

TWYFORD PARISH COUNCIL

Minutes of a meeting of the Neighbourhood Plan Sub-Committee at Loddon Hall, Twyford on Tuesday 5th April 2022 at 7:15pm.

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

Minutes: Mrs Lynn Povey (Assistant Clerk).

1. **Public Questions.** None.
2. **Apologies.** Mr R Mantel.
3. **Declaration of interest in items on the agenda.** None.
4. **Dispensations.** None.
5. **Matters arising & action points.**
 - 5.1 Pre-Submission Policy Document – Revision of updates. Final draft versions of the Housing Needs Assessment & Design Code documents received, and mapping works completed. Ms L Haim to review and insert into the Neighbourhood Plan Policy Document where appropriate.
 - 5.2 Timeline (circulated):

08.04.22	-	Pre-Submission Plan Consultation (Regulation 14) commences.
16.04.22	-	Public Engagement Event (TBC).
20.04.22	-	NP draft policy document to be displayed at Twyford Parish Council's APM.
09.05.22	-	NP Working Group Meeting (7.30pm via Zoom).
14.05.22	-	Public Engagement Event (TBC).
20.05.22	-	Pre-Submission Plan Consultation ends.
W/C 23.05.22	-	Collate responses from Pre-Submission Plan Consultation.
W/C 06.06.22	-	Submission Plan Consultation (Regulation 16) to commence.
Summer 2022	-	Twyford's Neighbourhood Plan to hopefully go to referendum.

Mr C Wickenden gave an overview of actions needing completing before the 8th April. Assistant Clerk provided timeline details supplied by WBC for the period after the Pre-Submission Plan Consultation ends and up to the point of the Referendum taking place based on their internal turnaround times. Mr C Wickenden to liaise with Ms L Haim regarding a potential change in the Twyford Neighbourhood Plan timeline (as shown above).

6. **Budgets & Expenses.**
 - 6.1 For Approval from grant monies – Oneill Homer Consultants Fees - £4675.00. It was proposed by Mrs B Ditcham and seconded by Mrs E Ashley and unanimously agreed for the payment of the Consultants Fees to be made.
 - 6.2 Public Consultation Event Hall Hire - £60.00. To note the cost spent out of the Public Consultation/Event budget. It was proposed by Mr M Alder, seconded by Mrs E Ashley and unanimously agreed for the hall fees to be paid out of the event budget approved within February 2022 Planning & Amenities Meeting under item 10.1.2.
 - 6.3 For approval from grant monies - Printing Costs (Policy Boards for the Public Consultation Event) - £360. It was proposed by Mr M Alder, seconded by Mrs E Ashley and unanimously agreed for the printing costs to be paid out of grant monies.
 - 6.4 Grant application for £15,000 successful for the High Street Regeneration bid. To consider accepting the fee proposal from PJA. It was proposed by Mrs B Ditcham, seconded by Mr M Alder and unanimously agreed to accept the fee proposal from PJA.
 - 6.5 For approval from grant monies – Refreshment Costs - £13.80. It was proposed by Mr M Alder, seconded by Mrs E Ashley and unanimously agreed for the payment to be made.
7. **Approval of Minutes:**
 - 7.1 **Minutes of the Sub-Committee meeting held on the 1st March 2022.**

Approval of the minutes proposed by Mrs E Ashley & seconded by Mrs B Ditcham. Motion carried unanimously.
 - 7.2 **Minutes of the Working Group meetings held on the 21st March 2022.**

Approval of the minutes proposed by Mrs E Ashley & seconded by Mrs B Ditcham. Motion carried unanimously.

8. Correspondence circulated by email:

- 8.1 WBC - Leading the way with low carbon housing at Carnival Place (circulated). Noted.
- 8.2 WBC - Millions invested in keeping traffic moving and promoting green alternatives (circulated).
Noted.
- 8.3 WBC - Going carbon net zero at Woodley Library (circulated). Noted.

9. Date of next meeting:

Sub-Committee – 03/05/22 (19:15), Loddon Hall.
Working Group – 09/05/22 (19:30) via Zoom.
Sub-Committee – 07/06/22 (19:15), Loddon Hall.

The above meeting dates were noted.

Meeting Closed at 19:44