

## TWYFORD PARISH COUNCIL

### Minutes of a meeting of the Neighbourhood Plan Sub-Committee at Stanlake Pavilion, Twyford on Tuesday 2<sup>nd</sup> December 2021 at 7:00pm.

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

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

1. **Public Questions.** None.
2. **Apologies.** Mr R Abeywardana & Mrs B Ditcham.
3. **Declaration of interest in items on the agenda.** None.
4. **Dispensations.** None.
5. **Matters arising & action points.**
  - 5.1 Update/Feedback on the Working Group team's progress. Mr C Wickenden gave an overview of the Neighbourhood Plan Working Group Meeting held 29.11.21. Minutes of meeting circulated and can be found on the Twyford Parish Council website.
  - 5.2 Update/Feedback from Tree Festival Event. It was felt that it was a good event with a steady stream of interested residents. Mr C Wickenden suggested for future events that we gain contact details should the resident be happy to provide these.
    - Actions
      - Assistant Clerk to arrange for the event material to be uploaded to the Twyford Parish Council website
      - QR code to be generated to provide easy access to Neighbourhood Plan information on the Twyford Parish Council website.
  - 5.3 Potential Hall Hire for next community event (Mid-Feb 2022). Assistant Clerk to investigate the availability of venues within Twyford (ideally with Internet) to hold a Public Consultation Meeting on Thursday 3<sup>rd</sup> March 2022. To report back at the next Working Group meeting.
6. **Budgets & Expenses.**
  - 6.1 For Approval (Grant Money) - Consultant Fees (follow up actions, SG review meeting, draft policy ideas and document production) - £2475.00 (£2970.00 inc. vat). It was proposed by Mrs E Ashley, seconded by Mr M Alder and unanimously agreed for the consultants' fees to be paid.
  - 6.2 For Approval – Event material (Printing Costs) - £68.00 (Costs to come out of the event material Budget approved within Octobers Sub-Committee Meeting (Budget to be approved within Decembers Planning & Amenities Meeting)). The printing costs were proposed by Mr M Alder, seconded by Mrs E Ashley and unanimously agreed.
  - 6.3 For Approval – Event material (Printing Costs (Additional Prints)) - £25.00 (Costs to come out of the event material budget approved within Octobers Sub-Committee Meeting (Budget to be approved within Decembers Planning & Amenities Meeting)). The printing costs were proposed by Mr M Alder, seconded by Mr J Jarvis and unanimously agreed.
  - 6.4 For Approval – Cost of Banners (Need a Banner (8ft by 3ft – quantity 8)) - £416.86. Carried forward.
7. **Approval of Minutes:**
  - 7.1 **Minutes of the Working Group meetings held on the 1<sup>st</sup> November 2021.**

Approval of the minutes proposed by Mr E Ashley & seconded by Mr R Mantel. Motion carried nem con.
  - 7.2 **Minutes of the Sub-Committee meeting held on the 2<sup>nd</sup> November 2021.**

Approval of the minutes proposed by Mr E Ashley & seconded by Mr R Mantel. Motion carried nem con.
8. **Correspondence circulated by email:**
  - 8.1 WBC - How can we house our most vulnerable residents fairly? (circulated). Noted.
  - 8.2 Local Plan Update - Revised Growth Strategy briefing session slides (circulated). Noted.
9. **Date of next meeting:**

Sub-Committee – 04/01/22 (19:00), Stanlake Pavilion. Revised start time of 19:30.  
Working Group – 10/01/22 (19:30) via Zoom.

The above meeting dates and times were noted.

Meeting Closed at 19:20