

TWYFORD PARISH COUNCIL

Minutes of a meeting of the Neighbourhood Plan Sub-Committee held at Loddon Hall, Twyford on Tuesday 6th August 2019 at 7:00pm.

Present: Mr C Wickenden (Chair), Mr R Abeywardana, Mr M Alder, Mrs L Ashley, Mr M Bray, Mr J Jarvis & Mr R Mantel.

Minutes: Mrs Lynn Povey (Assistant Clerk)

1. **Public Questions** – None.
2. **Apologies** – Mrs B Ditcham & Mr J Bowley.
3. **Declaration of interest in items on the agenda** – None.
4. **Dispensations** - None.
5. **Matters arising & action points.**
 - 5.1 The Piggott School – Nothing to report.
 - 5.2 Neighbourhood Plan page on the website. Material supplied by Mrs L Ashley has been passed to the website team. Mr C Wickenden to confirm actual questionnaire response figures before it goes live.
 - 5.3 Heavy Duty Gazebo – 31-piece kit from Go-Outdoors (£6) – circulated 30/7/19. Assistant Clerk managed to get the kit for £5.40. To be approved (see item 6.1).
 - 5.4 Engagement Planning
 - Events:
 - Local School Fete's – Mrs B Ditcham has booked a slot at the Colleton Fete on the 6th July in the afternoon. Feedback - A good event. Contact details were taken from residents who wish to attend the 1-year on event on the 12th September.
 - Village Fete – 17th August (stall booked). Mr R Sunley, Ms P Morton, Mrs L Ashley, Ms B Smith and Mrs J Jarvis have volunteered to man the stall so far.
 - Christmas Fayre – Mr S Conway to arrange a stall.
 - Discussion on future plans. Engagement with other Village Groups:
 - Old Silk Mill – Mr S Conway & Mrs L Ashley. Nothing to report.
 - The Piggott School – Mr S Conway & Mr R Abeywardana. Nothing to report.
 - Twyford Surgery – Mr R Abeywardana & Mrs T Ramsden met with the practice manager (Ms Barrett) and had a discussion on 'green medicine'. Ms Barrett was very supportive of the idea. She also said that they will be merging with 5 other local surgeries, looking after 60,000 patients. Adequate facilities? – continue to work with the surgery.
 - Twyford Together – Mr C Wickenden. Nothing to report.
 - 5.5 1-year Neighbourhood Plan Anniversary Meeting (12th September 2019). Mr R Abeywardana to lead. Venue TBC.
 - Assistant Clerk to supply the photos of the Questionnaire Winners prize giving and the Donkey Derby
 - Mrs B Ditcham to supply photos taken at Colleton School Fete.
 - Assistant Clerk to ask Mr David Bann if he would assist in the printing of the flyers.
 - Assistant Clerk to provide Mr R Abeywardana with the details of the speaker at the CPRE event.
 - Assistant Clerk to cancel the September Working Group meeting to allow a run through of this event (see item 16 for more details on meeting dates).
 - 5.5 Progress on funding (grants) – No progress to report. Noted.
6. **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 - £496.85 (paid – Approval of up to £1435 given in 03/19)
 - Gazebo - £375 (paid)
 - Assistant Clerk's Overtime - £174.30 (paid)
- 6.1 Expenses to be approved.
 - Tent pegs & guy ropes – 31-piece kit from Go-Outdoors £6 (circulated 30/7/19). Assistant Clerk managed to get the kit for £5.40 – proposed by Mr J Jarvis, seconded by Mr M Bray and unanimously agreed. Arrange payment.

- Allocate a budget for the drinks & canapes for the 1-year on meeting in September. It was proposed by Mr J Jarvis for an amount up to £100 is used to supply drinks and nibbles. Seconded by Mr M Bray. Motion carried unanimously.
- Allocate a budget for printing leaflets for the 1-year on meeting in September. It was proposed by Mr M Alder for an amount up to £120 is used to print promotional leaflets. Seconded by Mr J Jarvis. Motion carried unanimously.

7. Minutes of the meeting held on 1st July 2019 approval as a true and accurate record proposed Mrs L Ashley, seconded M Bray, motion carried.

Minutes of the meeting held on 2nd July 2019 approval proposed Mrs L Ashley, seconded Mr J Jarvis, motion carried.

8. Feedback from the Strategy Document Production Group.

8.1 Documents drawn up by Mr R Sunley. Feedback.

8.1.1 Questionnaire for cyclists – version 1 produced by Mr R Sunley (circulated 1/8/19).

8.1.2 Hurst Road Parking & Transit Scheme document produced by Mr R Sunley (circulated 1/8/19).

8.1.3 Questionnaire for car park users – draft 2 produced by Mr R Sunley (circulated 31/7/19)

N.B for all 8.1 items – It was decided that we should ask the strategy group to suspend working on specific questionnaires until we have more clarity from both our own survey and the WBC commuter one. Mr C Wickenden to liaise with the group.

8.2 WBC – Surveys at Twyford Station (circulated 30/7/19). Requested a copy of the survey and findings. Awaiting details.

8.3 Use of biodegradable envelopes – To consider. Noted.

9. Data Entry Team – All paper questionnaires have now been entered (687 copies). Mr C Wickenden to send thanks to the team.

10. Resident Liaison Team – 80 people requested a follow up. Resident Liaison Team to provide Assistant Clerk with an email & letter to forward to the residents who requested a response following the questionnaire. Carried forward.

11. Data Analysis Team – Now all data entries have been completed, the team will start the analysis. Analysis to be completed by 2/9/19. Noted.

Meeting Closed at 19:44

All the below items will be carried forward to the next meeting.

12. Social media update (RA).

12.1 Facebook

12.2 Twitter

13. WBC plan update.

13.1 Invite sent to WBC Officers and Officials to attend a meeting in the Autumn. Awaiting response.

14. Correspondence circulated by email:

14.1 E-Bulletin (circulated 28/6/19).

14.2 Local Plan Update – Site Assessment Engagement 2019 (circulated 23/7/19).

14.3 WBC – Public Rights of Way improvement plan 2020-2030 – Have your say (circulated 25/7/19).

14.4 Neighbourhood Plan Writing Specialist (circulated 30/7/19).

14.5 Surveys at Twyford Station (circulated 30/7/19)

14.6 Arborfield & Barkham Neighbourhood Plan Consultation (circulated 30/7/19).

14.7 Neighbourhood Planning Newsletter – Issue 6 (circulated 30/7/19).

14.8 Draft Rights of Way Improvement Plan 2020-2030 consultation (circulated 30/7/19).

14.9 Webinar – How Neighbourhood Planning can bring forward affordable housing for sale (circulated 1/8/19).

16. Date of next meetings:

Neighbourhood Plan Sub-Committee meeting - 2/9/19 at Stanlake Meadow (19:30) – run through of the public 1-year on meeting.

Neighbourhood Plan – 1-year on public anniversary meeting on 12/9/19 (venue TBC).

Neighbourhood Plan Sub-Committee

Sub-Committee – 1/10/19 at Loddon Hall (19:00).

Sub-Committee – 5/11/19 at Loddon Hall (19:00).

Neighbourhood Plan Working Group

Working Group - 4/11/19 at Stanlake Meadow (19:30).