

TWYFORD PARISH COUNCIL

Minutes of a meeting of the Neighbourhood Plan Working Group held via Zoom on Monday 31st January 2022 at 7:30pm.

Present: Mr C Wickenden (chair), Mrs B Ditcham (vice-chair), Mrs B Smith and Messer's L Ferris, M George, R Mantel, F Newman & R Sunley.

Minutes: Lynn Povey (Assistant Clerk).

1. **Welcome.** Mr C Wickenden welcomed everyone.
2. **Apologies** – Mrs E Ashley, Ms P Morton & Mr S Conway.
3. **Update on actions from previous meeting not assigned to groups:**
 - 3.1 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 and to also discuss a wish list using CIL money. Mrs B Ditcham to attend the Parish Lands Committee meeting on Tuesday 8th February. Any ideas/suggestions to be sent to Mr C Wickenden and Mrs B Ditcham by Friday 4th February.
 - 3.2 Library regeneration project (Phase 2) - A wish list. Meeting arrangements – Assistant Clerk to arrange meeting to discuss the Phase 2 element of the project. Mr L Ferris advised that a special executive meeting surrounding Phase 1 is due to take place around the 7th of March (Mr L Ferris to confirm date and request an invite to be sent for a Twyford Parish Council representative to attend).
 - 3.3 Design Codes (EA) – Update from site meeting. Assistant Clerk read the following report from Mrs E Ashley – The consultants decided that they would do a bike tour of the village. A list of contents which was very thorough and comprehensive was received. It was requested that other parts of the plan were not duplicated and that a section on Local Heritage assets was included. Awaiting draft policy documents.
 - 3.4 High Street Infrastructure (CW, MG & RS) – Highway's meeting to be held 04.02.22 as recommended by consultants. Assistant Clerk to ask for Mr M George & Mr R Sunley to be sent an invite.
4. **Policy Updates/Evidence.**
 - 4.1 Housing Needs Survey – Confirmation needed from the New Homes Team that the information stated within the draft document was as expected. Assistant Clerk was asked to arrange a meeting with WBC to discuss the Housing Needs document (attendees: - CW, BD, LF & RM) before finalising details with the consultants.
 - 4.2 Pre-Submission Plan – Action update from the January meeting:
 - Assistant Clerk to create a folder '1. Feedback for Leani' within the Working Group Shared Folder. Action Completed. Noted.
 - The Working Group to add any feedback on the latest draft of the Pre-Submission Plan to the above folder by 24th January 2022. Action Completed. Noted. Revised draft circulated. Any additional/suggested alterations to be placed within the feedback folder by 16.02.22. To consider adding a 'residents view' paragraph.
 - Mr C Wickenden to assign members of the team to write up details of missing information. Documents to be added to the above folder by 24th January 2022. Action Completed. Noted. Team members to continue with their write ups.
 - Mr R Sunley to add latest transport draft to the above folder. Action Completed. Noted.
 - Assistant Clerk to ask for item 'Twyford Neighbourhood Plan - To consider the approval of the Pre-Submission Plan' to be added to the Full Council Meeting on 22nd February 2022. Action Completed. Noted.
 - Assistant Clerk to liaise with Ruscombe PC for a list of who needs to be sent a copy and advised of the plan. Carried forward.
 - Ms L Haim to send through a note outlining regulations to enable the formal consultation to commence. Information received and circulated. Noted.
 - 4.3 WBC Screening – Draft Plan sent to WBC 15.12.21. Awaiting outcome. Assistant Clerk to chase a response.
5. **Matters Arising & Community Engagement.**
 - 5.1 Local Plan Update. Mr L Ferris confirmed that there are no updates at present as WBC are going over the responses received from the consultation that ended 24.01.22.
 - 5.1.2 Vision for Twyford – Meeting to be held with WBC to discuss the possibility of working together.

Meeting arrangements – Assistant Clerk asked to arrange a meeting (Attendees: - CW, BD, RM, EA).

5.2 Community Liaison – Update on actions:

- Banners. To decide on the new design for the banners. The Working Group unanimously agreed to the following wording for the new banners.
 - TWYFORD'S FUTURE (Bubble 1 – Black writing)
 - YOUR VOTE (Bubble 2 – Red writing)
- 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.

- Other events:
 - Local events
 - Waitrose (Awaiting response)
 - TRHA Show (26th March 2022)
 - TRHA Show (11th June 2022)

Noted. Volunteers to be discussed at the next meeting (28.02.22)

- Public Consultation (10th March 2022) – Update on potential venues:
 - Loddon Hall – Awaiting response.
 - Scout Hall – Not available for weekday hire.
 - St Mary's Church Hall – Available from 19:15. Alternatively, Wednesday 9th March and Friday 11th March are free.

Actions

- Assistant Clerk to book St Mary's Church Hall for the 10th March.
- Assistant Clerk to liaise with Twyford Brownies to see if they would be happy to relocate to Stanlake Pavilion for that evening.
- Assistant Clerk to arrange a press release (24.02.22) to the following papers: - Reading Chronicle, Wokingham Today and The Maidenhead Advertiser.
- Assistant Clerk to arrange an event planning meeting with Mr C Wickenden & Mrs B Ditcham.
- Leaflet drop volunteers: - Mrs B Smith, Mr R Sunley, Mr R Mantel, Mr F Newman, Mr M George & Mr L Ferris.

6. Date of next meetings:

Working Group – 28/02/22 (19:30) via Zoom.

Sub-Committee – 01/03/22 (19:00), Stanlake Pavilion.

The above meeting dates were noted.

Meeting Closed at 21:38