

## TWYFORD PARISH COUNCIL

### Minutes of a meeting of the Neighbourhood Plan Working Group held at Stanlake Pavilion, Twyford on Monday 13<sup>th</sup> May 2019 at 7:30pm.

**Present:** Mr C Wickenden (Chair), Mrs B Ditcham, Mrs E Ashley, Ms Josie Daman, Ms P Morton, Ms B Smith, Messer's R Abeywardana, M Bray, P Duffield, D Bann & R Sunley.

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

**1. Welcome.**

**2. Apologies** – Messrs M Alder, S Conway, L Ferris, R Mantel & C Ramsden.

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

**3.1 Questionnaire**

- Current results. Mr C Wickenden reported that there has been a fantastic response with over 20% of questionnaires returned. Closing date is the 27<sup>th</sup> May 2019.
- Report back on Prize Draw:
  - Castle Royle - L Neville
  - La Fontana – Chris Burt
  - Champagne – Andrew Popkin

Mr Andrew Popkin wished to have his prize donated to charity. It was proposed by Mrs B Ditcham for the prize to go to a local charity – Daisy's Dream. Seconded by Mr M Bray and unanimously agreed. Assistant Clerk to invite a representative from Daisy's Dream to the prize giving on Tuesday 21<sup>st</sup> May.

- Data entry phase - process and call for volunteers. Mr C Wickenden stated that volunteers will be assigned paper questionnaires to input them into the electronic version. Assistant clerk to source a GDPR document for the volunteers to sign ensuring the data that is being entered is not discussed, copied or used in any way outside of the data entry group. Mr C Wickenden will run a couple of training sessions for volunteers – Thanks to Mr P Duffield, Mrs L Ashley, Mr M Bray, Mrs B Ditcham, Ms J Damen and Mrs B Smith however more volunteers are needed. Mr C Wickenden to put together some words to be used on Social media asking for helpers.
- Mr C Wickenden to generate a list of all residents who wanted a reply following the questionnaire. Need to come up with ideas on how best to communicate with these residents. The liaison team will be: - Mrs L Ashley, Mrs B Ditcham, Mrs P Morton & Mrs B Smith.
- Analysis of the information supplied by the residents will be completed by Mr C Wickenden, Ms J Damen & Mr C Wickenden's daughter who is a data analyst.

**3.2 Strategy Document Production.** Mrs B Ditcham to take on Council lead. Ms J Damen to be liaison between the Strategy & Data Analysis team as she is on both. Awaiting further update on the Strategy Document Production following their first meeting.

**3.3 Engagement Planning:**

- Plan for Donkey Derby (3<sup>rd</sup> June)
- Plan for Beer Festival (7<sup>th</sup> & 8<sup>th</sup> June)
- Plan for Village Meeting (1 year into our Neighbourhood Plan) on the 12<sup>th</sup> September (Mr R Abeywardana to lead this event). Assistant Clerk to book the main hall.

Assistant Clerk to send out event details asking for helpers.

**3.4 Progress on funding (grants) – Update.** Carried forward.

**4. Social media update (RA).**

**4.1 Facebook**

**4.2 Twitter**

Mr R Abeywardana stated that both forms of Social Media have been very positive and the number of hits has increased.

**5. Date of next meetings – Monday 3<sup>rd</sup> June 2019 (Working group) & Tuesday 4<sup>th</sup> June 2019 (sub-committee).**

**Meeting Closed at 20:55**