

## TWYFORD PARISH COUNCIL

### Minutes of a meeting of the Neighbourhood Plan Sub-Committee at Loddon Hall, Twyford on Tuesday 7<sup>th</sup> June 2022 at 7:15pm.

**Present:** Mrs B Ditcham (Vice-Chair), Mr R Abeywardana, Mr M Alder & Mr R Mantel.

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

1. **Public Questions.** None.
2. **Apologies.** Mr C Wickenden, Mrs E Ashley & Mr J Jarvis.
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. Mrs B Ditcham provided a brief overview of the responses and informed the Committee that these are currently being looked at by the Consultants (O'Neill Homer).
  - 5.2 Timeline (circulated):
    - W/C 23.05.22  
NP Working Group to collate responses received from the Regulation 14 Consultation.
    - W/C 13.06.22  
LH (O'Neill Homer) to provide the Regulation 14 Report.
    - W/C 20.06.22  
EA, BD, MG, RS & CW to discuss recommendations and which to accept.
    - W/C 27.06.22  
NP Team to prepare Consultation Statement & O'Neill Homer to prepare the final plan and basic conditions statement based on the decisions made on the W/C 20.06.22.
    - 04.07.22  
Approval of the final drafts of Submission Documents to be made within the NP Sub-Committee and Planning & Amenities Meetings.
    - 25.07.22  
CW to provide a Neighbourhood Plan progress report to the Full Council and seek approval the final documents of the Neighbourhood Plan ahead of submission to WBC for the commencement of Reg 16.
    - 26.07.22  
If approved at Full Council, Twyford's Submission Documents to be sent to WBC for Borough approval.  
Summer 2022  
Regulation 16 Consultation to commence.  
Winter 2022/Spring 2023  
Twyford's Neighbourhood Plan to hopefully go to referendum.
- 5.3 To consider applying for the remaining grant amount of £6000 approx. for the continuation of support from consultants O'Neill Homer and any other Neighbourhood Plan agreed expenditure. It was proposed by Mrs B Ditcham, seconded by Mr M Alder, and unanimously approved for Mr C Wickenden to apply for the remaining grant amount of £6000.
6. **Budgets & Expenses.**

Assistant Clerk advised the Committee of the following to note – Organisers of the Donkey Derby were going to provide a pitch for the use of the Neighbourhood Plan Working Group free of charge, therefore, the fee of £15 approved within both the Neighbourhood Plan Sub-Committee & Planning & Amenities Meetings in May will not be paid out. Additionally, due to limited volunteers for the event, the Assistant Clerk cancelled the pitch.
7. **Approval of Minutes:**
  - 7.1 **Minutes of the Sub-Committee meeting held on the 3<sup>rd</sup> May 2022.**

Approval of the minutes proposed by Mr M Alder & seconded by Mr R Abeywardana. Motion carried unanimously.
  - 7.2 **Minutes of the Working Group meetings held on the 9<sup>th</sup> May 2022.**

Approval of the minutes proposed by Mr R Mantel & seconded by Mrs B Ditcham. Motion carried unanimously.
8. **Correspondence circulated by email:** None. Noted.

- 9. Date of next meeting:**  
Working Group – 04/07/22 (19:30) via Zoom.  
Sub-Committee – 05/07/22 (19:15), Loddon Hall.

The above meeting dates were noted.

**Meeting Closed at 19:28**