

TWYFORD PARISH COUNCIL

Minutes of a meeting of the Neighbourhood Plan Working Group held via Zoom on Monday 10th January 2022 at 7:30pm.

Present: Mr C Wickenden (chair), Mrs E Ashley, Ms L Haim and Messer's L Ferris, M George, R Mantel, F Newman & R Sunley.

Minutes: Lynn Povey (Assistant Clerk).

1. **Welcome.** Mr C Wickenden welcomed everyone. Mr C Wickenden also advised that Ms J Daman has left the group due to work commitments. Mr C Wickenden asked the Assistant Clerk to send a note of thanks to Ms Daman on behalf of the group.
2. **Apologies** – Mrs B Ditcham, Ms P Morton, Mrs B Smith & Mr S Conway.
3. **Update on actions from previous meeting not assigned to groups:**
 - 3.1 Mr C Wickenden to discuss with Twyford Parish Council's Parish Lands Committee potential alternative uses of any underused Parish Council land. E.G. E-Bike points and Electric Units and to also discuss a wish list using CIL money. Assistant Clerk to ask for the item to be put on to the February Parish Lands Meeting. Carried forward.
 - 3.2 Library regeneration project (Phase 2) - A wish list. Meeting arrangements to be made by the Assistant Clerk. Carried forward.
 - 3.3 Design Codes – Update from site meeting. Site meeting was not carried out due to Covid concerns therefore meeting held online on 15th December 2021. Mrs E Ashley confirmed that a site meeting (village inspection) has been rescheduled for either the 27th or 28th January 2022. First Design Code draft will be made available shortly after. Ms L Haim requested that Local Heritage Assets be included within the document.
 - 3.4 High Street Infrastructure (CW, MG & RS) – Update from meeting. Mr C Wickenden gave a brief overview of the meeting. The consultants have recommended that a meeting is held with the Highways Department at WBC due to traffic issues within the village centre to discuss if changes to the current road structure at the crossroads is a possibility. Would WBC be open to suggestions? Assistant Clerk to arrange a meeting with Highways.
 - 3.5 Website – Upload of event material. Action completed. Noted.
 - 3.6 Neighbourhood Plan QR – Generate code. Action completed. Noted.
4. **Policy Updates/Evidence.**
 - 4.1 Housing Needs Survey – Draft Document (circulated). The group felt that no further information was required but wanted the New Homes team to either confirm their agreement or provide a list of further information needed before notifying the consultants. Assistant Clerk to liaise with the New Homes Team.
 - 4.2 Pre-Submission Plan – Latest Draft (circulated). Positive feedback from the group regarding the draft.

Actions

- Assistant Clerk to create a folder '1. Feedback for Leani' within the Working Group Shared Folder.
 - The Working Group to add any feedback on the latest draft of the Pre-Submission Plan to the above folder by 24th January 2022.
 - Mr C Wickenden to assign members of the team to write up details of missing information. Documents to be added to the above folder by 24th January 2022.
 - Mr R Sunley to add latest transport draft to the above folder.
 - Assistant Clerk to ask for item 'Twyford Neighbourhood Plan - To consider the approval of the Pre-Submission Plan' to be added to the Full Council Meeting on 22nd February 2022.
 - Assistant Clerk to liaise with Ruscombe PC for a list of who needs to be sent a copy and advised of the plan.
 - Ms L Haim to send through a note outlining regulations to enable the formal consultation to commence.
- 4.3 WBC Screening – Draft Plan sent to WBC 15.12.21. Awaiting outcome. Assistant Clerk advised that WBC have confirmed receipt of the document and that a response is expected. Ms L Haim confirmed that WBC will look at the content within the document to see if there is a likelihood of the plan and its policies having a significant effect on environmental assets – Technical

assessments are not expected. No feedback will be given by WBC at this point.

5. Matters Arising & Community Engagement.

5.1 Local Plan Update. Mr L Ferris provided an update on the current stage of the Local Plan. The consultation period ends on 24th January 2022. Mr L Ferris recommends that the Parish Council and individuals respond to the consultation. Ms L Haim recommended that based on Twyford's Neighbourhood Plan, it is important that the group holds a meeting with WBC due to localised impacts and to outline that every policy requires a borough wide response. To ask WBC how they are planning to combat these problems and if possible, see if there is an opportunity to work together on Twyford's Neighbourhood Plan and the Local Plan to produce a document on a vision for Twyford. Assistant Clerk to arrange a meeting between Mr C Wickenden, Mrs B Ditcham & either Mr R Mantel or Mrs E Ashley with Cllr John Halsall and WBC Officers.

5.2 Community Liaison – Update on actions:

- Banners. To decide on the new design for the banners. Carried forward.
- Raise Profile – Mr C Wickenden to write a promotional piece:
 - Social Media – share posts from the Neighbourhood Plan Facebook page with other local pages such as 'Twyford (Berkshire)', 'Twyford Together' etc.
 - RG10
 - Local Papers (Wokingham Today)

Carried forward.

- Christmas Fayre (03.12.21) – Feedback from the event. Mr C Wickenden confirmed that the event was well attended. The stall promoted interest and the team received some good feedback on the content.
- Other events:
 - Local events (February 2022) – Are there any to attend? Assistant Clerk to liaise with Waitrose to see if there would be a possibility of having the Neighbourhood Plan gazebo sited at the store entrance on either a Friday or a Saturday.
 - Public Consultation (March 2022) – Assistant Clerk to report on potential venues. The Group asked the Assistant Clerk to check the availability at the following venues for Thursday 10th March (hire needed between 6pm and 11pm with the event taking place between 8pm to 10pm):
 - Loddon Hall
 - Scout Hall
 - St Mary's Church Hall

Event to be videoed and uploaded to Twyford Parish Council's social media outlets thereafter.

6. Date of next meetings:

Working Group – 31/01/22 (19:30) via Zoom.

Sub-Committee – 01/02/22 (19:00), Stanlake Pavilion.

The above meeting dates were noted.

Meeting Closed at 20:57