

Twyford Parish Council

Neighbourhood Plan Working Group Agenda

A meeting of the Neighbourhood Plan Working Group will be held at 7.30pm on Monday 4th March 2019 at Stanlake Pavilion, Stanlake Meadow, Twyford.

- 1. Welcome.**
- 2. Apologies.**
- 3. Matters arising & action points.**
 - 3.1 Flyers – Distribution. Not all households have received this?
 - 3.3 Banners – Received. These will be put up within the village.
 - 3.4 Budgets & Expenses. Details of expenses already paid for out of the £2000 budget and items to be proposed approved by the Neighbourhood Plan 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 (cost came in under the amount that was approved. Invoice to be paid).
 - Questionnaire (printing) – £508.55 (to be proposed & approved)
 - Freepost Envelopes – £188.70 (to be proposed & approved)
 - Freepost (Royal Mail) – TBC
 - 3.5 Strategy Document Production – Call for volunteers.
 - 3.6 Engagement Planning
 - Village Meeting Planning.
 - Other events.
 - Discussion on future plans.
- 4. Minutes of the Working Group meeting held on 7th January 2019.**
- 5. Feedback from team 1 – Housing & Transport.**
- 6. Feedback from team 2 – Future Village.**
- 7. Feedback from team 3 – Village Engagement Team.**
- 8. Social media update (RA).**
 - 8.1 Facebook
 - 8.2 Twitter
 - 8.3 LinkedIn
- 9. Questionnaire update.**
 - 9.1 WBC Consultation Software.
 - 9.2 Freepost Option – A licence will cost £97+VAT and then for every item returned it will cost 41pence. Awaiting Freepost Licence number from Royal Mail.
 - 9.4 Floor Store – Drop off point in the village. Post Box has been installed.
 - 9.5 Progress on production.
 - 9.6 Delivery schedule planning.
- 10. WBC plan update.**
 - 10.1 Meeting between Ian Church & James McCabe of WBC and Mr C Wickenden, Mr R Mantel & Ms Josie Daman. Clerk to arrange follow up meeting.
- 11. Date of next meetings – Monday 6th May 2019 (Working group) & Tuesday 2nd April 2019 (sub-committee).**