

TWYFORD PARISH COUNCIL

Minutes of a meeting of the Neighbourhood Plan Sub-Committee held at Loddon Hall, Twyford on Tuesday 5th February 2019 at 7:00pm.

Present: Mr C Wickenden (Chair), Mrs B Ditcham, Mrs E Ashley, Messer's R Abeywardana, M Alder, M Boniface & J Jarvis.

Minutes: Lynn Povey (Assistant Clerk)

1. **Public Questions** – None.
2. **Apologies** – Mr R Mantel, Mr M Bray & Mr J Bowley.
3. **Declaration of interest in items on the agenda** – None.
4. **Dispensations** – None.
5. **Matters arising & action points**
 - 5.1 The Piggott School – No further actions at the present time.
 - 5.2 Flyers – Distribution. Mrs E Ashley to approach shops to see if they will display some flyers – good response received from the local businesses. Mr C Wickenden to liaise with Mr D Bann to see how the distribution to the households is going.
 - 5.3 Banners – Locations and volunteers. It was decided for the banners to be put up at the following location providing authority is gained where necessary: The Station, The Bowling Club, Stanlake, Hurst Road & London Road Allotments, Hurst Cricket Club (authorisation provided by Mr M Boniface), Near A4 roundabout. To consider putting the final banner up at either Loddon Hall, Jubilee Corner or Colleton School.
 - 5.4 Hub – There was a view that the use of the word 'hub' could promote development & raised concern. Although another choice of word was not confirmed, it was agreed by the committee that the term 'HUB' would not be used in communications.
 - 5.5 Neighbourhood Plan Page on the website is live. Material needed. The Committee were pleased with the page so far and will gather/supply material to be uploaded.
 - 5.6 Working Group Meetings – Every other month? It was agreed by the Committee to change the Working Group Meeting to every other month. The first meeting within this arrangement will be Monday 4th March and then Monday 6th May 2019. The venue and time of the meeting remains the same.
 - 5.7 Heavy Duty Gazebo. Do we want one? This will be ideal for any events that the Neighbourhood Plan Team will be attending and for The Council as a whole. Clerk ask to gain 3 quotes. Clerk also asked to book a space at this year's Donkey Derby & Village Fete.
 - 5.8 Lauren Walder – Project Manager. Mr C Wickenden met with Ms Walder to inform her of the Stages/processes the Neighbourhood Plan has gone through so far. Ms Walder is taking a year sabbatical from work and would very much like to be a part of the Neighbourhood Plan. Mr C Wickenden to arrange a second meeting with Ms Walder on 12th February 2019 along with Mrs B Ditcham.
6. **Minutes of the meetings held on 7th & 8th January 2019.**
 - Working Group
Proposed by Mrs E Ashley, seconded by Mrs B Ditcham. Motion carried nem con.
 - Sub-Committee
Proposed by Mrs B Ditcham, seconded by Mrs E Ashley. Motion carried nem con.
7. **Feedback from team 1– Housing & Transport.**
Questionnaire details finalised. Mr C Wickenden to write a letter of thanks to Mr R Sunley for all his hard work so far and his continued support to the Neighbourhood Plan. It is very much appreciated.
8. **Feedback from team 2– Future Village.**
Meeting held. Questionnaire details finalised.
9. **Feedback from team 3 – Village Engagement Team.**
No team meeting held.
10. **Social Media (RA)**
 - 10.1 Facebook – Good engagement. Will continue to add details. Carried forward.
 - 10.2 Twitter – Some positive feedback. Will continue to add details. Carried forward.
 - 10.3 LinkedIn – Carried forward.
11. **Questionnaire update.** Questionnaire Group Meeting held on 4/2/19 and they now have a set of questions to pass to the Graphic Designer. Below is the current timeline the Neighbourhood Plan Team are currently working towards:

- Mr C Wickenden & Mr R Abeywardana to liaise with the Graphic Designer (asap).
 - Mid-February 2019 – Questionnaire to be sent to the printers.
 - March 2019 – Questionnaire to be delivered to households.
- 11.1 Wokingham Borough Councils Consultation Software - Mr C Wickenden & Ms Josie Daman liaising with WBC. Carried forward.
- 11.2 Prizes (RA) – These are in place (La Fontana, Castle Royle, Champagne). Twyford Bonfire committee have been asked if they would like to offer a family ticket for this year's event – awaiting response. Noted.
- 11.3 Freepost Option – A licence will cost £97+VAT and then for every item returned it will cost 41pence. Clerk to arrange. Carried forward.
- 11.4 Floor Store – Drop off point in the village. The post-box has been decorated using our flyers and has been dropped off. Clerk has passed thanks to Robert for his support. Noted.
- 11.5 Graphic Designer – Margaret McNally £45 per hour? Mr C Wickenden suggested that we allow up to 10 hours of Margaret's time to design the questionnaire. This was proposed by Mr R Abeywardana, seconded by Mrs E Ashley and unanimously agreed. Passed to Planning & Amenities for approval. Once approved, Mr C Wickenden & Mr R Abeywardana to liaise with Margaret.
- 11.6 Helen Masey – Woodley Town Councils contact for questionnaire wording and distribution / collation / door to door surveys. Mr C Wickenden suggested that as the questionnaire has been agreed by the questionnaire group that we continue as we are but keep Helen's details for the next stage. Unanimously agreed.
- 12. WBC plan update.**
- 12.1 Meeting between Ian Church & James McCabe of WBC and Mr C Wickenden, Mr R Mantel & Ms Josie Daman. Ms Josie Daman has tried to gain a response following the meeting but to no avail. Mr C Wickenden asked the Clerk to arrange a follow up meeting.
- 13. Correspondence circulated by email:**
- 13.1 WBC – Update on the Wokingham Borough Plan (circulated 30/1/19). Noted.
- 13.2 Team 2 meeting – 14.12.18 (circulated 30/1/19). Noted.
- 14. Date of next meetings:**
- **Monday 4th March 2019 at Stanlake Pavilion (Working Group)**
 - **Tuesday 5th March 2019 at Loddon Hall (Sub-Committee)**

Meeting Closed at 19:44