

TWYFORD PARISH COUNCIL

Minutes of a meeting of the Neighbourhood Plan Sub-Committee at Loddon Hall, Twyford on Tuesday 6th June 2023 at 7:15pm.

Present: Mr C Wickenden (Chair), Mrs B Ditcham (Vice-Chair), Mrs E Ashley & Mr F Newman.

Minutes: Mrs Lynn Povey (Deputy Clerk).

1. **Appointment of Chairman.** Mr C Wickenden was proposed by Mrs B Ditcham and seconded by Mrs E Ashley. Motion carried unanimously.
2. **Appointment of Vice Chairman.** Mrs B Ditcham was proposed by Mrs E Ashley and seconded by Mr C Wickenden. Motion carried unanimously.
3. **Public Questions.** None.
4. **Apologies.** Mr M Andrea.
5. **Declaration of interest in items on the agenda.** None.
6. **Dispensations.** None.
7. **Matters arising & action points.**
 - 7.1 Twyford's Neighbourhood Plan –
 - 7.1.1 To note the date of the Referendum as Thursday 6th July 2023. Noted.
 - 7.1.2 To note events Twyford Parish Council wish to attend to allow residents to look at the Plan and ask questions on the lead up to the referendum (volunteers needed to man the stall):
 - Twyford Beer Festival – 10.06.23 (12-4pm)
 - Mr C Wickenden
 - Mrs B Ditcham
 - Mr F Newman
 - Colleton School Fete – 24.06.23 (11.30am – 2.30pm)
 - Mrs B Ditcham
 - Donkey Derby – 18.06.23 (1-5pm)
 - Mrs E Ashley
 - Mr C Wickenden
 - Mrs B Ditcham
 - Outside Waitrose (10am to 12pm) – 01.07.23
 - Mr C Wickenden
 - 7.1.3 Delivery of leaflets – Volunteers needed. Deputy Clerk to ask for volunteers.
 - 7.2 To dissolve the Neighbourhood Plan Working Group with immediate effect. The motion to dissolve the Neighbourhood Plan Working Group was proposed by Mr C Wickenden, seconded by Mrs B Ditcham and unanimously approved. Deputy Clerk to send a note of thanks.
8. **Budgets & Expenses:**
 - 8.1 To approve the following expenditure out of the Neighbourhood Plan 2023/24 budget:
 - 8.1.1 Banners X10 – Printing costs £42.36 each plus £8.50 delivery (£432.10). It was proposed by Mrs B Ditcham, seconded by Mr C Wickenden and unanimously agreed for the Deputy Clerk to continue with the purchase of the banners.
 - 8.1.2 Leaflets – Approximate printing costs £150. It was proposed by Mrs B Ditcham, seconded by Mr C Wickenden and unanimously agreed for the Deputy Clerk to continue with the purchase of the leaflets.
 - 8.1.3 Policy Boards X18 (A3) – Printing costs £54 plus £12.50 delivery (£66.50). It was Proposed by Mrs B Ditcham, seconded by Mr C Wickenden and unanimously agreed for the Deputy Clerk to continue with the purchase of the policy boards.
 - 8.1.4 Hard Copy of the Neighbourhood Plan X2 (approximate printing costs) – £96.50 (Soft Copy - £55.50). It was proposed by Mrs B Ditcham, seconded by Mr C Wickenden and unanimously agreed for the Deputy Clerk to continue with the purchase of the soft back books (£55.50).
 - 8.1.5 Hard Copy of the Design Code X2 (approximate printing costs) – £96.50 (Soft Copy – £55.50). It was proposed by Mrs B Ditcham, seconded by Mr C Wickenden and unanimously agreed for the Deputy Clerk to continue with the purchase of the soft back books (£55.50).
9. **Approval of Minutes:**
 - 9.1 Minutes of the Working Group meeting held on the 3rd April 2023. Approval proposed as a true and accurate record by Mr F Newman and seconded by Mrs E Ashley. Motion carried unanimously.

- 9.2 Minutes of the Sub-Committee meeting held on the 4th April 2023. Approval proposed as a true and accurate record by Mrs E Ashley and seconded by Mr C Wickenden. Motion carried nem con.
- 9.3 Notes of the Working Group meeting held on the 15th May 2023. No notes were taken.
- 10. Correspondence circulated by email: None**
- 11. Date of next meeting:**
Sub-Committee – 04.07.23. Noted.

Meeting Closed at 19:40