

TWYFORD PARISH COUNCIL

Minutes of a meeting of the Neighbourhood Plan Sub-Committee held at Loddon Hall, Twyford on Tuesday 1st October 2019 at 7:00pm.

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

Minutes: Mrs Lynn Povey (Assistant Clerk)

1. Public Questions.

2. **Apologies** – Mrs L Ashley & 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.

5.2 Engagement Planning – All of item 5.2 was carried forward to next month.

- Events:

- Christmas Fayre – Stall requested (£35 fee).

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

- Old Silk Mill – Mr S Conway & Mrs L Ashley.

- The Piggott School – Mr S Conway & Mr R Abeywardana.

- Twyford Surgery – Mr R Abeywardana & Mrs T Ramsden.

- Twyford Together – Mr C Wickenden.

5.3 1-year Neighbourhood Plan Anniversary Meeting. Mr R Abeywardana to lead.

- Date: 24th October 2019

- Venue: Colleton School

- Time: 19:30 – 22:00

5.3.1 Guest Speaker – John Howell MP. Noted.

5.3.2 Advertising leaflet for the event (CW). Will be completed by Thursday. Noted.

5.3.3 Mr D Bann to place leaflet order and assist with distribution. Mr C Wickenden to liaise with Mr D Bann. Call for volunteers for door to door delivery.

5.3.4 Update following weekly event planning meetings. No update at present. Meeting to be held next Monday. Noted.

5.4 Progress on funding (grants) – Mr C Wickenden has taken on this task.

- £9,000 from now until March 2020.

- £9,000 for Technical Advice

- Housing need assessment – Identify a parcel of land with the view of a Housing Needs Survey. It was proposed by Mrs B Ditcham, seconded by Mr J Jarvis for Mr C Wickenden to apply for a Housing Needs Assessment on the land at Bridge Farm. This was unanimously agreed.

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)

6.1 Expenses to be approved.

- Colleton School – Venue fees (£42). Proposed by Mr J Jarvis, seconded by Mr M Alder and unanimously agreed. Arrange payment.

- Colleton School – Technical Support for use of their equipment (£40). Proposed by Mrs B Ditcham, seconded by Mr M Alder and unanimously agreed. Arrange payment.

- Christmas Fayre – Stall Fees (£35). Proposed by Mr J Jarvis, seconded by Mr M Bray and unanimously agreed. Arrange payment.

- Poster/Leaflet Design Fees (£90). Proposed by Mr J Jarvis, seconded by Mr M Bray and unanimously agreed. Arrange payment.

Passed to the Planning & Amenities Committee for final approval.

7. **Minutes of the meeting held on 3rd September 2019** approval as a true and accurate record proposed Mr M Bray, seconded by Mrs B Ditcham, carried nem con.
8. **Feedback from the Strategy Document Production Group.**
 - 8.1 WBC – Surveys at Twyford Station (circulated 23/9/19). The Committee felt that this was a good base and will use as a model.
 - 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. They have around 737 surveys to analyse. Noted.
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. Assistant Clerk to chase a meeting date.
13. **Correspondence circulated by email: None** – Noted.
14. **Date of next meetings:**

Neighbourhood Plan Working Group

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

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

Neighbourhood Plan Sub-Committee

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

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

Noted.

Meeting Closed at 19:43