

## TWYFORD PARISH COUNCIL

### Minutes of a meeting of the Neighbourhood Plan Sub-Committee held at Loddon Hall, Twyford on Tuesday 5<sup>th</sup> March 2019 at 7:00pm.

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

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

1. **Public Questions** – None.

2. **Apologies** –Mr M Alder & 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 – Mr M Boniface & Mr S Conway to engage with the sixth form. Mr S Conway to make arrangements with The Piggott School.

5.2 Flyers – Distribution. Mr D Bann has confirmed that the Wargrave Road had the flyers delivered so is unsure what happened to the residents copy. Copies can be obtained within the village.

5.3 Banners. The Ranger now has the banners and will be putting them up in the following locations providing authority is gained where necessary: The Station, The Bowling Club, Stanlake, Hurst Road & London Road Allotments, Near A4 roundabout. Mr M Boniface informed us that Hurst Cricket Club would rather we didn't put a banner up at their venue due to Hurst also having a Neighbourhood Plan. Mrs B Ditcham to enquire at Colleton School.

5.4 Neighbourhood Plan Page on the website is live. Material needed. Once we have received the link for our survey, Clerk to arrange for it to be uploaded to the website.

5.5 Heavy Duty Gazebo. Three quotes obtained.

- Garden-camping.com - £199.99
- Heavydutygazebo.co.uk - £299 (standard model inc. TPC sign)
- £345 (extra strong model inc. TPC sign)
- Crocodiletrading.co.uk - £389 (Extreme 50 model)

It was recommended by Mr C Wickenden to choose the extra strong model for £345. This was proposed by Mrs E Ashley, seconded by Mrs B Ditcham and unanimously agreed. To be passed to the Planning & Amenities Committee for approval.

5.6 Donkey Derby. Mr John March has reserved a stall for the Neighbourhood Plan Committee. Noted.

5.7 Lauren Walder – Project Manager. Mr C Wickenden welcomed Ms L Walder. The Committee introduced themselves and in turn Ms L Walder provided the Committee with some background information about her and her career in Event Management. Ms L Walder is looking forward to being part of the Neighbourhood Plan's Working Group and helping with this project.

5.8 Strategy Document Production – Call for volunteers. Mr C Wickenden said that this will be a small team. Mr S Conway, Ms J Damen, Mr R Sunley, Ms L Walder and Mr M Boniface have volunteered to form the team and write the required policies/documents. It was decided that the team would get together in April to start investigating the templates needed and look at what other Neighbourhood Plan Committees have done. Clerk to send out contact details.

5.9 Engagement Planning.

- Village Meeting Planning (Annual Parish Meeting). Mr C Wickenden to outline some early results from our survey. Mr C Wickenden to also liaise with Mr G Holmes to see if we can use the display boards to have a Neighbourhood Plan information area for any enquiries following the Annual Parish Meeting.
- Other events. The Committee would like to attend as many Village events as possible. These include: Donkey Derby, Beer Festival, Village Fete, School Fete's, Horticultural Shows, The Christmas Fayre and at the end of June 2019 the Committee would like to hold a Neighbourhood Plan 1-year anniversary Village Meeting. Clerk to investigate and reserve stalls.
- Discussion on future plans. Agreed that more engagement is required with the surveys. Engagement with various groups was discussed at the Working Group meeting and the following groups were highlighted:  
Old Silk Mill  
The Piggott School – Mr S Conway

## **6. Budgets & Expenses**

Details of expenses already paid for out of the £2000 budget and items to be proposed & approved by the Sub-Committee and the Planning & Amenities Committee:

- RG10 advert - £200 (paid)
- Neighbourhood Plan Marketing Banner - £47.95 (paid)
- Pre-Questionnaire Flyers - £101.70 (paid)
- Banners - £345.83 (paid)
- Graphic Designer - £225 (cost came in under the amount that was approved. Invoice to be paid).
- Questionnaire (printing) – £508.55 (to be proposed & approved).
- Freepost Envelopes – £188.70 (to be proposed & approved).
- Freepost (Royal Mail) – £99 (Approved in December 2018. Payment to be made).
- Additional staffing hours. It was proposed by Mr J Jarvis, seconded by Mr M Boniface and unanimously agreed to make a recommendation to the Finance Committee for an increase in the Assistant Clerks hours to accommodate the growing needs of the Neighbourhood Plan.

6.1 Questionnaire Printing Costs - £508.55. It was proposed by Mrs B Ditcham, seconded by Mr J Jarvis and unanimously agreed for these costs to be paid. To be passed to Planning & Amenities for approval.

6.2 Freepost Envelope Printing Costs - £188.70. It was proposed by Mrs B Ditcham, seconded by Mr J Jarvis and unanimously agreed for these costs to be paid. To be passed to Planning & Amenities for approval.

## **7. Minutes of the meetings held on 5<sup>th</sup> February 2019.**

### Working Group

No meeting held in February.

### Sub-Committee

Proposed by Mr M Bray, seconded by Mr J Jarvis. Motion carried nem con.

## **8. Feedback from team 1– Housing & Transport.**

Carried forward.

## **9. Feedback from team 2– Future Village.**

Carried forward.

## **10. Feedback from team 3 – Village Engagement Team.**

Carried forward.

## **11. Social Media (RA)**

How best to engage with the community? Mr R Abeywardana to liaise with Ms L Walder.

11.1 Facebook – Good engagement. Will continue to add details.

11.2 Twitter – Some positive feedback. Will continue to add details.

11.3 LinkedIn – The committee decided that we will not pursue using this application.

**12. Questionnaire update.** Below is the current timeline the Neighbourhood Plan Team are currently working towards:

- Beginning of March - Questionnaire to be sent to the printers. Mr C Wickenden to provide Mr D Bann with the agreed version.
- End of March 2019 – Questionnaire to be delivered to households.

12.1 Wokingham Borough Councils Consultation Software - Mr C Wickenden is liaising with Mr D Allen at WBC. Carried forward.

12.2 Prizes (RA) – These are in place (La Fontana, Castle Royle, Champagne). Noted.

12.3 Freepost Option – Licence approval received from Royal Mail costing £99. Clerk to arrange for the envelope template to be approved by Royal Mail before going to print. Once approval received, Clerk to pass details to Mr D Bann for printing.

12.4 Floor Store – Drop off point in the village. The post-box has been decorated using our flyers and has been dropped off. Noted.

12.5 Graphic Designer – Margaret McNally. Works completed and costs came in under budget at £225. The committee are very happy with Margaret's work and look forward to working with her going forward.

12.6 Progress on production. Mr C Wickenden confirmed that the questionnaire will be sent to Mr D Bann tomorrow (6/3/19) for him to forward to the printers.

12.7 Delivery schedule planning. Unfortunately, two of the questionnaire's delivery team are no longer able to assist leaving four delivery rounds needing volunteers. Mr M Bray has agreed to take on rounds 5 & 7, Mr C Wickenden round 11 and Mr J Jarvis round 33. Clerk to advise Mr D Bann.

**13. WBC plan update.**

13.1 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. Carried forward.

**14. Correspondence circulated by email:**

14.1 Team 2 - Neighbourhood Plan Team 2 Meeting 1 February 2019 (circulated 28/2/19). Noted.

14.2 Residents letter – Is the Green Belt going to be protected in all these plans? (circulated 27/2/19). Noted.

14.3 Third party letter – Request for meeting with Croudace Homes (circulated 27/2/19). Noted.

14.4 Offer of help – Susan Witton offers her expertise as a statistician and demographer (circulated 4/2/19). Noted.

**15. Date of next meetings:**

- **Tuesday 2<sup>nd</sup> April 2019 at Loddon Hall (Sub-Committee)**
- **Monday 13<sup>th</sup> May 2019 at Stanlake Pavilion (Working Group)**

**Meeting Closed at 19:45**