

TWYFORD PARISH COUNCIL

Minutes of a meeting of the Planning and Amenities Committee held at Loddon Hall, Twyford on Tuesday 3rd July 2018 at 7:45pm.

Present: Mrs B Ditcham (Chair), Messer's M Bray, J Bowley & R Abeywardana.

Minutes: Lynn Povey (Assistant Clerk)

1. **Public Questions** – None
2. **Apologies** – Mr C Wickenden, Mr M Alder, Mr M Boniface, Mr J Jarvis & Mr R Mantel.
3. **Declaration of interest in items on the agenda** – None.
4. **Dispensations** – None.
5. **Minutes of the meeting held on 5th June 2018.**
Approval of the minutes proposed Mr M Bray, seconded Mrs B Ditcham. Motion carried nem con.
6. **Matters arising and action points**
 - 6.1 Relocation of Village Centre Noticeboard – Installation of noticeboard onto Apsley House due to take place 4/7/18. Noted.
 - 6.2 Rural Footpath, Stanlake Lane (Ruscombe Down) - The Traffic Management Team at WBC have stated that the installation of a footway is not practicable due to the trees. A more detailed explanation was requested. Clerk to escalate within WBC as no response has been received.
 - 6.3 Clerk sent a copy of the original correspondence that was sent to David Lee to Cllr Stuart Munro. Response from Cllr Munro received 26/6/18 who requested Cllr Wayne Smith's availability. Awaiting date to be provided. Noted.
 - 6.4 Library car park – Report received that this has been taken away from Library users. A new sign has gone up for the car park stating it is for the use of Library users and patrons of The Duke. Clerk asked to contact WBC and find out the reasoning for the change from sole use for the Library users to dual use for the Library users and the patrons of The Duke.
 - 6.5 Matter raised at council meeting by RPC regarding Telecom Boxes. Clerk advised the committee that Wargrave have 3 plans submitted through WBC for Telecom Boxes (171191, 171164 & 171165) but nothing on the WBC website in either Twyford or Ruscombe. Clerk asked to contact WBC to ensure their planning section of the website is current and to find out what the hole/Telecom box in Ruscombe is for and where any further ones will be going.
7. **Planning Matters**
8. **Current List**
 - 8.1.1 Householder Prior Notification – None.
 - 8.1.2 181093 11 Greenfinch Drive – No comment.
 - 8.1.3 181361 103 London Road – Overdevelopment of the site, not consistent with the current street scene (out of character) and will be detrimental to the character of the area.
 - 8.1.4 181550 6 Longfield Road – No comment.
 - 8.1.5 180625 7 Troutbeck Close – No comment.
 - 8.1.6 181634 43 Paddock Heights – No comment.
 - 8.1.7 181704 24 Kibblewhite Crescent – No comment.
- 8.2 **Notices of permission**

* denotes applications that the Council has previously commented on.

 - 8.2.1 181133 76 Orchard Estate.
 - 8.2.2 181183 26 Byron Road
*Concern that this would cause a terracing effect & change the street scene.
 - 8.2.3 181335 59 Hurst Park Road.
 - 8.2.4 181016 60 Wargrave Road.
- 8.3 **Notices of refusal** – None.
- 8.4 **Notice of appeal** – None.
- 8.5 **Neighbourhood Plan meeting 2/7/18 & 3/7/18** - Notes to be circulated by the Clerk for the 2/7/18 however, please note the meeting on 3/7/18 was cancelled. Noted.

8.5.1 Twyford Neighbourhood Plan – The executive committee at WBC are meeting on 26th July 2018 to formalise our Neighbourhood Plan request. Proposal from Mr M Bray, seconded Mr R Abeywardana to **RECOMMEND to Full Council** that the Neighbourhood Plan committee have access to a budget of £2000 to support the project. Items such as marketing, banners, printing costs etc will be needed. Any purchases however will go through the Planning & Amenities committee for approval first. Motion carried unanimously.

8.6 Sub-committee to be formed, to agree membership and terms of reference for the Neighbourhood Plan – Membership for the sub-committee carried forward as confirmation needed from councillors that they are happy to stand. The following Terms of Reference was proposed by Mr M Bray, seconded by Mr R Abeywardana. Carried unanimously;

This sub-committee is responsible for the creation of a Neighbourhood Development Plan for Twyford and shall include the following responsibilities.

1. To develop in consultation with the residents of Twyford a sustainable plan for the development of the village. The sub-committee has powers to incur expenditure for the professional services of a planning consultant who is a member of the Royal Town Planning Institute (RTPI) and for any other expenditure that is required to support the Neighbourhood Plan within the approved annual budget for the sub-committee, subject to the approval of the Planning & Amenities Committee.
2. Subject to item 3, the sub-committee shall seek to establish a Neighbourhood Development Plan for Twyford subject to statutory examination and referendum.
3. To hold at least 3 public meetings in 2018/19 with residents and to use other forms of consultation to obtain the views of the following (but not limited to): businesses; medical care providers; clubs/groups; schools; and the local education authority about the proposed Neighbourhood Development Plan.

These terms of reference were then signed by Mrs B Ditcham and Mr J Bowley.

9.6 Other planning matters

9.6.1 Major Project Stakeholder Workshop (20/6/18). Mrs B Ditcham, Mr M Bray and Mr J Jarvis attended. Noted.

9.6.2 Meeting between Mr C Wickenden and Finchampstead Parish Neighbourhood Plan Group (15/6/18). Noted.

10. Footway Lighting

10.1 Repair and fault report – None.

10.1.1 149 & 154 (Cheriton Avenue). Reported to both WBC & Balfour Beatty who are liaising with SSE, await repair. Noted.

10.1.2 Longfield Road street lamp – New lamp was installed on 11/6/18. Noted.

10.1.3 Twyford Works Inventory – Lists of streets given to councillors to check that the lamps have been converted to LED. This is to be reported back in August.

10.1.4 Electricity Contract Renewal – The Clerk is still obtaining quotes. Carry forward.

10.1.5 Clerks Forum – Street Lights. Do we wish to explore the possibility of WBC taking over ownership of our street lamps? Clerk ask to investigate this.

11. General Amenity Matters

11.1 Website Update – Work continues. Noted.

11.2 Gateway signage – Clerk has requested a quote from WBC for the farmgate style gateways in the 2 meter size on 27/2/18. Meeting between Mr Murphy from WBC, Mrs B Ditcham & Mrs L Povey on 04/04/18 to discuss & move forward. Mr Murphy has provided a rough quote excluding installation cost of £6,382.74 for the gateways. Current quote received from WBC is £10,374.07. Clerk to find out costs from other local villages that have had gateways installed.

11.3 Car park hanging basket posts – Installed on 27/6/18. The costs as agreed by the committee in March 2018 came to £2473.92 (£2968.70 inc vat). Actual costs – £2395.95 (£2875.10 inc vat). Councillors happy for the payments to be issued. Councillors are also happy for these posts to be used all year round by Twyford Together however the committee would like to request that approval is sought before anything is put up on the posts.

11.4 Clock – The cost to change this to LED will be £620 plus vat (using the same company that installed the clock & currently services it). Clerk asked to get further quotes to change the bulb in the clock to LED and to also get quotes for the servicing the clock.

11.5 Air quality action plan – Report circulated on 11/4/18. No further updates. Noted.

11.6 Bus Services – Twyford to Sonning stops at 6.30pm, why? Carried forward.

11.7 To consider writing to Josie Wragg at WBC regarding traffic regulation orders (Brook Street, Broad Hinton etc). Clerk to investigate how we contact CPE to discuss parking issues. Carried forward.

12. Village Maintenance

- 12.1 Speed sign on Wargrave road not working for northbound traffic – reported 2/1/18. Still awaiting action. Clerk to escalate this within WBC due to time taking to resolve.
- 12.2 Tidying up Polehampton School House as part of Twyford in Bloom. It was suggested by Mrs B Ditcham, proposed by Mr M Bray and seconded by Mr M Alder, motion carried for the Clerk to send a letter to the Polehampton Charities for their support in tidying up and maintaining Polehampton School House as part of Twyford in Bloom. Mr G Storey has confirmed that no actions are needed by the Parish Council regarding the ongoing maintenance. Noted.
- 12.3 Mallard Close – road sign. Reported to WBC (30/5/18). New sign fitted 19/6/18. Noted.
- 12.4 Quality of grass cutting. No further complaints have been received. Noted.
- 12.5 Twyford in Bloom. Mrs B Ditcham & Mr M Bray would like to be present on judging day. Clerk to arrange.

13. Highways

- 13.1 Speedwatch volunteers (circulated 31/5/18). Carried forward to confirm sign up.

14.0. Correspondence circulated by email:

- 14.1 Thames Water – Charvil Lane, Sonning (circulated 7/6/18). Noted.
- 14.2 A329M Bracknell Bound Overnight Closure (circulated 11/6/18). Noted.
- 14.3 58d Council Hosts North Wokingham Distributor Road Exhibition Ahead of Latest Planning Application. Noted.
- 14.4 Neighbourhood Planning Newsletter – Spring 2018 (circulated 11/6/18). Noted.
- 14.5 Ferrel Bridge, The Straight Mile, Wokingham (circulated 11/6/18). Noted.
- 14.6 Housing Needs Survey to Parish & Town Councils (circulated 11/6/18). Noted.
- 14.7 Display Boards (circulated 11/6/18). Noted.
- 14.8 Covering Letter (circulated 13/6/18). Noted.
- 14.9 WBC Enforcement Stats for May (open) (circulated 13/6/18). Noted.
- 14.10 WBC Enforcement Stats for May (closed) (circulated 13/6/18). Noted.
- 14.11 Annual Road Maintenance Campaign (circulated 14/6/18). Noted.
- 14.12 Sonning Lane (circulated 21/6/18). Noted.
- 14.13 M4 J3-12 Smart Motorway Leaflet (circulated 21/6/18). Noted.
- 14.14 GWR offers £112,000 to support areas of social need in Berkshire (circulated 25/6/18). Noted.
- 14.15 Planning Applications (circulated 25/6/18). Noted.
- 14.16 Notification of URGENT works – New Bath Road, Charvil (circulated 26/6/18). Noted.
- 14.17 A3290 Emergency Road Closure 27th June 20:00 (circulated 27/6/18). Noted.
- 14.18 Wokingham Borough Council Planning Consultation - ref: 181845 (circulated 28/6/18). Noted.
- 14.19 ST10 STREET CONSENT RENEWAL CONSULTATION, LADD'S GARDEN CENTRE, HARE HATCH (circulated 28/6/18). Noted.

15.0 Date of next meeting – Tuesday 7th August 2018.

Meeting Closed at 21.22