

## TWYFORD PARISH COUNCIL

### Minutes of a meeting of the Neighbourhood Plan Sub-Committee held via Zoom on Tuesday 2<sup>nd</sup> February 2021 at 7:00pm.

**Present:** Mr C Wickenden (Chair), Mrs B Ditcham (Vice-Chair), Mr M Alder, Mrs E Ashley, Mr J Jarvis & Mr R Mantel.

**In Attendance:** N/A.

**Minutes:** Mrs Lynn Povey (Assistant Clerk).

1. **Public Questions** – None.
2. **Apologies:** Mr M Bray.
3. **Declaration of interest in items on the agenda** – None.
4. **Dispensations** - None.
5. **Matters arising & action points.**
  - 5.1 Supporting housing delivery and public service infrastructure consultation (submission deadline – 28.01.21). Final response (circulated 26/01/21) approved at Full Council on 26/01/21 and submitted by Mr C Wickenden. Noted.
  - 5.2 Confirmation of Team Allocation – Parish Councillor assigned to a team.
    - Health & Community Provisions
      - Mr J Jarvis (Cllr), Ms B Smith, Mr F Newman & Mr R Sunley.
    - A Thriving Village Centre
      - Mr M Alder (Cllr) & Mr M George.
    - Employment
      - Mr M Alder (Cllr) & Mr M George.
    - Carbon Neutrality
      - Mr C Wickenden (Cllr), Ms J Daman & Mr L Ferris (Borough Cllr).
    - New Homes
      - Mrs B Ditcham (Cllr), Ms P Morton & Mr S Conway (Borough Cllr).
    - Heritage & Design
      - Mrs E Ashley (Cllr) & Mr M Bray (Cllr).

#### Actions:

- Mr C Wickenden to write guidance notes for the teams.
  - Assistant Clerk to set up a shared folder for each team to upload items to.
  - Each team to arrange their own meetings. Assistant Clerk to send an email out confirming the teams and highlighting the person within the team who is responsible for organising meetings.
  - Assistant Clerk to upload documents from other local Parishes that have a Neighbourhood Plan in place as a reference tool.
  - Mr C Wickenden to write a promotional piece to be uploaded on to the Parish Council's social media platforms to raise awareness once again within the community of the ongoing work of the Neighbourhood Plan Team/Committee.
- 5.3 Meeting with WBC - Mr C Wickenden, Mrs B Ditcham & Cllr L Ferris met with WBC Officials to discuss options along with pros and cons for stating development sites within the plans - Update. Mr C Wickenden & Mrs B Ditcham provided an overview of the meeting (meeting notes previously circulated). Mr C Wickenden to provide the Assistant Clerk with the link to information on housing needs surveys to distribute.
  - 5.3.1 WBC - Report covering the proposed changes to permitted development rights (circulated via email). Noted.
  - 5.4 Use of Consultants – Define and agree needs. Mr C Wickenden to update the consultants with the groups progress and seek further guidance – Consultants to write policies following the conclusion of the team's findings/decisions.
  6. **Budgets & Expenses** – None. Noted.

7. **Minutes of the meeting held on both the 4<sup>th</sup> of January 2021 (working group) & the 5<sup>th</sup> of January 2021 (sub-committee).** Approval of both the Working Group & Sub-Committee minutes proposed by Mrs B Ditcham, seconded by Mr J Jarvis. Motion carried unanimously.
8. **Correspondence circulated by email:**
  - 8.1 Neighbourhood Planning Newsletter (circulated).
  - 8.2 Oneill Homer Correspondence - Planning (circulated by CW).

The above correspondence was noted.

9. **Date of next meeting:**
  - Monday 1<sup>st</sup> March 2021 (Working Group)**
  - Tuesday 2<sup>nd</sup> March 2021 (Sub-Committee)**

The above meeting dates were noted.

Meeting Closed at 19:35