

TWYFORD PARISH COUNCIL

Minutes of a meeting of the Neighbourhood Plan Sub-Committee held at Loddon Hall, Twyford on Tuesday 5th November 2019 at 7:00pm.

Present: Mr C Wickenden (Chair), Mrs B Ditcham, Mr M Alder, Mrs E Ashley, Mr M Bray & Mr R Mantel.

Minutes: Mrs Lynn Povey (Assistant Clerk)

1. Public Questions.

2. **Apologies** – Mr R Abeywardana & 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. Mr C Wickenden to liaise with Mr S Conway. Mr C Wickenden to also see if the Media Students would consider making a video of Twyford to engage with younger residents.

5.2 Engagement Planning.

- Events:

- Christmas Fayre – Form completed and returned. Requested invoice for the stall fee to enable the Council to make payment – Invoice received and passed to Mrs L Moffatt to arrange payment (payment authorised 09/19). Noted.

- Discussion on future plans. Engagement with other Village Groups:

- Old Silk Mill – Mr S Conway & Mrs L Ashley. Carried forward.
- The Piggott School – Mr S Conway & Mr R Abeywardana. Carried forward.
- Twyford Surgery – Mr R Abeywardana & Mrs T Ramsden. Carried forward.
- Twyford Together – Mr C Wickenden. Carried forward.

5.3 1-year Neighbourhood Plan Anniversary Meeting – Feedback. Please refer to the Neighbourhood Plan Working Group Minutes from 4/11/19 for feedback. In addition, Mr C Wickenden to liaise with both Hurst Parish Council and Ruscombe Parish Council to come with a plan on how the Parishes can work together to advise the residents of each of the parish plans and their designated boundaries.

5.4 Progress on funding (grants) – Mr C Wickenden has requested support to find a consultant. Mrs B Ditcham & Mr M Alder to help Mr C Wickenden find a consultant, gain costs and details of qualifications.

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 - £501.60 (paid – Approval of up to £1435 given in 03/19)
- Gazebo - £375 (paid)
- Assistant Clerk's Overtime - £313.74 (paid)
- Tent Accessories - £5.40 (paid)
- Colleton Venue Fees & Tech Advice - £82 (paid)
- Publicity Design Fees - £90 (paid)
- Christmas Fair Stall Fee - £35 (Approved 09/19 – Invoice received, processing payment)
- Leaflets (publicity material) - £120 (paid)
- Anniversary Meeting Refreshments - £99.76 (paid)

6.1 Expenses to be approved.

- Posters for 1-year on event (£47.23). Proposed by Mr M Bray, seconded by Mrs E Ashley and unanimously agreed. Arrange payment.
- Colleton School Hire Insurance (£8.61). Proposed by Mrs E Ashley, seconded by Mr M Bray and unanimously agreed. Arrange payment.

Passed to the Planning & Amenities Committee for final approval.

Mr J Jarvis arrived at 19:22

7. **Minutes of the meeting held on 30th September (Working Group)** approval as a true and accurate record was proposed Mrs B Ditcham, seconded by Mr M Bray, carried nem con.

Minutes of the meeting held on 1st October 2019 (Sub-Committee) approval as a true and

accurate record was proposed Mr M Bray, seconded by Mr M Alder, carried nem con.

8. Feedback from the Strategy Document Production Group.

8.1 Creating new cycle routes (circulated 30/8/19). Carried forward.

8.2 Discussion on Mr R Sunley's document on Commuter Parking. Mr M Bray questioned if the 1-year on event was the right venue for a poster suggesting commuter parking options. The Committee agreed with Mr M Bray that at a meeting (1-year on event) that was to promote the data from the questionnaire, it was appropriate to remove the poster from this event. The Committee need to come up with a process on how to make suggestions and present them.

Miss C Scull arrived 19:33

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 – Analysis has been completed. The data has been passed to the Strategy Group to start putting the documents together and to the Assistant Clerk to arrange for it to be uploaded onto the website.

11. Social media update (RA).

11.1 Neighbourhood Plan Questionnaire Results to be uploaded to the website. Assistant Clerk to action. Noted.

12. WBC plan update.

12.1 Invite sent to WBC Officers and Officials to attend a meeting in the Autumn. Assistant Clerk to chase a meeting date.

13. Correspondence circulated by email:

13.1 WBC – Draft Transport Strategy Launch (circulated 2/10/19). Noted.

13.2 Neighbourhood Planning newsletter – issue 7 October 2019 (circulated 8/10/19). Noted.

13.3 Consultations on Neighbourhood Plans (circulated 10/10/19). Noted.

13.4 Parking at Twyford Station – Commuters letter (circulated 28/10/19). Noted.

13.5 Neighbourhood Planning Updates & Guidance (circulated 28/10/19). Noted.

13.6 Resident correspondence – Mr A Roper (circulated 1/11/19). Noted.

13.7 Resident correspondence – Ms D Reid (circulated 1/11/19). Noted.

13.8 Resident correspondence – Ms F Newman (circulated 1/11/19). Noted.

14. Date of next meetings:

Neighbourhood Plan Working Group

Working Group – 6/01/20 at Stanlake Meadow (19:30).

Neighbourhood Plan Sub-Committee

Sub-Committee – 3/12/19 at Loddon Hall (19:00).

Sub-Committee – 7/01/20 at Loddon Hall (19:00).

Noted.

Meeting Closed at 19:40