by the ranger.

3.4 Budgets & Expenses. Mr Wickenden reported that Lauren Walder a local project manager has offered her help with the project whilst she takes a sabbatical. Mr C Wickenden reported that Lauren Walder has been looking into Neighbourhood planning grants. £10,000 is available to apply for running expenses and a further £10,000 for technical support.

Details of expenses already paid for out of the £2000 budget and items to be proposed approved by the Neighbourhood Plan Sub-Committee and the Planning & Amenities Committee:

- o RG10 advert - £200 (paid)
- o Neighbourhood Plan Marketing Banner - £47.95 (paid)
- o Pre-Questionnaire Flyers - £101.70 (paid)
- o Banners - £345.83 (paid)
- o Graphic Designer - £225 (cost came in under the amount that was approved. Invoice to be paid).
- o Questionnaire (printing) – £508.55 (to be proposed & to be approved by the committees tomorrow)
- o Freepost Envelopes – £188.70 (to be proposed & to be approved by the committees tomorrow)
- o Freepost (Royal Mail) – TBC

The expenses (which were noted) total £1,617.73 out of a budget of £2,000.

The clerk suggested that both her and the Assistant Clerk are utilised more to support the working groups and committee. The clerk reminded the working group of the increased Community Infrastructure Levy income the Council will receive once the neighbourhood plan is approved. Agreed for this to be discussed at the Neighbourhood Plan Sub-Committee and the Planning & Amenities Committee meetings. The committee can consider putting a recommendation to the Council for addition staffing costs.

3.5 Strategy Document Production – call for volunteers.

Mr C Wickenden is liaising with WBC's Mr David Allen about an electronic version of the survey which will be made available on the Twyford Parish Council website. Ms J Daman will contact David Allen to find out whether the survey results will be accessible as they come in. These results would be useful to provide some feedback at the Annual Parish Meeting on 24<sup>th</sup> April.

A group was formed to formulate drafts of the neighbourhood plan. Agreed that Woodcote and Aylesbury plans could be used as templates. Mr S Conway suggested that work could commence once the responses to the survey are available. Group co-ordinator: Lauren Walder. Group members: Mr S Conway, Ms J Daman & Mr R Sunley. Parish Council representative to be agreed.

3.6 Engagement Planning

- Annual Parish meeting planning 24.04.19
  - o Presentation boards – Ms J Daman to provide maps and environmental information. Mr R Sunley to provide transport information. Clerks to help with the displays and source presentation boards. Council to consider purchasing boards.

- Team leaders plus Ms J Daman, Mr S Conway & Ms P Morton to encourage interaction with the display boards at the meeting.
  - Prize draw to take place.
  - Mr C Wickenden to present on the Neighbourhood plan and information to include indication of survey responses received so far.
  - Mrs Smith suggested advertising the APM via local radio. It is already advertised in RG10 and via social media.
- Other events: Donkey Derby – Sunday 2<sup>nd</sup> June – Mrs B Ditcham & Mr S Conway. Beer Festival – Friday 7<sup>th</sup> & Saturday 8<sup>th</sup> June – Mr P Duffield & Mr C Wickenden. Also to consider Twyford Village Fete and the Christmas Fayre. Clerks to check public liability insurance for these events.
  - Discussion on future plans: Agreed that more engagement is required with the surveys. Mr S Conway and Mr R Abeywardana expressed interest in talking to groups to promote engagement with the Neighbourhood plan and the surveys. Engagement with various groups was discussed and the following groups were highlighted:
    - Old Silk Mill
    - The Piggott School – Mr S Conway
    - Twyford Surgery
    - Twyford Together – Mr C Wickenden

**4. Minutes of the Working Group meeting held on 7<sup>th</sup> January 2019.** Noted.

**5. Feedback from team 1 – Housing & Transport.** No items to report.

**6. Feedback from team 2 – Future Village.** Notes have been circulated.

**7. Feedback from team 3 – Village Engagement Team.** No items to report.

**8. Social media update.** Mr R Abeywardana reported. LinkedIn had been a struggle to set up but Facebook and Twitter are up and running. He urged use of the hashtag #YOURfutureTWYFORD. Mr R Abeywardana suggested using 'Word Cloud' and an application 'Slido' to engage younger people at the Annual Parish meeting. He suggested an interactive laminated map and workshops / group work to get people talking and interacting. The idea of holding a more engaging meeting in June, specifically for the Neighbourhood Plan was muted.

**9. Questionnaire update.**

Discussion took place on the risk of companies getting hold of and completing surveys.

Discussion on assisting those that request help with completing the survey. Agreed for the clerks to acknowledge requests and draw up a list of requests for the working group to allocate assistance.

Agreed offers to help could be made to groups and groups identified were:

- Haydon Court – Ms P Morton
- Bridge Park
- Polehampton Court
- Old Silk Mill – Mrs E Ashley
- Catholic Church – contact via Ms P Morton
- Age Concern – Mr S Conway
- The Piggott School – Mr S Conway

Mr R Abeywardana to liaise with prize givers to let them know that everything is underway.

9.1 WBC Consultation Software – previously discussed.

9.2 Freepost Option – A licence will cost £97+VAT and then for every item returned it will cost 41pence. Awaiting Freepost Licence number from Royal Mail.

9.4 Floor Store – Drop off point in the village. Post Box has been installed.

9.5 Progress on production – questionnaire is ready to go to production. The freepost envelopes will take two weeks from receipt.

9.6 Delivery schedule planning: Clerks to co-ordinate with Mr D Bann and re-circulate the distribution list with any gaps to be filled.

**10. WBC plan update.**

10.1 Meeting between Ian Church & James McCabe of WBC and Mr C Wickenden, Mr R Mantel & Ms Josie Daman. No items to report. Ms J Daman requires statistical information and the clerk will pass on details for Connecting Communities in Berkshire.

**11. Date of next meetings – Monday 13<sup>th</sup> May 2019 (Working group) & Tuesday 2<sup>nd</sup> April 2019 (sub-committee).**

**Meeting Closed at 20:52**