

TWYFORD PARISH COUNCIL

Minutes of a meeting of the Neighbourhood Plan Sub-Committee held at Loddon Hall, Twyford on Tuesday 4th June 2019 at 7:00pm.

Present: Mr C Wickenden (Chair), Mr A Alder (from 19:30) Mrs E Ashley, Mr M Bray, Mrs B Ditcham, Mr J Jarvis (from 19:40 onwards).

Minutes: Lucy Moffatt (Clerk)

1. **Election of the Chairperson** Mr C Wickenden was proposed by Mr M Bray, seconded Mrs E Ashley. Motion carried nem con.
2. **Election of the Vice-Chair** Mrs B Ditcham was proposed by Mr M Bray, seconded Mrs E Ashley. Motion carried nem con.
3. **Public Questions** – none.
4. **Apologies** – Mr J Bowley & Mr R Mantel.
5. **Declaration of interest in items on the agenda** – none.
6. **Dispensations** none.
7. **Matters arising & action points.**
 - 7.1 The Piggott School – nothing to report.
 - 7.2 Neighbourhood Plan page on the website - Clerk to remove the questionnaire link and Mrs E Ashley agreed to provide material for the page updating readers about the neighbourhood plan and information on the benefits including information on Community Development Orders.
 - 7.3 Heavy Duty Gazebo – was used at the Donkey Derby and proved to be very substantial. More tent pegs and guy ropes are required.
 - 7.4 Engagement Planning
 - Annual Parish Meeting – due to purdah the engagement had to be cancelled.
 - Prize winners - L Neville (Castle Royle)
Chris Burt (La Fontana)
Andrew Popkin (Champagne)

Mr Andrew Popkin wished to have his prize donated to charity. Daisy's Dream was the chosen charity and representative Mrs Margaret Moore accepted the Champagne on the Charities behalf at the prize giving on Tuesday 21st May.

 - Events:
 - Donkey Derby – Mrs B Ditcham reported that the stall was well attended. It was well located amongst the other community stalls. The volunteers had requested badges and Mr C Wickenden will arrange this. The paperwork would be better stored in a folder [clerk to arrange] and an additional map in required [Mr C Wickenden to arrange]. Photos of people engaging are needed. Mr C Wickenden to arrange waiver forms for residents photos to be used.
 - Beer Festival – 8th June (stall booked) – 12-6pm – set up from 10:30. Mrs Ditcham to help with set up and Mr P Duffield, Mr M Alder and Mr C Wickenden to manage stall engagement.
 - Village Fete – 17th August (stall booked).
 - Local School Fete's – Mrs B Ditcham to book a pitch at the Colleton fayre. Mr M Bray will help manage the stall engagement.
 - Horticultural Shows – 8th June – agreed no engagement.
 - Christmas Fayre – Mr S Conway to arrange a stall.
 - 1-year Neighbourhood Plan Anniversary meeting (12th September) – Mr R Abeywardana to lead.
 - Discussion on future plans. Engagement with other Village Groups:
 - Old Silk Mill – Mr S Conway & Mrs L Ashley
 - The Piggott School – Mr S Conway
 - Twyford Surgery – Mr R Abeywardana
 - Twyford Together – Mr C Wickenden

No progress reported.
- 7.5 Progress on funding (grants) – no progress to report.

8. Budgets & Expenses

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

- Royal Mail postal fees - £443.52 (paid – Approval of up to £1435 given in 03/19)
- Gazebo - £375 (paid)

8.1 Expenses to be approved.

○ Assistant Clerk's Overtime – 17 Hours 30 Mins – approval proposed Mr C Wickenden, seconded Mr M Bray, motion carried unanimously.

9. Minutes of the meeting held on 2nd April 2019 approval as a true and accurate record proposed Mrs B Ditcham, seconded Mrs E Ashley, carried unanimously

Minutes of the meeting held on 13th May 2019 approval proposed Mrs B Ditcham, seconded Mr M Bray, carried unanimously.

10. Feedback from the Strategy Document Production Group. The group have lost Mr M Boniface. Mr C Wickenden to ask Mrs L Walder if she has time to lead the group. Mrs B Ditcham is the council representative on that group.

11. Data Entry Team – 300 questionnaires have been distributed to be entered.

12. Resident Liaison Team – 80 people requested a follow up. This will be co-ordinated by Mrs E Ashley and Mrs P Morton.

13. Data Analysis Team – no report.

14. Social media update (RA).

14.1 Facebook – no report.

14.2 Twitter – no report.

15. Questionnaire update – questionnaire closed. Mr R Sunley would like to carry out a survey at the station.

16. WBC plan update.

16.1 Meeting between Ian Church & James McCabe of WBC - agreed to remove this item from the agenda. Mr Jarvis suggested inviting WBC officers [esp Planning executive] to attend the September meeting – carried forward.

17. Correspondence circulated by email:

17.1 Neighbourhood Planning 2019 - Updates and Grant Funding Opportunities (circulated 1/4/19). Noted.

17.2 David Wilson Homes - Request for a briefing with Twyford Neighbourhood Plan Group (circulated 18/4/19). Noted.

17.3 Request for meeting with Croudace Homes re Bridge Farm, Twyford (circulated 22/4/19). Noted.

18. Date of next meetings – Monday 1st July 2019 (Working group) & Tuesday 2nd July 2019 (sub-committee).

Meeting Closed at 19:45