

## TWYFORD PARISH COUNCIL

### Minutes of a meeting of the Neighbourhood Plan Sub-Committee held at Loddon Hall, Twyford on Tuesday 2<sup>nd</sup> July 2019 at 7:00pm.

**Present:** Mr C Wickenden (Chair), Mrs B Ditcham, Mr R Abeywardana, Mrs L Ashley, Mr M Bray, Mr J Jarvis & Mr R Mantel.

**Minutes:** Mrs 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 – Nothing to report.
  - 5.2 Neighbourhood Plan page on the website. Questionnaire has been taken down. Mrs L Ashley to provide material for the page – Mrs L Ashley provided a write up. Clerk to arrange for the write up to go onto the TPC website.
  - 5.3 Heavy Duty Gazebo – Clerk gaining costings for tent pegs and guy ropes. Carried forward.
  - 5.4 Engagement Planning
    - Events:
      - Beer Festival – 7<sup>th</sup> & 8<sup>th</sup> June (stall booked) – did not attend due to poor weather. Noted.
      - Horticultural Show – 8<sup>th</sup> June – attended event in place of the beer festival. Noted.
      - Local School Fete's – Mrs B Ditcham has booked a slot at the Colleton Fete on the 6<sup>th</sup> July in the afternoon. Mr M Bray to help manage the stall but more volunteers are needed. Mrs B Ditcham, Mr R Sunley, Mr M Bray, Mr R Abeywardana, & Ms P Morton have currently volunteered.
      - Village Fete – 17<sup>th</sup> August (stall booked). Noted.
      - 1-year Neighbourhood Plan Anniversary meeting (12<sup>th</sup> September). Mr R Abeywardana to lead. Venue TBC. Flow of the evening:
        - Neighbourhood Plan Process
        - Issues
        - Speaker (Defra?)
        - Questions
        - Drinks & Canapes
      - Christmas Fayre – Mr S Conway to arrange a stall. Noted.
    - Discussion on future plans. Engagement with other Village Groups:
      - Old Silk Mill – Mr S Conway & Mrs L Ashley. No progress to report. Noted.
      - The Piggott School – Mr S Conway & Mr R Abeywardana. No progress to report. Noted.
      - Twyford Surgery – Mr R Abeywardana (Mr R Abeywardana & Mrs T Ramsden have a meeting with the surgery on 3/7/19). Noted.
      - Twyford Together – Mr C Wickenden. No progress to report. Noted.
  - 5.5 Progress on funding (grants) – No progress to report. Noted.
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:

  - Royal Mail postal fees - £443.52 (paid – Approval of up to £1435 given in 03/19)
  - Gazebo - £375 (paid)
- 6.1 Expenses to be approved.
  - Assistant Clerk's Overtime – 17 Hours 30 Mins (£174.30) – The committee requested the actual cost of the overtime. This amount was provided, and the approval passed in June 2019, that Mr C Wickenden proposed, Mr M Bray seconded and was carried unanimously to stand.
  - Royal Mail (£53.33 – returned questionnaires). Amount falls within the £1435 budget already approved. Clerk to make payment.
  - Tent & guy ropes – No quote to approve, carry forward. Noted.

**7. Minutes of the meeting held on 4<sup>th</sup> June 2019** approval as a true and accurate record proposed Mr R Abeywardana, seconded Mrs L Ashley. Motion carried nem con.

Mr J Jarvis left the meeting at 19:24

- 8. Feedback from the Strategy Document Production Group** – No meeting held yet.
- 8.1 Commuter Parking – Document drawn up by Mr R Sunley. The document was noted. Mrs B Ditcham to provide a copy to the Clerk for forwarding. Any responses to be given to Mr R Sunley & discussed at the next meeting.
- 9. Data Entry Team** – Still quite a bit to do but overall it is going well. All data entries to be completed and returned to Mr C Wickenden by 19/7/19. Noted.
- 10. Resident Liaison Team** – 80 people requested a follow up. Resident Liaison Team to provide Clerk with an email & letter to forward to the residents who requested a response following the questionnaire. Noted.
- 11. Data Analysis Team** – No report. Noted.
- 12. Social media update (RA).**
- 12.1 Facebook
- 12.2 Twitter
- Need to use Social Media more. A suggestion was made to see if Miss C Scull would like to take this on. Carry forward to next meeting.
- 13. Questionnaire update** – questionnaire closed. 23% response rate has been achieved.
- 14. WBC plan update.**
- 14.1 Clerk to invite WBC officers [esp Planning executive] to attend a meeting in the Autumn.
- 15. Correspondence circulated by email:**
- 15.1 David Wilson Homes – meeting arranged with Wargrave Parish Council on 25/6/19 (circulated 19/6/19). Noted.
- 16. Date of next meetings – Monday 2<sup>nd</sup> September 2019 (Working group) & Tuesday 6<sup>th</sup> August 2019 (sub-committee).**

**Meeting Closed at 19:48**