

# Twyford Parish Council – Strategic Action Plan

The Parish Council Action Plan is a 'live' document that the council updates on a regular basis and reviews annually. The Action Plan enables the council to track and monitor progress against the objective and timescale.

TWYFORD PARISH COUNCIL

TPC CLERK



S– Short Term (12 months), M – Medium Term (1-2 years), L – Long Term (3-5 years), O – Ongoing

Planning & Amenities Parish Lands Community Events & Engagement Finance and General Purposes All Committees

Title	Timescale	Details	Funding source	Councillor resources	Officer resources	Update on progress and actions
<b>Climate Change</b>						
Active Travel	O	Consider easier access for cycle routes with signage and maps. Consider options for sustainable travel.		Charles Wickenden		
Greening Twyford		Increasing tree canopy. Wildflowers in verges. Replace trees when one has to be felled.				•
Re-cycling facilities & Bottle Banks	M	Liaise with WBC on alternatives such as kerbside collection or smaller drop off points (suggestion of a drop off container similar to the salt bins).	N/A	Watching		<ul style="list-style-type: none"> <li>• 3 months – meeting to be arranged with WBC / email / liaison with Borough Councillors for Twyford</li> <li>• 6 months – a plan for the next 6 months as to how to get the changes implemented</li> </ul>
	<p><b>January 2023 update:</b>  <b>September 2023 update:</b>  <b>May 2024 update:</b></p>					

S– Short Term (12 months), M – Medium Term (1-2 years), L – Long Term (3-5 years), O – Ongoing

Planning & Amenities Parish Lands Community Events & Engagement Finance and General Purposes All Committees

Title	Timescale	Details	Funding source	Councillor resources	Officer resources	Update on progress and actions
<h2>Environment - Public spaces</h2>						
Allotments	S	Consider offering smaller plots. Explore options for obtaining additional allotment land.	CIL	Malcolm Bray	Lucy Moffatt	<ul style="list-style-type: none"> <li>3 months – the first plot has been split offering 2x x 2.5 pole plots</li> <li>Land registry information is being sought for potential land.</li> </ul>
		<b>May 2024 update:</b> Unable to make contact with one land owner. A possible short term lease of land is to be considered by the committee.				
Big Tree Planting Project	L	Focus on maintenance and care of newly planted trees. To consider further planting in 2023.	N/A	Malcolm Bray	Lucy Moffatt	<ul style="list-style-type: none"> <li>3 months – review of the trees that have been planted and considering their upkeep</li> <li>6 months – considering how to expand the project moving forward</li> </ul>

TWYFORD PARISH COUNCIL – STRATEGIC ACTION PLAN

S– Short Term (12 months), M – Medium Term (1-2 years), L – Long Term (3-5 years), O – Ongoing

Planning & Amenities Parish Lands Community Events & Engagement Finance and General Purposes All Committees

Title	Timescale	Details	Funding source	Councillor resources	Officer resources	Update on progress and actions
						<ul style="list-style-type: none"> <li>9 months – plan drafted with regard to next steps</li> </ul>
		<p><b>January 2023 update:</b>                      20.11.22 – 5 trees were planted to replace those lost over the last year. 150 bulbs (donated by Dobbies) were planted in a new flower bed around the trees.                      A Silver Birch tree will be planted in January as a ‘Thank you’ to the village volunteers.                      Two Hornbeams and a flowering cherry will be planted in January in celebration of Polehampton Charity’s 300<sup>th</sup> anniversary.</p> <p><b>September 2023 update:</b>                      The ‘Thank you’ tree and three Polehampton Charities trees have been planted.                      8 replacement trees and 2/3 new trees were ordered and planted in November.</p> <p><b>May 2024 update:</b> A memorial tree has been planted at KGVR and a waiting list of potential tree owners will be reviewed in October.</p>				
Burial Ground	M	To explore alternative options to meet the need for additional plots in the medium term. Possible columbariums?				<ul style="list-style-type: none"> <li></li> </ul>
Hedge Laying	M	To consider whether the KGVR playground hedges are suitable for laying.	Budget		Lucy Moffatt	<ul style="list-style-type: none"> <li>3 months – is the hedge suitable</li> <li>6-12 months – leave growth</li> </ul>
Draft a set of standard responses to planning applications incorporating Neighbourhood Plan policies	S		P&A Committee	Charles Wickenden & P&A	Lynn Povey	<ul style="list-style-type: none"> <li></li> </ul>

TWYFORD PARISH COUNCIL – STRATEGIC ACTION PLAN

S– Short Term (12 months), M – Medium Term (1-2 years), L – Long Term (3-5 years), O – Ongoing

Planning & Amenities Parish Lands Community Events & Engagement Finance and General Purposes All Committees

Title	Timescale	Details	Funding source	Councillor resources	Officer resources	Update on progress and actions
Twyford in Bloom / Application Submissions	O	Continue liaising with local community groups and volunteers. Consider locations for additional bird boxes and wildflowers on verges.	TPC budget	Bridget Ditcham & Malcolm Bray	Lynn Povey & Lucy Moffatt	<ul style="list-style-type: none"> <li>Meeting with Twyford Together and TRHA in the next 3 months to plan for the next Submission</li> <li>6 months – plan for the next submission implemented</li> </ul>
	<p><b>January 2023 update:</b> Meeting held 03.11.22 to plan the 2023 activities and projects.</p> <p><b>September 2023 update:</b> Achieved Bronze award</p> <p><b>May 2024 update:</b> Preparations are in place for the July judging.</p>					
Wildflower Areas	O	Continue to coordinate areas and liaise with volunteers.	TPC budget	Bridget Ditcham	Lucy Moffatt	<ul style="list-style-type: none"> <li>3 months – to note the current wildflower areas</li> <li>6 months – to work with TRHA and volunteers to map out where the wildflower areas can be expanded</li> <li>9 month – council approval for any proposals</li> </ul>
	<p><b>January 2023 update:</b> Rattle seeds supplied and to be sown in the Copse. Suggestion to plant wild daffodils in the KGVR maze. New wildflower / bulb bed created at Stanlake Meadow.</p>					

TWYFORD PARISH COUNCIL – STRATEGIC ACTION PLAN

S– Short Term (12 months), M – Medium Term (1-2 years), L – Long Term (3-5 years), O – Ongoing

Planning & Amenities Parish Lands Community Events & Engagement Finance and General Purposes All Committees

Title	Timescale	Details	Funding source	Councillor resources	Officer resources	Update on progress and actions
		<p><b>September 2023 update:</b> New WBC wildflower beds at Ruscombe turn came to fruition. A new area of natural / long grass is being developed.</p> <p><b>May 2024 update:</b> The new long grass area at Stanlake Meadow is developing and three picnic benches have been added.</p>				
Hanging Baskets	O	Continue to liaise with businesses and residents – managing order process for the summer and winter baskets	TPC budget	Bridget Ditcham	Lynn Povey	
		<p><b>May 2024 update:</b> Ongoing</p>				
Gardening Volunteers	O	Intermittent maintenance is covered by a contractor. Continue to engage volunteers to enhance the areas.	TPC Budget		Lucy Moffatt	
		<p><b>January 2023 update:</b> Deputy Clerk is due to meet with the volunteers in February.</p> <p><b>September 2023 update:</b> The Clerk met with the gardening volunteers. A plan has been drawn up for Polehampton Corner and volunteers are trying to keep on top of the garden areas. More volunteers are needed.</p> <p><b>May 2024 update:</b> The volunteers have worked hard on Jubilee Corner, Bell Corner, Polehampton Corner and the Burial Ground. Contractors have mulched the areas. Wild garlic is in the process of being removed at the burial ground.</p>				
Friends of Stanlake Copse Working Group	O	Continue coordinating the volunteer group and plans to enhance the area. Arrange additional works as required.	TPC Budget		Lucy Moffatt	<ul style="list-style-type: none"> <li>Ongoing monthly working parties to maintain paths and carry out light work.</li> </ul>
		<p><b>January 2023 update:</b></p>				

S– Short Term (12 months), M – Medium Term (1-2 years), L – Long Term (3-5 years), O – Ongoing

Planning & Amenities Parish Lands Community Events & Engagement Finance and General Purposes All Committees

Title	Timescale	Details	Funding source	Councillor resources	Officer resources	Update on progress and actions
		<p>Monthly working parties led by Ian Butterick have continued. Yellow Rattle seeds have been supplied.</p> <p><b>September 2023 update:</b> Monthly working parties continue. The paths are being cleared of brambles and bark chippings placed along the path. A new stag beetle habitat has been created with logs from elsewhere on the field.</p> <p><b>May 2024 update:</b> Wood chippings are being placed on the paths and brambles are being cleared.</p>				
Twyford Growers	O	Continue involvement and co-ordinating. Essential to offer therapeutic support. Continue to promote the sessions.	TPC & RPC Budget		Lucy Moffatt	<ul style="list-style-type: none"> <li>Ongoing weekly meetings April – October. Run by the Horticultural Therapist.</li> </ul>
		<p><b>May 2024 update:</b> The sessions recommenced and are well attended. They are part funded with Ruscombe Parish Council. Members of the group and the group itself are getting more involved in Twyford-related activities as a result of being part of Twyford Growers. Also, they ran a free, informative talk in March (allotment-related) which was open to anyone, and was well attended.</p>				
<h2>Community &amp; Engagement</h2>						
Engage with young people	S	Contact has been made with The Piggott School with a view to engaging with young people. A date needs to be arranged for councillors to visit and report on young peoples views.	TPC resources	Jackie Jagger Sue Wisdom	Lynn Povey	
To form a 3 year plan of events with dates.	S	Include TPC & Community events	Existing resources		Lynn Povey & Lucy Moffatt	<ul style="list-style-type: none"> <li>To continue to publicise the events.</li> <li>To co-ordinate events with local organisations.</li> </ul>

TWYFORD PARISH COUNCIL – STRATEGIC ACTION PLAN

S– Short Term (12 months), M – Medium Term (1-2 years), L – Long Term (3-5 years), O – Ongoing

Planning & Amenities Parish Lands Community Events & Engagement Finance and General Purposes All Committees

Title	Timescale	Details	Funding source	Councillor resources	Officer resources	Update on progress and actions
Village Centre events	M	To consider a schedule of village centre musical events.	Budget for entertainment , officer time & marketing.		Lynn Povey & Paul Hunt	<ul style="list-style-type: none"> <li>Investigate Arts Council funding.</li> </ul>
<b>May 2024 update:</b> A schedule of events has been advertised with two already being held.						
Local organisations (Food Banks, CAB, Twyford Together) – how to work with them? TPC to act as an umbrella organisation. To avoid duplication. Plan year ahead.	O	Finance and General Purposes committee to consider.	N/A		N/A	<ul style="list-style-type: none"> <li>3 months – to present to local organisations about the work that the Council completes. How the Council is an asset and to collaborate for the year ahead.</li> <li>6 months – plan presented to council as to how we will work with local organisations moving forward.</li> </ul>
<p><b>January 2023 update:</b> A collection for Foodbank was carried out at the Christmas Fayre. The Cost of Living leaflet was a collaborative effort involving WBC, Twyford Together, Ruscombe PC, RG10, Local charities. The Coronation event is a collaborative effort involving Twyford Together, RG10 and Twyford Beer Festival.</p> <p><b>May 2024 update:</b> A cost of Living leaflet was distributed by RG10. Warm spaces were advertised on social media.</p>						
Cost of living crisis – supporting community through hardship	S and O	Finance and General Purposes committee to consider.	N/A		Lucy Moffatt	<ul style="list-style-type: none"> <li>3 months – liaison with Stephen Conway to ascertain who is struggling in the local community.</li> </ul>



TWYFORD PARISH COUNCIL – STRATEGIC ACTION PLAN

S– Short Term (12 months), M – Medium Term (1-2 years), L – Long Term (3-5 years), O – Ongoing

Planning & Amenities Parish Lands Community Events & Engagement Finance and General Purposes All Committees

Title	Timescale	Details	Funding source	Councillor resources	Officer resources	Update on progress and actions
						<ul style="list-style-type: none"> <li>6 months - Meeting with CAB to see whether we can assist.</li> <li>Ongoing – social media posts regarding local organisations that can assist people who are struggling.</li> </ul>
<p><b>January 2023 update:</b>                      Cost of Living leaflet distributed to all residents in Twyford &amp; Ruscombe.                      Joint working with WBC, Twyford Together, RG10 etc.                      14.01.23 – Joint ‘Meet your Councillor’ session with the CAB mobile unit.                      CAB to attend the January FC meeting</p> <p><b>May 2024 update:</b>                      CAB visits are advertised and monthly Meet Your Councillor sessions are held.</p>						
Social media	O	Continued social media presence and to consider a regular page in RG10.				
Website	S	To develop a question and answer page. Improve content and add more frequent updates.			Lynn Povey	
<p><b>May 2024 update:</b>                      Q&amp;A page is complete and regular news items are being added.</p>						
Surveys	S	Engagement with the local community. Ask residents what went well with the Coronation event. Build on	TPC Budget		Lucy Moffatt	<ul style="list-style-type: none"> <li>3 months – meet with Woodley – what did they do for their survey and how did it work?</li> </ul>

TWYFORD PARISH COUNCIL – STRATEGIC ACTION PLAN

S– Short Term (12 months), M – Medium Term (1-2 years), L – Long Term (3-5 years), O – Ongoing

Planning & Amenities Parish Lands Community Events & Engagement Finance and General Purposes All Committees

Title	Timescale	Details	Funding source	Councillor resources	Officer resources	Update on progress and actions
		knowledge and working with partners.				<ul style="list-style-type: none"> <li>6 months – costings / resources / consultants / roll out plan</li> <li>12 months - Implementation</li> </ul>
	<p><b>January 2023 update:</b>  <b>September 2023 update:</b>  <b>May 2024 update:</b></p>					
Quarterly subscriber email	S	Engagement with the local community	TPC Budget		Lucy Moffatt	<ul style="list-style-type: none"> <li>3 months – meet with Finchampstead</li> <li>3 months - Facebook updates – sign up</li> <li>6 months – implement</li> <li>1 year - 2022 - round up</li> </ul>
	<p><b>January &amp; September 2023 update:</b>                  This action needs to be re-allocated to another Councillor.</p>					
Infrastructure / Projects / High Street / Community Buildings						

TWYFORD PARISH COUNCIL – STRATEGIC ACTION PLAN

S– Short Term (12 months), M – Medium Term (1-2 years), L – Long Term (3-5 years), O – Ongoing

Planning & Amenities Parish Lands Community Events & Engagement Finance and General Purposes All Committees

Title	Timescale	Details	Funding source	Councillor resources	Officer resources	Update on progress and actions
Street Lamps - ownership	M	To persist with WBC over concerns that our residents are suffering from double taxation. Persist with WBC to accept an Asset Transfer of TPC's street lamps.		Bridget Ditcham	Lynn Povey	•
		<b>May 2024 update:</b> 1 <sup>st</sup> Feb a request for the WBC Overview and Scrutiny Committee to include this item in their 2024-25 work program.				
Skate Park	M	Project plan Tender document Vision – work with experts in the field Costings	Consider funding sources	Sue Wisdom	Lucy Moffatt	<ul style="list-style-type: none"> <li>• 3 months – go to tender</li> <li>• 6 months – secure funding</li> </ul>
		<b>January &amp; September 2023 update:</b> Regular working group meetings are being held and the Council have approved to go to tender. <b>May 2024 update:</b> The tender has been awarded. Regular meetings are being held with skatepark users and a joint crowd funder is being launched.				
Pavilion Redevelopment (changing rooms, floor plan, multi-functioning) – how to fund?	L	Continue to work with the sports clubs.	Consider funding sources	?		<ul style="list-style-type: none"> <li>• 3 months – meeting with the working group</li> <li>• 6 months – to confirm the requirements, create a business plan, consider sustainability.</li> <li>• 1 year – to seek grants / PWLB to fund the build</li> </ul>
		<b>January 2023 update:</b> Regular working group meetings are being held with stakeholders.				

TWYFORD PARISH COUNCIL – STRATEGIC ACTION PLAN

S– Short Term (12 months), M – Medium Term (1-2 years), L – Long Term (3-5 years), O – Ongoing

Planning & Amenities Parish Lands Community Events & Engagement Finance and General Purposes All Committees

Title	Timescale	Details	Funding source	Councillor resources	Officer resources	Update on progress and actions
		<p><b>September update:</b> The sports clubs carried out a survey and space requirements are being agreed.</p> <p><b>May 2024 update:</b> Progress is being made and discussions on a car park survey and a Quantity Surveyor is being approached to create a cost plan.</p>				
Tennis Courts	S	To finalise the lease amendments		Malcolm Bray	Lucy Moffatt	<ul style="list-style-type: none"> <li>3 months - Formalise the relationship &amp; lease</li> </ul>
		<p><b>January &amp; September 2023 update:</b> Draft lease to be circulated. The Tennis club have received planning permission for the lighting and additional court. Permission has been sought from Fields in Trust.</p> <p><b>May 2024 update:</b> Negotiations on the lease continue. The Tennis Club are funding for their improvements.</p>				
Scout Hut	M	To assist Scout Hut with negotiating an extension to their lease with TRCA.				
		<p><b>May 2024 update:</b> May 2023 – both the Parish Council and TRCA were amenable to them extending the Scout lease in line with the TRCA lease for the remainder of the term (around 43 years).</p>				
High Street Infrastructure & village regeneration	L	<p>Large volume of considerations: Establish facts / seek shared costs for a traffic survey Possible 20mph areas. Closer relationship with highways and police with shared goals to be implemented. Include; speed control, traffic calming, car parks.</p>	CIL projects grants	Charles Wickenden / P&A committee	Lynn Povey	<ul style="list-style-type: none"> <li>0-3 months – consultation</li> <li>3 months – Liaise with WBC, assess feasibility, consult with Twyford Together</li> <li>6 months – present plan to the Council and agree initial plan / budgets</li> <li>1 year - 2022 – completion of first stage and commence stages 2-3</li> </ul>

TWYFORD PARISH COUNCIL – STRATEGIC ACTION PLAN

S– Short Term (12 months), M – Medium Term (1-2 years), L – Long Term (3-5 years), O – Ongoing

Planning & Amenities Parish Lands Community Events & Engagement Finance and General Purposes All Committees

Title	Timescale	Details	Funding source	Councillor resources	Officer resources	Update on progress and actions
		Remove white lines at cross roads Any action on pollution control / ULEZ Bus services – better signage and information Station – parking and signage Improve the mix of business Paths maintained and sides trimmed Village footpath improvement.				
<b>January &amp; September 2023 update:</b> Meeting 03.02.23 of Councillors, WBC and consultants.						
Bridge Farm	L	Talk to planners to try to secure green and wilding areas	Ask WBC for entry point to commence involvement.	Charles Wickenden & Bridget Ditcham		
Library / Community Hub / Office Space / working with WBC	L	Phase 2 contains community space		Charles Wickenden, Bridget Ditcham & Liz Ashley		<ul style="list-style-type: none"> <li>3 months – meet with WBC to explore possibility of phase 2</li> <li>6 months – survey to local community about demand for facility</li> <li>1 year – plan to be presented to the council with costings</li> </ul>
<b>January &amp; September 2023 update:</b> No plans for phase 2 at this stage.						

TWYFORD PARISH COUNCIL – STRATEGIC ACTION PLAN

S– Short Term (12 months), M – Medium Term (1-2 years), L – Long Term (3-5 years), O – Ongoing

Planning & Amenities Parish Lands Community Events & Engagement Finance and General Purposes All Committees

Title	Timescale	Details	Funding source	Councillor resources	Officer resources	Update on progress and actions
Nature Reserve bridge	L	Consider the feasibility of having a bridge over the Loddon to link a cycle / footpath for access between Woodley / Charvil and Twyford.		Liz Ashley & Charles Wickenden		
Polling stations – supporting residents having to go to Hurst	L	Consider surveying the residents concerned Part of a wider issue				To be included in the survey above.
		<b>January &amp; September 2023 update:</b> Possible change as part of the boundary review?				
Speedwatch	S	Consider the possibilities of councillors being involved with the scheme.		Martijn Andrea & Francis Newman	Lynn Povey	
<b>May 2024 update:</b> Speedwatch session held on 28.05.24 on Wargrave Road.						
Fete	O	Manage resources - All year workload with a peak May - August	TPC Budget		Lynn Povey	
		<b>January 2023 update:</b> Ongoing <b>September 2023 update:</b> A successful event was held in August. A review of the event will take place with plans for next years event soon starting. <b>May 2024 update:</b> Plans are going well for this years event.				

S– Short Term (12 months), M – Medium Term (1-2 years), L – Long Term (3-5 years), O – Ongoing

Planning & Amenities Parish Lands Community Events & Engagement Finance and General Purposes All Committees

Title	Timescale	Details	Funding source	Councillor resources	Officer resources	Update on progress and actions
<h1>Organisational Needs</h1>						
Office space for employees.	L	Possibly in Stanlake Pavilion				
Community friendly meeting space.	M	To consider alternative options.				
To consider further reviewing the meeting structure.	S	To consider quarterly P&A, Lands & Full Council meetings				
Review current and expected workload.	M	Dependant on the number of projects and events additional staff may be required.				
Partnership Working	O	Engage with local organisations. What shared aspirations are there? How can we work together?				