

## TWYFORD PARISH COUNCIL

### Minutes of a meeting of the Neighbourhood Plan Working Group held via Zoom on Monday 4<sup>th</sup> October 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 George, F Newman & R Sunley.

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

1. **Welcome.** Mr C Wickenden welcomed everyone.
2. **Apologies** – Miss J Daman, Mr M Alder, Mr S Conway, Mr L Ferris & Mr R Mantel.
3. **Update on actions from previous meeting not assigned to groups:**
  - 3.1 Mr C Wickenden to highlight details from meeting with consultants. Mr C Wickenden provided an overview of his meeting with Ms L Haim (Meeting notes circulated 01.10.21)
  - 3.2 Assistant Clerk to send out the WBC link to the Bridge Farm Planning Application for the groups reference. Action completed. Noted.
  - 3.3 Assistant Clerk to create a folder within the shared file titled 'Events' for the group to upload documents, photos, posters etc to be displayed at the upcoming community events. Action completed. Noted.
  - 3.4 Assistant Clerk to acquire contact details for the environmental agency. Carried forward.
  - 3.5 Ms L Haim to provide a list of things still needed from the groups. Carried forward.
  - 3.6 Mr C Wickenden to discuss with Twyford Parish Council's Parish Lands Committee potential alternative uses of any underused Parish Council land. E.G. E-Bike points and Electric Units. Mr C Wickenden to request item to be included for discussion within the next Parish Lands meeting.
  - 3.7 Mr C Wickenden to discuss a wish list using CIL money with TPC's Parish Lands Committee. Mr C Wickenden to request item to be included for discussion within the next Parish Lands meeting.
  - 3.8 Mr C Wickenden to check with Mrs B Smith as to how she is getting on with investigations. Action completed. Mr R Sunley to provide technical support.
  - 3.9 Mr S Conway to locate and provide a copy of the Dave Turner library blueprint. Carried forward.
  - 3.10 Assistant Clerk to send an email to the Working Group to consider what they would ideally like to see within Phase 2 of the library regeneration project (a wish list)? Carried forward.
  - 3.11 Working Group to consider a Tree Canopy Cover Policy especially for new developments. The Working Group have agreed that this policy is to be included within the Neighbourhood Plan.
  - 3.12 Mr C Wickenden to look at reports sent by Ms L Haim to consider for Twyford. Action completed.
  - 3.13 Ms L Haim to send through examples of character appraisals (Design Codes) for consideration. Mr C Wickenden has applied for design code consultancy – Awaiting response.
  - 3.14 Informal Consultation approach/content – Working Group to look at the links to St Ives and Kingston Neighbourhood Plans provided by consultants. Action completed.
4. **Team Updates: -**
  - o Health & Community Provisions
    - **Action** - Mr R Sunley to draft a cycle/walking network map.
    - **Action** - Mr F Newman to draft a wildlife habitat map and contact Thames Valley Environmental Records Centre. No response received.
    - **Action** - Health & Community Provisions Team – To liaise with WBC for phase 2 of the library regeneration project (SC, JJ).
    - **Action** - Mr R Sunley & Ms L Haim to produce mapping documents.
    - **Action** - Mr F Newman to read the report on habitat mapping that Ruscombe commissioned. Carried forward.
  - o A Thriving Village Centre.
    - **Action** - Mr M George to reconsider the approach to extension of frontages and define a retail centre boundary within a core primary shopping area and review the current draft policy.
    - **Action** - Mr M George to add policy space ensuring the Air Quality directives is used within developments.
  - o Employment.
  - o Carbon Neutrality.
    - **Action** - Carbon Neutrality – To write a draft policy document.
    - **Action** - Carbon Neutrality group to attend next Health and Community Provisions group meeting.

- New Homes
  - **Action** - New Homes team to map out current housing.
- Heritage & Design.  
Mrs E Ashley has made amended the draft policy document.
- Other:-
  - Historical Overview (SC).
  - Cycling & Walking Infrastructure (MA).

It was decided to read through Ms L Haim's notes on draft policy ideas before continuing with the above actions.

## 5. **Matters Arising & Community Engagement.**

- 5.1 Local Plan Update. Assistant Clerk read the following statement provided by Mr L Ferris:  
*There is a meeting of the WBC Local Plan cross-party WG this Friday. The topic is to discuss the Boroughs Green Open Spaces. I am aware of our requests in Twyford, but if anyone has anything additional to support our green sites it could be useful.*

*I will provide what feedback I can give on this topic, subject to confidentiality issues.*

*We have also pressed the Officers at WBC to ensure that Climate Change and the Climate Emergency are fully included in the Local Plan. It is not clear how much the NPPF refers/takes notice of this topic, but we feel it is essential that as much information and pressure on this is included in the overall Local Plan.*

- 5.2 Community Liaison – Update on actions:

- Move banners within the village. Old banners weathered – Assistant Clerk to obtain quote. 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.
- Fun Run (10.10.21) – Event discussion. Mrs B Ditcham & Mr C Wickenden re-confirmed availability. Mr M George confirmed availability to assist with erecting the gazebo. Display material to be discussed at the Sub-Committee meeting (05.10.21).
- Tree Festival – Volunteers needed to man the stall at the event. Mrs P Morton, Mrs B Smith, Mr F Newman & Mr R Sunley confirmed availability.
- Christmas Fayre – Volunteers needed to man the stall at the event. Mrs E Ashley, Mrs B Ditcham, Mrs P Morton, Mrs B Smith, Mr F Newman & Mr R Sunley confirmed availability.

## 6. **Date of next meetings:**

Sub-Committee – 5/10/21 (19:00) – Stanlake Pavilion  
Working Group – 1/11/21 (19:30 – Zoom  
Sub-Committee – 2/11/21 (19:00) – Stanlake Pavilion

The above meeting dates were noted.

**Meeting Closed at 20:47**