

TWYFORD PARISH COUNCIL

Minutes of a meeting of the Planning and Amenities Committee held at Loddon Hall, Twyford on Tuesday 4th December 2018 at 7:45pm.

Present: Mr C Wickenden (Vice Chair), Messer's R Abeywardana, M Boniface, & J Jarvis

Minutes: Lynn Povey (Assistant Clerk)

1. **Public Questions** – None.
 2. **Apologies** – Mrs B Ditcham, Mr M Alder, Mr J Bowley, Mr M Bray & Mr R Mantel.
 3. **Declaration of interest in items on the agenda** – None.
 4. **Dispensations** – None.
 5. **Minutes of the meeting held on 6th November 2018.**
Approval of the minutes proposed Mr J Jarvis, seconded Mr M Boniface. Motion carried nem con.
 6. **Budgets & Precepts.**
Carried forward to January for the final approval & to discuss any further amendments needed.
 - 6.1 Twyford in Bloom organisers have requested an increase in spend in 2019. It was proposed by Mr J Jarvis and seconded by Mr R Abeywardana to change the budget figure from £1850 to £2400. Unanimously agreed.
 7. **Matters arising and action points**
 - 7.1 Rural Footpath, Stanlake Lane (Ruscombe Down) - Meeting held between Mrs B Ditcham, Mr M Alder & Mr N Hussain of WBC. Report from Mr Hussain received & circulated 20/11/18. Request to be passed to the Lands Committee to consider installing a footpath within Stanlake Meadow to run alongside the road (Stanlake Lane). Carry forward to January for the full committee to decide on action.
 - 7.2 Defibrillator – PAD deployed. Test results & drop-in training sessions. Test results still not back – carried forward. The committee would like to offer Mr Neil Robertson Stanlake Pavilion as a venue for the drop-in Defib training sessions. Clerk to make the necessary arrangements.
 - 7.2.1 Defibrillator – Local club looking into further devices (circulated 15/11/18). Noted.
 - 7.3 Twyford Post Office. Letter sent to the Post Office on 15/11/18 requesting an update on what is being done to reinstate this essential facility. The following response was received from the Post Office:
'Post Office branches can close for any number of reasons, from the resignation of a Subpostmaster running a branch to planned closures as part of our Network Transformation programme. Our ongoing commitment has always been to make sure our services are reasonably accessible for the vast majority of the population, and this is a commitment we still have today. This doesn't mean that every single village in the UK will have its own Post Office branch, as services may be accessible in nearby locations. Furthermore, when a branch does have to close due to circumstances outside of our control, we will always consider the situation at that particular location and will endeavour to restore services by re-opening a branch wherever it is feasible to do so. Of course, the re-opening of a branch is almost always dependent on a suitable candidate submitting an acceptable and successful application to take over the running of a branch, and this process can often take time due to the due diligence and checks necessary to facilitate a new Subpostmaster taking over. Again, I can assure you that our goal is to keep branches open and, wherever possible, to provide new locations and opportunities for customers to access our services. I hope this response helps to clear up any confusion or concern you may have in relation to our strategy and vision for the future of the Post Office network.'
(circulated 20/11/18). Noted.
 - 7.4 Adopt a Street – Chocolates. It was proposed by Mr J Jarvis, seconded by Mr R Abeywardana and unanimously agreed for the Clerk to spend £160.80 purchasing chocolates for the volunteers.
 - 7.5 HBUG – Passed back following the Full Council meeting in November. Mr C Wickenden and Mr R Abeywardana agreed to represent TPC. Clerk to notify HBUG representative and pass over details.
8. **Planning Matters - Current List**
 - 8.1 Householder Prior Notification – None.
 - 8.2 182383 11 Wagtail Close – No Comment.
 - 8.3 182549 25 Cotterell Gardens – No Comment.
 - 8.4 182728 Lansdowne House, 23 Church Street – Objection as it is out of character for the conservation zone and is unsympathetic to the existing building.
 - 8.5 182812 9 Station Road – No Comment.
 - 8.6 182969 28-31 Gooch Close – No Comment.
 - 8.7 182989 14 Hermitage Drive – No Comment.

- 8.8 183027 22 Kibblewhite Crescent – The committee would like to suggest use of obscured glass in the side window.
- 8.9 183071 11 Hilltop Road – No Comment.
- 8.10 183076 144 Wargrave Road - Due to this site being on Greenbelt, Twyford Parish Council wish to make no comment & refer it back to Wokingham Borough Council to ensure the Greenbelt policy is followed.
- 8.11 183233 79 Springfield Park – No Comment.

9. Notices of permission

* denotes applications that the Council has previously commented on.

None.

10. Notices of refusal – None.

11. Notice of appeal – None.

12. Neighbourhood Plan meeting 3/12/18 & 4/12/18 – Minutes circulated by the Clerk for the 1/10/18 & 2/10/18 were carried forward to the next sub-committee meeting (4/12/18). The minutes from 5/11/18 (working group meeting) and the sub-committee minutes from 6/11/18 circulated on 12/11/18 & 13/11/18. The minutes from the December meetings, to be circulated.

12.1 Twyford Neighbourhood Plan – The next meeting of the working group is on 7/1/19 at Stanlake Meadow (19.30) & the Neighbourhood Plan Sub-Committee is on 8/1/19 at Loddon Hall (19.00).

12.2 WBC – Local Plan Update, Briefing Session (circulated 29/10/18). Mr J Jarvis attended as a Borough Councillor. Mr M Bray & Mr M Boniface attended as Twyford Parish Council representatives. A good meeting however the details provided were the same as those given by Cllr Munro & Cllr Smith at the Full Council meeting on 23/10/18. Noted.

12.3 Flyers – Approval of costs. It was proposed by Mr J Jarvis, seconded by Mr M Boniface and agreed unanimously to produce 5000 flyers at the cost of £101.70. Clerk to arrange payment.

12.4 Banners – Approval of costs. It was proposed by Mr J Jarvis, seconded by Mr M Boniface and agreed unanimously to produce 8 banners at the cost of £42.36 each plus VAT. Clerk to place order & arrange payment.

12.5 Approval of any other expenses – PO Box, Freepost, Survey Monkey etc. It was proposed by Mr J Jarvis, seconded by Mr M Boniface and agreed unanimously for the Clerk to set up and arrange payment for Freepost (£97=VAT plus 41p per return) & PO Box (£222.50 for 12 months).

13. Other planning matters

13.1 New postal addresses following the erection of 5 new dwellings (circulated 5/11/18). Noted.

13.2 182941 – 14 Springfield Park (TPO – information only) (circulated 28/11/18). Noted.

13.3 183031 – Twyford Railway Station (Tree works – information only) (circulated 28/11/18). Noted.

13.4 182382 – 5 New Road, Twyford (TPO). Noted.

14. Footway Lighting

14.1 Repair and fault report.

14.1.1 Amberley Drive, street lamp emergency. Thames Water requested that the street lamp close to the faulty fire hydrant to be taken down enabling them to carry out emergency works on 19/10/18. Thames Water have confirmed that they will pay for the removal, reinstallation and supply connection. Costs received & passed to Thames Water on 22/11/18. Awaiting works to be carried out & payment. Noted.

14.1.2 Lamp 142 Hermitage Drive – Fault reported to WBC on 19/11/18. WBC confirmed that the repair was carried out that evening. Following the fault, we reported, the hatch to the electrics had come off the post therefore WBC requested an emergency call out from the contractors. Committee have been made aware that we are currently unaware if we will be invoiced for this. Noted.

14.1.3 Lamp 47 Hurst Road – Fault reported to WBC on 27/11/18. Awaiting repair. Noted.

14.2 Twyford Works Inventory. All Councillors have reported back regarding conversion to LEDs. Clerk liaising with WBC to ensure last remaining street lamps are changed. Noted.

14.3 Reassessment of lighting – some areas are particularly dark. Carried forward.

14.4 Clerks Forum – Street Lights. Mrs L Moffatt has taken our wish to explore the possibility of WBC taking over ownership of our street lamps back to the Clerks Forum. Awaiting update. Noted.

15. General Amenity Matters

15.1 Website Update – Ongoing problems as we are currently unable to upload agendas, minutes, financial information such as the accounts etc. Quotes have been obtained with the view of a company to manage the website on the council's behalf. Ben & Dan from Ginger Stag attended the meeting to answer any questions the committee had. Mr J Bowley believed our contract with Fast-host included ongoing updates to the website. Clerk investigated and the email from Fast-host was circulated on 21/11/18. Clerk liaised with Ginger Stag regarding the £200 budget suggested in the November meeting and they would be happy to continue to complete the piece of work for upgrading the

WordPress platform to be stable and to back-fill all the meetings and agendas for the meetings. It was proposed by Mr J Jarvis, seconded by Mr R Abeywardana to approve the original quote amount of £490 but accept the offer of £200 giving £290 flexibility for the initial works. Motion carried. Mr J Jarvis, seconded by Mr R Abeywardana then made a proposal to **RECOMMEND to Full Council** that the Council commit to a maximum monthly fee of £175 (capped amount) for the ongoing support, development & maintenance of the website by Ginger Stag (Itemised monthly bill to be provided). This arrangement if approved to be reviewed at the end of the financial year. Unanimously agreed.

15.2 Gateway signage – 2m Farmgate Style Gateway. No further actions until April 2019. Noted.

15.3 Clock – The Cumbria Clock Company – Cost for a service is £185 + VAT but would need to inspect the clock to provide a cost to change the bulb to LED. It was proposed by Mr J Jarvis, seconded by Mr M Boniface to set up a contract with The Cumbria Clock Company for the servicing element and for the Clerk to arrange a site visit to gain a quote for the LED conversion. Carried forward.

15.4 Air quality action plan – Latest report circulated on 29/11/18. Meeting held in November where Suzanne McLaughlin of West Berkshire Environmental said she wants to be able to liaise with other Council departments (build bridges) to assist with the Air Quality action plan. TPC to support this. Anthony Pollock from WBC has already confirmed attendance to the January meeting (8/1/19). Clerk to see if Suzanne McLaughlin (West Berks) & James McCabe & Matthew Gould of WBC are also able to attend. If not, the committee still wish Anthony Pollock to attend in January but ask the Clerk to arrange another meeting suitable for all departments. Mr R Abeywardana to draft a letter to Suzanne McLaughlin requesting an update following the November meeting and to also draft a twitter feed to gain the support of the community.

15.5 4-foot posts near new hanging basket poles – Gordon Storey has asked if these can be removed. Carried forward.

16. Village Maintenance

16.1 Speed sign on Wargrave road not working for northbound traffic – reported 2/1/18. WBC have confirmed that a replacement has been ordered and should hopefully be installed on the 12/12/18. Noted.

16.2 New Road, Twyford – Overgrown Hedges. Reported to WBC. Awaiting confirmation of actions. Noted.

16.3 Maidenhead Conservative Association – litter pick in Twyford. Where would we like them to do the litter pick? (circulated 30/10/18). Passed to the Adopt-a-Street organisers to advise. Noted.

16.4 Fly-Tipping – Reported to WBC on 27/11/18 that garden waste has been tipped blocking the whole rural track between Twyford & Hurst. WBC confirmed that they removed and disposed of 4.72 tonnes of dumped rubbish. Noted.

16.5 Bin repair needed – Reported to WBC on 20/11/18. Waiting for confirmation that the repair has been completed. Noted.

17. Highways

17.1 Speedwatch volunteers (circulated 31/5/18). Mr R Mantel has signed up. Mr C Wickenden will investigate. Carried forward.

17.2 How do we contact CPE to discuss parking issues (Brook Street, Broad Hinton etc). Anthony Pollock referred us to Geoff Hislop at WBC. Geoff Hislop stated that unless there are parking restrictions in place that the Parking Enforcers will not be able to prevent commuter parking. Geoff also confirmed that he can enforce TRO's but does not make them. If we wish to have an area investigated, then we would need to liaise with Sara Allman from Traffic Management. The CPEs cover the whole borough but they try to get around all areas on a daily basis therefore, Twyford is not allocated a set number of hours for the CPEs to police the parking within the village. Geoff also said that another role of the CPEs is to deal with the boroughs ticket machines. CPE email details provided separately.

17.3 Parking on double yellow lines – London Road Shops (circulated 17/10/18). Geoff Hislop from WBC confirmed that if the Parking Enforcement Officer sees a vehicle that has stopped on the double yellow lines, they must follow procedures and wait a set amount of time. Businesses/couriers are permitted to stop on double yellow lines if they are loading or unloading. Mrs B Ditcham asked the committee that if they see any vehicles parked on the double yellow lines to take a photo to gather evidence of this problem. Carried forward.

17.4 WBC – Notification of closure. Reading Road, Wokingham will be closed to through traffic between the Woosehill roundabout and Holt Lane November 20 and November 21 to allow lining and anti-skid works to be completed. Reading Road, Wokingham will then be closed on the night of November 22 between Woosehill roundabout and Aspen Place to allow traffic detector loops in the carriageway to be reinstated. Works on these three nights will take place between 8pm and 6am. Access for residents and businesses will always be maintained and a diversion route will be signed for through traffic. Noted.

17.5 New Highways Facebook Page Now Live (circulated 28/11/18). Noted.

18. Correspondence circulated by email:

18.1 WBC – planning policy newsletter - New timetable for local plans (circulated 5/11/18). Noted.

18.2 WBC – planning policy newsletter – Statement of Community Involvement Consultation (circulated 12/11/18). Noted.

18.3 WBC – planning policy newsletter – Joint Minerals & Waste Plan: Further Call for Sites (circulated 26/11/18). Noted.

18.4 WBC – planning policy newsletter – Local Plan Update Consultation (circulated 28/11/18). Noted.

18.5 WBC – Involving you in planning (circulated 28/11/18). Noted.

18. Date of next meeting – Tuesday 8th January 2019.

Meeting Closed at 21:31