

TWYFORD PARISH COUNCIL

Minutes of a meeting of the Neighbourhood Plan Sub-Committee held at Loddon Hall, Twyford on Tuesday 3rd September 2019 at 7:00pm.

Present: Mr C Wickenden (Chair), Mrs B Ditcham, Mr R Abeywardana, Mr M Alder, Mr M Bray & Mr J Jarvis.

Members of the public: Ms Katie Hogg

Minutes: Mrs Lynn Povey (Assistant Clerk)

1. **Public Questions** – Ms Katie Hogg would like to become more involved within the community and assist with the Neighbourhood Plan. The Committee members introduced themselves and welcomed Ms Hogg. Ms K Hogg has been added to our correspondence list and invited to attend the next Working Group meeting.
2. **Apologies** – Mrs L Ashley, Mr R Mantel & 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 will go live on Friday. Noted.
 - 5.3 Engagement Planning
 - Events:
 - Village Fete – 17th August (Feedback). A good event although not as busy as at previous ones.
 - Christmas Fayre – Mrs L Povey has contacted Ms E Robinson to arrange a stall (awaiting confirmation).
 - 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. Ms Barrett is keen for the surgery to be involved in the Anniversary meeting. Noted.
 - Twyford Together – Mr C Wickenden. Nothing to report.
 - 5.5 1-year Neighbourhood Plan Anniversary Meeting. Mr R Abeywardana to lead. (Revised date & venue TBC).
 - Assistant Clerk gain the contact details for the speaker and check availability.
 - Mrs B Ditcham check availability to use Colleton School as our Anniversary Venue.
 - Mr David Bann is happy to assist in the printing of the flyers and distribution.
 - Mrs B Ditcham to supply photos taken at Colleton School Fete.
 - Mr C Wickenden to design a leaflet/poster advertising the Anniversary meeting. Mr R Abeywardana to then pass it to his works marketing department for checking.

It was also agreed that from now until the Anniversary meeting a weekly event planning meeting should be held to ensure the event is kept on track. The first of these meetings will be on the 7/9/19.
- 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)
 - Tent Accessories - £5.40 (paid)
- 6.1 Expenses to be approved.
 - Royal Mail charges - £4.75. Proposed by Mr J Jarvis, seconded by Mr M Bray and unanimously agreed. Arrange payment.

- Assistant Clerks overtime - £139.44. Proposed by Mr M Bray, seconded by Mr M Alder and unanimously agreed.

Passed to the Planning & Amenities Committee for final approval.

7. **Minutes of the meeting held on 6th August 2019** approval as a true and accurate record proposed Mr M Bray, seconded by Mr R Abeywardana, carried nem con.
8. **Feedback from the Strategy Document Production Group** – carried forward.
 - 8.1 WBC – Surveys at Twyford Station (circulated 30/7/19). Requested a copy of the survey and findings. Awaiting details. Carried forward.
 - 8.2 Creating new cycle routes (circulated 30/8/19). Carried forward.
9. **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.
10. **Data Analysis Team** – work in progress. The team are hoping to complete the analysis by the end of the week. Mr C Wickenden to send the assistant clerk the full questionnaire list.
11. **Social media update (RA)** – This will be used more to promote the anniversary meeting. Noted.
12. **WBC plan update.**
 - 12.1 Invite sent to WBC Officers and Officials to attend a meeting in the Autumn. Awaiting response. Noted.
13. **Correspondence circulated by email:**
 - 13.1 E-Bulletin (circulated 28/6/19). Noted.
 - 13.2 Local Plan Update – Site Assessment Engagement 2019 (circulated 23/7/19). Noted.
 - 13.3 WBC – Public Rights of Way improvement plan 2020-2030 – Have your say (circulated 25/7/19). Noted.
 - 13.4 Neighbourhood Plan Writing Specialist (circulated 30/7/19). Noted.
 - 13.5 Surveys at Twyford Station (circulated 30/7/19). Noted.
 - 13.6 Arborfield & Barkham Neighbourhood Plan Consultation (circulated 30/7/19). Noted.
 - 13.7 Neighbourhood Planning Newsletter – Issue 6 (circulated 30/7/19). Noted.
 - 13.8 Draft Rights of Way Improvement Plan 2020-2030 consultation (circulated 30/7/19). Noted.
 - 13.9 Webinar – How Neighbourhood Planning can bring forward affordable housing for sale (circulated 1/8/19). Noted.
 - 13.10 Workshop for Neighbourhood Plan (circulated 29/8/19). Noted.
14. **Date of next meetings:**

Neighbourhood Plan Working Group

Working Group – 30/9/19 at Stanlake Meadow (19:30).

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

Neighbourhood Plan Sub-Committee

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

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