

## TWYFORD PARISH COUNCIL

### Minutes of a meeting of the Neighbourhood Plan Working Group held via Zoom on Monday 26<sup>th</sup> April 2021 at 7:30pm.

**Present:** Mr C Wickenden (chair), Mrs B Ditcham (vice-chair), Mrs E Ashley, Mrs P Morton, Mrs B Smith and Messer's M Alder, M George, R Mantel, F Newman & R Sunley.

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

1. **Welcome.** Mr C Wickenden welcomed everyone.
2. **Apologies** – Ms J Daman & Mr L Ferris.
3. **Update on actions from previous meeting:**
  - 3.1 Mr R Sunley to forward an electronic version of the Village Improvement Plan to the Assistant Clerk to upload to the shared folder. Action completed. Noted.
  - 3.2 Parish Online - an interactive map for use by the group. Assistant Clerk is working on access allocation.
  - 3.3 New Homes team to discuss with WBC the breakdown of the housing request numbers. Carried forward.
  - 3.4 New Homes to investigate brownfield sites within the village. Carried forward.
  - 3.5 Mr R Sunley to upload the draft transport policy document to the shared folder for the teams and consultant's consideration. Action completed. Noted.
  - 3.6 Assistant Clerk to investigate ownership of the Nature Reserve and report back to Mr F Newman. Action completed. Noted.
  - 3.7 Mr M George to write a document with his findings and upload to the shared folder. Action completed. Noted.
  - 3.8 Ms J Daman to supply a write up to accompany the Community Carbon Footprint Calculator before being uploaded. Mr C Wickenden to upload write up to the shared folder on Ms Daman's behalf.
  - 3.9 Mr C Wickenden to circulate Oneill Homer's prospective plan. Action completed. Noted.
4. **Matters arising & action points.**
  - 4.1 Local Plan Update. No update received. Noted.
  - 4.2 Team updates/feedback: -
    - Health & Community Provisions – Update provided by both Mr R Sunley & Mr F Newman.
      - Mr R Sunley to amend the 'Parking at Twyford Station' document and resubmit the document to the Working Group.
      - Mr R Sunley write a section on how to promote understanding that people are entering a village (traffic calming measures, shared space/pedestrianisation, defensible space)
    - A Thriving Village Centre – Update provided by Mr M George.
      - Mr M George to amend document to include non-village centre shops and resubmit the document to the Working Group.
    - Employment – No update.
      - Carried forward.
    - Carbon Neutrality – Update provided by Mr C Wickenden.
      - Document has been drafted. Working Group to review the document ahead of the next meeting.
    - New Homes – Update provided by Mrs B Ditcham.
      - Mrs B Ditcham & Mrs P Morton to look at the type of homes Twyford has at present. Assistant Clerk to arrange access to Parish Online for mapping purposes.
      - Mr S Conway to write a document outlining what is and is not wanted.
    - Heritage & Design – Update provided by Mrs E Ashley.
      - Response received from the Historical Society and uploaded onto the shared drive.
      - Mrs E Ashley has uploaded a document to the shared drive for the Working Group to review.
      - Mr S Conway to write a case study on a local heritage planning refusal.

- 4.3 Community Liaison – Update on actions:
- Move banners within the village. Carried forward.
  - Raise Profile – Mr C Wickenden to write a promotional piece:
    - Social Media – share posts from the Neighbourhood Plan Facebook page with other local pages such as 'Twyford (Berkshire)', 'Twyford Together' etc.
    - RG10
    - Local Papers
- Carried forward.
- 4.4 Local Cycling and Walking Infrastructure Plan for Wokingham Borough (Mr C Wickenden).  
Carried forward.
- 4.5 Focal point/Village Centre – Mr R Sunley to report on his findings on other pedestrian friendly villages. Mr R Sunley reported on this within item 4.2.
- 4.6 Planning for next Grant Submission. Mr M George to assist Mr C Wickenden with the grant application.
- 4.6.1 All teams to report on what support they will need to write or shape the policies. Mr C Wickenden to arrange for the consultants to attend the next Working Group meeting on the 07.06.21.
- 5. Date of next meetings:**  
Sub-Committee – 4/5/21 (19:00)  
Working Group – 7/6/21 (19:30) - TBC  
Sub-Committee – 8/6/21 (19:00) - TBC

The above meeting dates were noted.

**Meeting Closed at 21:31**