

TWYFORD PARISH COUNCIL

Minutes of a meeting of the Neighbourhood Plan Sub-Committee held at Loddon Hall, Twyford on Tuesday 2nd April 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 Banners. They have all been put up within the village. Noted.
 - 5.3 Neighbourhood Plan Page on the website is live. Material needed. The online version of the questionnaire is now up and running on the website. Ongoing material needed.
 - 5.4 Heavy Duty Gazebo. Clerk to place an order in April as approved:
 - Heavydutygazebo.co.uk - £345 (extra strong model inc. TPC sign)
 - 5.5 Strategy Document Production. Email sent to the following team members to enable them to organise a meeting to start discussing/investigating the templates needed and to look at what other Neighbourhood Plan Committees have done for the second phase; Mr M Boniface, Mr S Conway, Ms J Damen, Mr R Sunley and Ms L Walder. Noted.
 - 5.6 Engagement Planning
 - Annual Parish Meeting. Mr C Wickenden to arrange the display-boards (5 boards needed to display; housing, sustainability, village statistics, progress & the local plan. Possible video/photos to be taken and shown on Facebook and the website. Mr C Wickenden to also liaise with the clerk to get some A1 posters printed.
 - Events
 - Donkey Derby – stall booked.
 - Beer Festival
 - Village Fete – stall booked.
 - Local School Fete's
 - Horticultural Shows
 - Christmas Fayre
 - 1-year Neighbourhood Plan Anniversary meeting. Clerk to book the Ruscombe Room at Loddon Hall on either the 19th or 26th June.
 - Discussion on future plans. Engagement with other Village Groups
 - Old Silk Mill – Mr S Conway & Mrs L Ashley.
 - The Piggott School – Mr S Conway & Mr M Boniface.
 - Twyford Surgery – Mr R Abeywardana.
 - Twyford Together – Mr C Wickenden.

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 (paid).
 - Questionnaire (printing) – £508.55 (paid).
 - Freepost Envelopes – £188.70 (paid).
 - Freepost (Royal Mail) – £99 (paid).
- 6.1 Expenses to be approved. None to approve. Noted.

7. Minutes of the meetings held on 4th & 5th March 2019.

Working Group – 4th March 2019

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

Sub-Committee – 5th March 2019

Proposed by Mrs B Ditcham, seconded by Mrs L Ashley. Motion carried nem con.

8. Feedback from team 1– Housing & Transport. Team disbanded as phase 1 of the Neighbourhood Plan comes to an end. The Working Group Meeting on the 13th May, will see Councillors and volunteers form new groups/teams.

9. Feedback from team 2– Future Village. Team disbanded as phase 1 of the Neighbourhood Plan comes to an end. The Working Group Meeting on the 13th May, will see Councillors and volunteers form new groups/teams.

10. Feedback from team 3 – Village Engagement Team. Team disbanded as phase 1 of the Neighbourhood Plan comes to an end. The Working Group Meeting on the 13th May, will see Councillors and volunteers form new groups/teams.

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 reaching over 2000 hits. Will continue to add details.

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

12. Questionnaire update. The Questionnaires have started to be delivered with the deadline for delivery on the 7th April to enable residents to enter the draw. So far, we have received 209 completed questionnaires via the post with comments such as “thank you for organising this” and “It’s better than the questionnaire from Wokingham”. Data entry volunteers will be needed.

12.1 Wokingham Borough Councils Consultation Software – This is now live and the link to the online questionnaire is on our website. Mr C Wickenden to liaise with Mr D Allen of WBC to see if we can use their data entry system to record the questionnaires returned via the post.

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

12.3 Floor Store – Drop off point in the village. The post-box has been decorated using our flyers and has been dropped off. Clerk has collected several completed questionnaires. Noted.

12.4 Delivery schedule planning. Questionnaires & envelopes have been printed. Delivery to all households planned by the 7th April 2019. Letter of thanks to be sent to all volunteers. Also contact to be made with the local schools to see if a reminder can be issued in their newsletter encouraging parents to complete and return the questionnaire.

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 if possible, in early June.

14. Correspondence circulated by email:

14.1 Rural Services Network call on Government for a Rural Strategy (circulated 18/3/19). Noted.

14.2 WBC – Landscape character assessment draft consultation (circulated 25/3/19). Noted.

15. Date of next meetings:

- **Monday 13th May 2019 at Stanlake Pavilion (19:30) (Working Group)**
- **Tuesday 4th June 2019 at Loddon Hall (19:00) (Sub-Committee)**

Meeting Closed at 19:49