

TWYFORD PARISH COUNCIL

Minutes of a meeting of the Planning and Amenities Committee held at Loddon Hall, Twyford on Tuesday 6th November 2018 at 7:45pm.

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

Minutes: Lynn Povey (Assistant Clerk)

Also present: Mr Ben MacGowan & Mr Dan Ayscough of Stag Digital

1. **Public Questions** – None.
2. **Apologies** – Mr C Wickenden & Mr M Alder.
3. **Declaration of interest in items on the agenda** – None.
4. **Dispensations** – None.
5. **Minutes of the meeting held on 2nd October 2018.**
Approval of the minutes proposed Mr J Jarvis, seconded Mr M Bray. Motion carried nem con.
6. **Budgets & Precepts.**
Lighting maintenance amended from £500 to £600. Carried forward to December to discuss any further amendments needed.
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. The meeting went well, and we are currently awaiting the report from Mr Hussain. Carried forward.
 - 7.2 Cllr Stuart Munro & Cllr Wayne Smith attended the October Full Council Meeting to provide a plan update. Please refer to the Full Council notes from 23rd October 2018. Noted.
 - 7.3 Library car park – A new sign has gone up for the car park stating it is for the use of Library users and patrons of The Duke. The following response was received from WBC:
*“With regards to your concerns, the agreement that we have in place with the Duke of Wellington Pub is for them to use the car park, but not inconvenience library users when Twyford Library is open to the public. As there are many hours of the week when the library is not open, and in order to make best use of the space we have come to this arrangement which allows greater use to be made of the land, whilst also supporting one of our local businesses. The income raised from this arrangement is beneficial in contributing to the funding for the library service.
This is a new arrangement for Twyford which is taking a little time to bed in. We have already made some minor changes to the arrangement to support some of our less able residents to continue to access the car park. We are monitoring usage of the library to help us assess impact, and so far, book borrowing has remained the same since the changes were made when compared to the same period last year. Should we find a significant reduction in usage at Twyford Library we will look at what other possible changes we could consider.”*
 - 7.4 Defibrillator – PAD deployed on 16th September. The unit has been sent off for testing. Awaiting report. Carried forward.
 - 7.5 Twyford Post Office. Proposed by Mr M Boniface, seconded by Mr J Jarvis for the Clerk to write a letter to the post office requesting an update and to explain that the lack of facilities is causing hardship especially to residents & businesses. Clerk to also look out the communication from the post office when it changed sites from Day Lewis Pharmacy to Booze Bargain. Motion carried.
8. **Planning Matters - Current List**
 - 8.1 Householder Prior Notification – None.
 - 8.2 182369 44 Wargrave Road – No Comment.
 - 8.3 182569 24 Sycamore Drive – Change to street scene on Sycamore Drive.
 - 8.4 182610 183 Broad Hinton – No Comment.
 - 8.5 182638 103 London Road – Concern regarding the access & egress for 6 cars.
 - 8.6 182863 74 Wargrave Road – No Comment.
9. **Notices of permission**
* denotes applications that the Council has previously commented on.
 - 9.1 182021 14 New Road
 - 9.2 182178 9 Hurst Road

10. Notices of refusal – None.

11. Notice of appeal – None.

12. Neighbourhood Plan meeting 5/11/18 & 6/11/18 – 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 to be circulated by the clerk.

12.1 Twyford Neighbourhood Plan – The next meeting of the working group is on 3/12/18 at Stanlake Meadow (19.30) & the Neighbourhood Plan Sub-Committee is on 4/12/18 at Loddon Hall (19.00).

12.2 WBC – Local Plan Update, Briefing Session (circulated 29/10/18). Mr J Jarvis is to attend as a Borough Councillor. Mr M Bray to attend as Twyford Parish Council representative along with Mr C Wickenden (Clerk to send invite & check availability of Mr C Wickenden). Mr M Boniface to attend along with Mr M Bray if Mr C Wickenden is unable to attend.

13. Other planning matters

13.1 182761 67 Hurst Road – Application for the prior approval of the erection of a single storey rear extension (circulated on behalf of WBC as information only 9/10/18). Noted.

13.2 182597 St Mary's Church Centre – Section 211 notification for works in the Twyford Conservation Area (Tree Works) (circulated on behalf of WBC as information only 16/10/18). Noted.

13.3 New postal addresses following the demolition of 80 Hurst Road Twyford and erect 2 new dwellings (circulated 31/10/18). Noted.

14. Footway Lighting

14.1 Repair and fault report – 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. Awaiting costs from Balfour Beatty. 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 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. Ben & Dan then left the meeting to allow discussions. Mr J Bowley believed our contract with Fast-host included ongoing updates to the website. Clerk to find the contract held with Fast-host to find out what agreement we have with them and to circulate to the committee. Mr J Bowley also informed the committee that Fast-host when taking over our website put it into stacks and not apps which is why the updates are not happening. Clerk to contact Fast-host and request that this error is rectified. It was proposed by Mr J Jarvis, seconded by Mr R Abeywardana for the Clerk to speak with Ginger Stag to find out exactly how long would it take to update Wordpress (changing from stacks to apps) and to find out if the following works could be completed for £200 – update Wordpress, update plugins, upload backlog of content & amend our current instruction manual. Motion carried. Clerk to also resupply Mr J Bowley with the log in details to the website.

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

15.3 Clock – The cost to change this to LED will be £620 plus vat & £385 for the bi-annual service (using Smiths of Derby who installed the clock & currently services it). A further quote has been received from 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. Motion carried.

15.4 Air quality action plan – Report circulated on 12/8/18. Meeting arranged for 19th November between Suzanne McLaughlin of West Berkshire Environmental Health & Mrs B Ditcham, Mr M Boniface, Mr R Abeywardana & Mr J Jarvis (TPC). The committee would like to know answers to the following along with any other questions that are thought of on the day:

- Where exactly are the high levels of pollution within Twyford?
- What actions have shown to work in alleviating air pollution?
- Has a different layout at the crossroads been considered?
- Visual monitoring is required by the Borough to see who is being affected by the pollution. Is this something that can be arranged?
- What are the timescales for the actions needed?

- What are the consequences if the actions have not been complied to?
- Clerk to chase Anthony Pollock as no response currently received following his invite to the December meeting. Councillors to continue to think about how TPC can be more active with assisting resolution of the pollution issues & raise awareness within the community?
- 15.5 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. Clerk to find out if Geoff Hislop is able to enforce/support TRO's, how many hours Twyford has the support of CPEs and ask for the emergency email address to enable TPC to contact the CPEs.
- 15.6 Council three priorities (as requested by WBC) – one drive link circulated 24.10.18. It was unanimously agreed that the committee would like to put forward the following: Impact of development, Affordable housing & Tackling congestion.
- 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 over the next few weeks. Noted.
- 16.2 New Road, Twyford – Overgrown Hedges. Reported to WBC. Awaiting action. Chased 7/8/18. Noted.
- 16.3 Maidenhead Conservative Association – litter pick in Twyford. Where would we like them to do the litter pick? (circulated 30/10/18). Clerk to contact Chris & Jerry who normally organise the local litter picks and arrange for them to liaise with the Maidenhead Conservative Association as to the best location.
- 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 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.
- 18. Correspondence circulated by email:**
- 18.1 BALC October Newsletter (circulated 1/10/18). Noted.
- 18.2 WBC – Wokingham Borough aims to reduce costs and improve recycling with new waste strategy (circulated 2/10/18). Noted.
- 18.3 WBC – New highways & transport contract awarded by WBC (circulated 9/10/18). Noted.
- 18.4 WBC – Enforcement Stats Outstanding Notices (circulated 9/10/18). Noted.
- 18.5 WBC – Enforcement Stats Outstanding Cases (circulated 9/10/18). Noted.
- 18.6 Residents letter – contravention of sections 148 & 161 of the Highways Act 1980 (circulated 11/10/18). Noted.
- 18.7 WBC – Road Closure, Sandford Lane (circulated 15/10/18). Noted.
- 18.8 Hurst Village Society – Crossrail presentation evening (circulated 16/10/18). Noted.
- 18.9 Twyford representation on HBUG committee (circulated 17/10/18). Proposal from the committee to **RECOMMEND to Full Council** that a member who uses the trains is selected as the Twyford Parish Council representative.
- 18.10 Invitation to the CPRE Historical Luncheon (circulated 17/10/18). Noted.
- 18.11 Twyford Station car park – letter of complaint regarding parking operator APCOA (circulated 30/10/18). Noted.
- 18.12 WBC – News release, repairs and improvement at Twyford Library (circulated 29/10/18). Noted.
- 18.13 WBC – Proposed Traffic Order Silk Lane (circulated 29/10/18). Noted.
- 18.14 WBC – Amendment No.1, street parking – various roads civil parking enforcement order (circulated 29/10/18). Noted.
- 18.15 WBC – Next steps towards carefully planned development in Borough (circulated 19/10/18). Noted.
- 18.16 WBC – Wokingham Borough Community Conference (circulated 19/10/18). Noted.
- 18.17 WBC - Notification of Temporary Closures - A329 Reading Road, Wokingham (circulated 31/10/18). Noted.
- 18. Date of next meeting – Tuesday 4th December 2018.**

Meeting Closed at 21:49