

TWYFORD PARISH COUNCIL

Minutes of a meeting of the Neighbourhood Plan Sub-Committee at Loddon Hall, Twyford on Tuesday 3rd May 2022 at 7:15pm.

Present: Mrs B Ditcham (Vice-Chair), Mr M Alder, Mrs E Ashley & Mr J Jarvis.

Minutes: Mrs Lynn Povey (Assistant Clerk).

1. **Public Questions.** None.
2. **Apologies.** Mr C Wickenden, Mr R Abeywardana & Mr R Mantel.
3. **Declaration of interest in items on the agenda.** None.
4. **Dispensations.** None.
5. **Matters arising & action points.**
 - 5.1 Pre-Submission Policy Consultation – Brief update on responses. Assistant Clerk confirmed responses from, Highways England, Historic England, Natural England, Surrey County Council, Waverley Borough Council, Woodley Town Council, Boyer Planning & Network Rail.
 - 5.2 Timeline (circulated):

09.05.22	-	NP Working Group Meeting (7.30pm via Zoom).
14.05.22	-	Public Engagement Event – Waitrose (10am to 12pm).
20.05.22	-	Pre-Submission Plan Consultation ends.
W/C 23.05.22	-	Collate responses from Pre-Submission Plan Consultation.
05.06.22	-	Donkey Derby – 12.30pm to 5pm.
W/C 06.06.22	-	Submission Plan Consultation (Regulation 16) to commence.
Summer 2022	-	Twyford's Neighbourhood Plan to hopefully go to referendum.

Assistant Clerk to provide a brief overview of the conversation between Mr C Wickenden & Ms L Haim (Consultant) regarding WBC's internal processing times.

Assistant Clerk provided excerpts of the discussion points including where Ms L Haim confirmed that in her experience, WBC's lead times are very different to other local planning authorities and advised to run concurrently where possible (For example, whilst Regulation 16 Consultation is running, the examiner can be appointed).

6. **Budgets & Expenses.**
 - 6.1 Pre -Submission (Reg 14) Policy Document (soft back book – quantity 3) – Printing Cost £150. To approve the cost spent out of the Public Consultation/Event budget. The expenditure was proposed by Mr J Jarvis, seconded by Mrs E Ashley, and unanimously agreed.
 - 6.2 To book a stall at the Donkey Derby – 05.06.22 (£15). The expenditure was proposed by Mr M Alder, seconded by Mrs E Ashley, and unanimously agreed.
 - 6.3 Public Consultation Meeting leaflet – Printing Cost £60.49 (Item approved by the Planning & Amenities Committee in March 2022). The expenditure was proposed by Mr M Alder, seconded by Mrs E Ashley, and unanimously agreed in accordance with the P&A approval in March 2022.
7. **Approval of Minutes:**
 - 7.1 **Minutes of the Working Group meeting held on the 4th April 2022.**

Approval of the minutes proposed by Mrs B Ditcham & seconded by Mr M Alder. Motion carried unanimously.
 - 7.2 **Minutes of the Sub-Committee meeting held on the 5th April 2022.**

Approval of the minutes proposed by Mrs E Ashley & seconded by Mr M Alder. Motion carried unanimously.
8. **Correspondence circulated by email:** None. Noted.
9. **Date of next meeting:**

Working Group – 09/05/22 (19:30) via Zoom.
Sub-Committee – 07/06/22 (19:15), Loddon Hall.

The above meeting dates were noted.

Meeting Closed at 19:38