

TWYFORD PARISH COUNCIL

Minutes of a meeting of the Planning and Amenities Committee held via Zoom on Tuesday 1st September 2020 at 7:30pm.

Present: Mrs B Ditcham (Chair), Mr C Wickenden (Vice-Chair), Mr M Bray, Mr J Jarvis & Mr R Mantel.

Also Present: Nicola Scott from GWR & Mrs T Ramsden (TPC).

Minutes: Lynn Povey (Assistant Clerk).

1. **Public Questions** – None.
2. **Apologies** – Mr J Bowley & Mrs A Evans.
3. **Declaration of interest in items on the agenda** – None.
4. **Dispensations** – None.

The Committee agreed to bring item 16.5 forward to allow Nicola Scott from GWR to speak.

1. What progress has been made regarding the conversion of the coal yard to parking?
 - Nicola confirmed that due to Covid-19, GWR is currently in an Emergency Measures Agreement with the Department for Transport (DofT) meaning that the DofT have taken on all financial risks allowing them to keep operational all be it at a reduced service. Nicola confirmed however that GWR have acquired the land and are progressing with a detailed design showing that 55 additional car park spaces will become available once the project is completed. Funding is currently an issue but GWR are exploring all avenues and are keen to get the project underway.
2. Could GWR keep us informed as to the changing pattern of usage of the station, a general daily and weekly usage over each month for the next year, as hopefully we come out of the emergency situation, would be useful.
 - Nicola confirmed that GWR will be running surveys at various stations to gain data of patronage and will endeavour to keep TPC informed. Unfortunately, however, it would not be practical to provide data for daily/weekly usage.
3. Would GWR consider conducting or arranging for surveys of carpark usage?
 - Nicola confirmed that the car park management company that they use for the day to day management of their car parks already conducts surveys as to the volume of cars etc and will continue to monitor this. Nicola confirmed that she will keep inform TPC of the results following a survey.
4. What plans are there for very secure cycle parking considering the Government encouragement to cycle?
 - Nicola confirmed that they are very keen to work with partners with the installation of secure cycle parking and that any storage facilities within the GWR network must now be covered by CCTV. Any new facilities can no longer be installed on the platforms; therefore, it must be off the station such as within the car park and sheltered from the weather. Also, the ability to run the cameras to the proposed area must be considered. TPC to provide suggestions as to possible locations for GWR & the British Transport Police to investigate the suitability. Nicola to check if the current CCTV system can have additional cameras added and report back to TPC.
5. Joined up thinking and planning by all authorities involved in rail transport would improve efficiency and effectiveness! Do you have any other suggestions to achieve this?
 - Nicola confirmed that they are sending out a larger number of emails out to stakeholders to provide updates on the current situations but is happy to encourage more communication.
6. On another matter, recently (Transport) Police pursued an individual onto Hurst Road Allotments and made an arrest. Later a forensics team accessed the side of the brook through the fence in search of evidence. According to Network Rail, maintenance of the fences at top and bottom of the access road embankment are the responsibility of the franchise holder. May we request GWR provide a personnel proof fence between the access road and the allotment – ideally in the same style as that which prevents access to the tracks.
 - Nicola confirmed that this request has been passed to the facilities manager who in turn has asked the contractor to price up the cost of installing a fence. As part of the emergency measures agreement, GWR must keep up maintenance of its stations and facilities. Once GWR have received the quote, it will be passed to the board to see if these works can be carried out within the current maintenance budget or if it is needed to be referred to the Department of Transport. Nicola to notify TPC of any updates.

As there were no other questions from the Committee, Mrs B Ditcham thanked Nicola for attending.

Nicola Scott & Mrs T Ramsden left the meeting at 20:01

5. Minutes of the meeting held on 4th August 2020.

Approval of the minutes as a true and accurate record. Proposed by Mr M Bray, seconded by Mr C Wickenden, carried nem con.

6. Matters arising and action points.

6.1 Living Lampposts – All 5 living pillars have now been installed (Church Street, A3032 (London Road extension) post no. 12, London Road post 4 (Grapevine estate agent), London Road post 5 (Emma's kitchen) & Wargrave Road post 3 (outside Dolls house). Noted.

6.2 Defibrillator on-going maintenance & finance. Assistant Clerk is awaiting details of the devices from Twyford Together. Carried forward.

6.2.1 Resident Complaint – Twyford Barbers device is covered in pigeon muck. Mrs B Ditcham said that she would give the unit containing the defib device a clean. Assistant Clerk to advise the resident.

6.3 The Great British September Clean (11th – 27th September 2020) - update. Mrs B Ditcham suggested that we promote via Facebook an informal litter pick/weeding event on the 26th September. Residents to use their own litter pickers etc and to choose where they take part. Assistant Clerk to confirm with WBC that any rubbish generated will be collected from residential accommodation on the regular collection day before sending out the social media post. Assistant Clerk was also asked to liaise with Mr & Mrs Wise who organise the adopt a street team.

{N.B Following Health & Safety advice, Twyford Parish Council will not be promoting this event but are looking forward to 'The Great British Spring Clean 2021'.}

6.4 To consider adopting the phone box at Bell Corner for a book/toy/puzzle swap. It was proposed by Mr R Mantel, seconded by Mr J Jarvis, and unanimously agreed to have the telephone box completely removed but to ensure that upon the removal, the British Telecom contractors replaced/make good the paving to match that in and around Bell Corner.

6.5 To consider appointing a representative/becoming a member of the 'Rural Market Town Group' (Correspondence 27.08.20). The committee decided that because we are an urban village, this would not be appropriate. Assistant Clerk to thank the Rural Market Town Group for the invite but to decline the offer.

7. Assistant Clerks Report – No report.

8. Planning Matters - Current List

8.1 201881 Stanlake Farm Cottage, Waltham Road (1) – No Comment.

8.2 201944 11 Cotterell Gardens – Overdevelopment of the site.

8.2 201966 16 Broad Hinton – No Comment.

8.3 201969 Loddon Park Farm – Prior approval submission for change of use of building from winery (use class B1 (c)) to 1 No. residents dwelling (Use class C3) (Information Only) – The Committee wish to express their objection to this development as it is outside of the village envelope.

8.4 201996 24 New Road – From the plans it would seem that with the stepped boundary and the proximity to the boundary this could visually create a terracing effect.

8.5 202015 Stanlake Farm Cottage, Waltham Road (2) – No Comment.

9. Notices of permission – Noted.

* denotes applications that the Council has previously commented on.

9.1 201746 12 Lincoln Gardens

9.2 201520 4 Stephen Close

* Query as to the potential loss of light to Property number 5.

10. Other planning matters

10.1 Enforcements – No updates.

10.2 Tree Protection Orders – Awaiting WBC's Tree Management Document. Noted.

10.3 201561 3 Wargrave Road (Shine Dentist) – Application for advertisement consent for 2no. internally illuminated fascia signs (retrospective). Response from WBC (05/08/20). Please also refer to item 11.1. Noted.

10.4 202134 The Corner House, Station Road - APPLICATION FOR WORKS TO PROTECTED TREE(S) TPO 271/1984, T2, T3, T4 AND T5 T1, Norway Maple (TPO T2, Sycamore) – Reduce the overall crown by 20%(2-3m) retaining the shape and habit of the species. Remove all dead wood (>10mm diameter) T2, Pine (TPO T4)- Reduce the length of 1 no. branch overhanging the public highway by 1-1.5m. T3, Pine (TPO T3) - Reduce the length of 1 no. branch overhanging the public highway Remove to ground level. T4, Leyland Cypress - Remove to ground level – not

covered by the TPO T9, London Plane (TPO T5) - Prune lateral branches overhanging The Corner House to provide a minimum of 2m clearance from the building to prevent potential direct damage to aerial and roof. Noted.

- 10.5 202123 Twyford Station, Station Road - SECTION 211 NOTIFICATION FOR WORKS IN THE TWYFORD STATION CONSERVATION AREA G1, Self-seeded Ashes trees – Fell. Noted.

11. Notices of refusal

- 11.1 201561 3 Wargrave Road (Shine Dentist)

TPC comment on application:

The Committee feel that this retrospective application should not be for information only and that the Council should have been consulted. The Committee request that their **objection** to this application is noted and advise WBC that one of Twyford Parish Council's red lines is that we do not want/have internally illuminated signs within the village.

WBC – Reasons for the Refusal:

1. By virtue of the overly prominent illuminated design, the advertisements would result in unacceptable visual harm to the character of the Twyford Conservation Area. As such, the proposal would fail to comply with the National Planning Policy Framework and policies TB19 and TB24 of the Managing Development Delivery Local Plan.

The above planning refusal was noted.

12. **Notices of withdrawal** – None.

13. **Notice of appeal** – None.

14. Neighbourhood Plan

- 14.1 Minutes/Notes from the Working Group Meeting (2/3/20) to be circulated. Noted.

- 14.2 Minutes from the Sub-Committee Meeting (3/3/20) to be approved – It was proposed by Mr J Jarvis, seconded by Mr M Bray and unanimously agreed to be a true & accurate record during the Neighbourhood Plan Sub-Committee Meeting of the 1st September.

- 14.3 Next Meetings:

Sub-Committee – 6/10/20 via Zoom (19:00)

Working Group – TBC

- 14.4 Approval of any Neighbourhood Plan expenses – None.

- 14.5 Grant update (CW) - Mr C Wickenden confirmed that application process is underway and will be taken to both the September Finance Committee & Full Council for approval. This grant will fund a Neighbourhood Plan Consultant which will be in the region of £9000 among other expenses.

15. Footway Lighting

- 15.1 Repair and fault report (1 New, 11 outstanding).

- Church Road – Island outside Miles & Daughter (Repair scheduled 21/09/20) (W195051). Carried forward.
- London Road – Island near Polehampton School (W2011559). Repaired. No further action needed. Noted.

- 15.2 Councillor streetlight checks reports.

- Loddon Hall Car Park (Lamps X2) (W195047 & W195048) (MA). Checked – Repaired. No further fault. Noted.
- Lamp 29 Waltham Road (BD/MA). Carried Forward.
- Longfield Road (opposite 1 Longfield Road – Connection box access door open) (JB). Carried Forward.
- Longfield Road/Jarvis Drive (JB). Carried Forward.
- Wargrave Road (westbound side of the A4 from the roundabout to the crossing) (JB). Carried Forward.
- Lamp 26 Hurst Road (MB). Checked – Repaired. No further fault. Noted.

- 15.3 Part-night lighting – Turn off streetlights between about 12 midnight and 5.30am in appropriate locations to save money (Assistant Clerk Investigating). WBC Officer advised the Assistant Clerk that having converted the streetlamps to L.E.D this already makes significant savings & supports the environmental impact therefore that mixed with the reduced energy rate throughout the night, any savings would be minimal. The Committee decided that they would take no further action at present.

16. General Amenity Matters

- 16.1 Gateway signage – to consider quote received for £9,454.35 (circulated 1/4/20). Carried forward.

- 16.2 Air quality – Meeting held 13/2/20. Minutes circulated 15/4/20. Assistant Clerk to arrange a follow up meeting. Carried forward.

- 16.3 Bench & Bus Stop inventory for Twyford (CW). Carried forward.

- 16.4 GWR – opens bidding for £750,000 community fund (circulated 1/8/19). Application submitted by Mr M Alder (circulated 24/9/19). Confirmation that application has been received. Awaiting results. Carried forward.
- 16.5 GWR to discuss car parking provisions – Nicola Scott from GWR is due to be in attendance. Discussion with Nicola Scott took place after item 4.
- 16.6 ‘Twinned with Cuincy’ sign at Bell Corner. New sign is due to arrive the week commencing the 14th September. Noted.
- 16.7 Bench requested by a resident within the open space between Colleton Drive & Wessex Gardens (£1000 assigned in the 2020/21 budget) – WBC approved the installation of the bench (see correspondence 07/08/20). The Committee to consider the quote of £1051.00 for the bench & installation. It was proposed by Mr J Jarvis, seconded by Mr M Bray, and unanimously agreed that the quote of £1051.00 be accepted.
- 16.8 Local Green Space – Recommended areas (circulated 24/6/20). Feedback/Update from WBC. Carried forward.
- 16.9 GWR – Department of Transport asks for ideas to decarbonise transport (circulated 22/07/20). Item 21.8 of the August Meeting. The following points were submitted, Encouragement of rail and bus (using appropriate fuel) to Heathrow and Gatwick with careful regard to personal car parking arrangements; A network of appropriate charging points for cars; A planned network of cycle ways. Safe storage of cycles at transport hubs (bus and train stations) and town and city centres & Electrification of the railway line from Twyford to Henley? The trains often wait with their engines running at the station emitting fumes.... Noted.

17. Village Maintenance

- 17.1 Railway Bridge (High Street (between Bridge Park & Old Mill Court)). Rotten fencing. Network Rail have been advised. Awaiting action and a response. Carried forward.
- 17.2 Resident Complaint – Weeds down walkway in between No.8 & No.10 Mallard Close. Resident has confirmed that this has now been actioned. Noted.
- 17.3 Bus Stop being obscured by a resident’s hedge along the Waltham Road. Hedge has been cut back. No further actions. Noted.
- 17.4 Meeting with Mark Morris, Community Environmental Officer (11/3/20) – Assistant Clerk to forward meeting notes and provide an update on actions. Noted.
- 17.5 Resident Complaint – The rural path down Stanlake Lane is becoming very narrow. WBC have been advised and we are awaiting action. Noted.
- 17.6 Resident Complaints:
- The Waitrose site is looking very sad and neglected i.e. weeds growing in planters and around the trees fronting the London Road. which is the heart of the village.
 - Many other parts of the village are looking neglected with weeds.
 - Shopkeepers need to be responsible for maintaining the look of their own frontage.
 - There is continuing and increasing use of the pavement in front of their premises by the charity shops to display their wares. This brings down the tone of the look of the central part of the village and should be discouraged.
 - There is an unsightly lump of concrete serving as disables access to the post office, who is responsible for the public footpath?
 - The junction box to the side of Age Concern charity shop on the London Road has been hanging off and exposing wires for more than a year now.

The resident is enjoying the hanging baskets and is happy to assist with a weeding session within the village. Assistant Clerk to thank the resident for their comments and advise them that the Council will follow up the areas of concern.

18. Highways

- 18.1 Speedwatch:
- Mrs T Ramsden – Application submitted. Requested an update on the progression of the application. Applications have currently been put on hold due to Covid. Carried forward.
 - Updates – Mr R Mantel advised that following discussions with the police, the speedwatch groups will be starting back up. Noted.

18.2, 18.3, 18.4 & 18.5 – WBC Official Martin Heath met with Councillors; Mrs B Ditcham, Mr C Wickenden and Mr R Mantel to discuss the below along with any other suggestions on how to improve Twyford (Meeting notes circulated 4/2/20).

- 18.2 Second Speed Indicator – Resident asked for another device to be installed on either Waltham Road or Hurst Road.
- 18.3 A321 Hurst Road - Cllr Lindsay Ferris has been communicating with WBC following concerns of large vehicles using the village (circulated 27/6/19). Response received from WBC (Traffic

Management) confirming that there is nothing wrong with the Central Refuge and advising the resident that the information has been passed to the Highways Asset Team to reply. Suggestion sent to WBC that a weight limit through the village is applied.

- 18.4 A4 – Consideration of the speed limit. Suggestion sent to WBC for a speed restriction of 40mph 100m both sides of the A4 Wargrave roundabout be applied.
- 18.5 A resident has asked the Committee for their consideration to support a request for a crossing near Stephenson Close.

Following up meeting arranged for Friday 11th September (Andy Glencross (WBC), Martin Heath (WBC), Matt Gould (WBC), Bridget Ditcham (TPC)). Mr C Wickenden, Mr R Mantel & Mr J Jarvis to also attend.

- 18.6 Fly-Tipping (AE) – Assistant Clerk asked to promote the ‘Report it’ link via Facebook.
- 18.6.1 An oven was discarded on the Wargrave Road (see photo). This has now been cleared. Noted.
- 18.6.2 Wood & Garden Waste has been discarded in the layby down Stanlake Lane. WBC advised on 26/08/20. Assistant Clerk advised the Committee that this has now been cleared. No further actions. Noted.
- 18.7 Parking (AE) – Assistant Clerk to investigate how parking violations can be reported.
- 18.7.1 Parking Violation – London Road (see photo). Noted.

19. Twyford In Bloom

- 19.1 Rewilding – Carried forward.
- 19.1.1 WBC correspondence - News & pictures: Wildflower meadows provide path for insects (circulated 22/07/20). Awaiting details of potential sites from WBC. Assistant Clerk to liaise with the ‘Twyford in Bloom’ Group for suggested areas.
- 19.1.2 Residents request for a wildflower garden down the Colleton Drive, Mallard Close & Wessex Gardens walkway. WBC advised that due to this area being used for another project (bulb planting), it would not be a suitable location. Assistant Clerk has advised the resident. Noted.

21. Correspondence circulated by email:

- 21.1 TRHA – Newsletter (August) (03.08.20). Noted.
- 21.2 WBC – Enforcement reports (04.08.20). Noted.
- 21.3 GWR – Travel Safely this Summer (10.08.20). Noted.
- 21.4 WBC – Update from GOV.UK – Planning for the future (10.08.20). Noted.
- 21.5 TRHA – Virtual Autumn Show (17.08.20). Noted.
- 21.6 WBC – Notification of Temporary Closure (26.08.20). Noted.
- 21.7 WBC – Planning legislation changes - response to Covid (27.08.20). Noted.
- 21.8 WBC – Notification of Temporary Closure - A3032 Old Bath Road Twyford (27.08.20). Noted.
- 21.9 Changes to the current planning system (27.08.20). Mrs B Ditcham & Mr C Wickenden to provide a response by 01/10/20. Response to be approved at the September Full Council meeting.
- 21.10 Planning reform impacts on neighbourhood plan making (27.08.20). Noted.

22. Date of next meeting – Tuesday 6th October 2020.

Meeting Closed at 21:10