

TWYFORD PARISH COUNCIL

Minutes of a meeting of the Neighbourhood Plan Working Group held at Stanlake Pavilion, Twyford on Monday 1st July 2019 at 7:30pm.

Present: Mrs B Ditcham (vice-chair), Mrs E Ashley, Ms P Morton, Ms B Smith, Messer's R Abeywardana, M Bray & R Sunley.

Minutes: Lynn Povey (Assistant Clerk).

1. Welcome.

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

3. Matters arising & action points:

3.1 Questionnaire

- Number of responses. Around 23% response rate – Mr C Wickenden to work out the final total.
- Data entry update. Still quite a bit to do but overall it is going well. Both Mrs L Ashley & Ms B Smith volunteered to do extra. Mr C Wickenden to arrange to deliver these.
- Residents Liaison update. Mrs L Ashley, Mrs B Ditcham, Ms P Morton & Ms B Smith to write an email & letter that they would like the clerk to send to the residents who requested a response following the questionnaire.
- Data Analysis update. Will start once the data entry element has been completed. Carried forward.

3.2 Strategy Document Production - update. Mr C Wickenden to chase an initial meeting.

3.2.1 Commuter Parking – Document drawn up by Mr R Sunley. Clerk to resend the report to everyone within the Working Group. Feedback to be given to Mr R Sunley and discussed at the next meeting.

3.3 Engagement Planning:

- Plan for Colleton School Fete on the 6th July (stall booked).
 - 2pm to 4.30pm – Mrs B Ditcham, Mr R Sunley, Mr M Bray & Mr R Abeywardana
 - 3.30pm to 4.30pm – Ms P Morton
 - 4.30pm (clear up) – Mr R Sunley, Ms P Morton, Mr M Bray & Mrs B Ditcham
- Plan for the Twyford Village Fete on the 17th August (stall booked).
 - Volunteers so far: Mr R Sunley, Ms P Morton, Mrs L Ashley & Ms B Smith.
- Plan for Village Meeting (1 year into our Neighbourhood Plan) on the 12th September (venue to be confirmed) (Mr R Abeywardana to lead this event).
 - Promote event by Facebook, Twitter, Twyford Berkshire page, Twyford Together page, RG10, Wokingham Paper & advertise at other events.
 - Mr R Abeywardana to do a presentation for the evening.
 - Mr R Abeywardana to design & print leaflets (Volunteers needed to deliver).
 - WIFI & Projector needed at venue.
 - Mrs L Ashley to arrange publishing of an event notice in the local papers.
 - Mr R Abeywardana to investigate a speaker for use at the event.
 - Clerk to look into providing drinks and canapes at the event.
- Plan for the Christmas Fayre (Mr S Conway to arrange stall).

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 however we need to use social media more. A suggestion was made to see if Miss C Scull would like to take this on. Carry forward to next meeting.

5. **Date of next meetings – Monday 2nd September (Working group) & Tuesday 6th August 2019 (sub-committee).**

Meeting Closed at 20:45