

Minutes of a meeting of the Parish Lands Committee held at Loddon Hall, Twyford on Tuesday 9th April 2019 at 7.45pm.

Present: Mr D Fergusson (Chairman), Mrs E Ashley, Mr M Bray, Mrs J Duffield, Mrs L Jarvis, Mrs T Ramsden & Mr T Winchester.

In attendance: Mrs Gemma Alford & Mrs Emma Donald (re item 11.6)

Clerk: Mrs L Moffatt.

1. **Public Questions.** None.
2. **Apologies** Mr R Mantel.
3. **Declaration of interest in items on the agenda.** None.
4. **Dispensations.** Mr M Bray & Mrs Ramsden declared an interest as allotment holders and members of TATA.

Agreed that item 11.6 would be brought forward in the agenda to allow Mrs Alford and Mrs Donald to leave after this item.

11.6 Pollinator ideas (Gemma Alford and Emma Donald)

Gemma Alford and Emma Donald, aided by Stephen Loyd, are co-ordinating a group of volunteers to develop wildflower areas in order to encourage pollinators.

It was agreed to leave two areas of long grass initially to see what wild flowers develop. These will be the rough area in the North West corner by the Wargrave road car park and an area by the Golden Jubilee commemoration trees in the South West corner of King George V recreation ground. These areas will be tended by a group of volunteers who will plant and trim as required. Proposed Mr T Winchester, seconded Mrs T Ramsden to approve the two sites. Motion carried unanimously. Agreed that Mr M Bray will meet with the volunteers to ensure the area is marked up with spray paint before the grass is due to be cut next Thursday. Mrs Alford and Mrs Donald left the meeting.

5. **Minutes of the meeting held on 12th March 2019.** Approval of the minutes as a true and accurate record proposed Mrs E Ashley, seconded Mr M Bray, motion carried nem con.

6. **Matters arising.** None.

7. Monthly reports on Parish Lands maintenance:

- 7.1 Village Ranger – no items to report.
- 7.2 Park Warden – no items to report.
- 7.3 Clerk's report – no items to report.

8. Allotments.

8.1 Allotment Management Guidelines (TR - circulated 14.11.18).

The committee went through the guidelines, which had been circulated, addressing the queries as follows:

4.5 data sharing - Proposed Mr T Winchester, seconded Mrs E Ashley to delete this section. Motion carried nem con.

5.1 waiting list – no proposal to remove.

5.2 identification of issues - Through consultation with allotment tenants, issues of concern with regard to the current provision can be identified and solutions sought. As a key stakeholder, TATA's involvement may be enlisted in both areas of identification and solutions thereof. Proposed Mrs J Duffield, seconded Mrs E Ashley to change the wording from 'will' to 'may' as above. Motion carried unanimously.

7.3 vacant plots expenditure - Proposed Mrs J Duffield, seconded Mr T Winchester to delete paragraph 3. Motion carried nem con.

8.1 governance – no proposal to change.

8.2 administration – no proposal to change.

9.3 meetings – Agreed to delete the second paragraph. 9.3 to read: Meetings are an invaluable communication tool both for tenants and the Council in providing a greater understanding of issues.

Responsibility for the allotments has been delegated to the Parish Lands committee. The Parish Lands meeting is the best forum for allotment holders to ask questions of the Parish Council. If any allotment holder has an issue they wish to be discussed at a committee meeting a request can be made to the Clerk for its inclusion on the agenda. Council meetings are open to the public and the timing and date of the meetings are detailed on the Twyford Parish Council website.

Amendment proposed Mrs E Ashley, seconded Mr T Winchester, motion carried nem con.

Proposed Mr T Winchester, seconded Mr M Bray to accept the amended Allotment Management Guidelines. Motion carried unanimously.

8.2 Hurst Rd.

8.2.1 Number available – 3.

8.2.2 Allotment request from non-resident – agreed to carry forward for a month.

8.2.3 Key safes – the Byron Road entrance key has been damaged. Agreed to leave unlocked.

8.2.4 Allotment holder incident - legal advice – see part 2 at the end of the minutes.

8.3 London Rd.

8.3.1 No plots available.

8.3.2 TRHA letter – boundary fence & trees/ivy - further quotes and Doctors surgery response – to be carried forward.

9.0 Millennium Garden, Jubilee Corner, Burial Ground & War Memorial.

9.1 Report on cremations & burials – none to report.

9.2 Report on memorials – none to report.

9.3 Christmas tree 2019 – input from Hurst PC & Golden Cross – carried forward.

9.4 Columbarium – 2 further base quotes – to be carried forward.

9.5 Burial ground request – a request from a Twyford resident that her father could be buried in Twyford. He was a long standing resident for 40 years. Plots cannot be reserved however the committee commented that a future application will be considered on its merits.

10.0 Bell Corner & Polehampton Corner

10.1 Update from volunteer gardeners – the seasonal tidy up has been carried out and a buddleja will be purchased and planted in a sunny spot.

11.0 King George V Recreation Ground.

11.1 CCTV – 2 quotes circulated 06.03.19 – 1 further quote – to be carried forward.

11.2 Parish Lands Management Plan – carried forward

11.3 Quote for Longfield Road hedge to be laid– to be carried forward

11.5 Loddon Hall bench update – clerk to obtain a quote for a concrete base and fixings to secure the bench

11.6 Pollinator ideas (Gemma Alford and Emma Donald), feedback from contractors – 4 m required for the hedge trimmer & email from resident offering seeds – to be put in contact with Gemma and Emma.

11.7 Tennis club correspondence – noted.

12.0 Stanlake Meadow.

12.1 Information following Shaun Virtue Visit – chased 02.01.19. Ongoing.

12.2 Tree risk assessment – quote to cover both allotment sites, both recreation grounds, burial ground & Jubilee Corner (quote) – to be carried forward.

12.3 Revised telecom proposal for consideration – feedback from other Parish Councils varied with similar type of sums being offered and one receiving £5,000 per annum. Proposed Mr T Winchester, seconded Mrs J Duffield to suggest that Shared Access put in a higher offer.

12.4 Quotes for hedge Stanlake Lane side to be laid – to be carried forward

12.5 Process/policy for future encampments & WBC welfare feedback. Paperwork for Twyford Parish Council's use had been circulated. Proposed Mr T Winchester, seconded Mrs T Ramsden to **RECOMMEND to Full Council** that the Council deal with unauthorised encampments using its common law powers, using bailiffs to serve notice and reclaim the land. Motion carried unanimously.

12.6 Rate demand notice – due to small business relief nil balance payable.

13.0 Stanlake Pavilion.

13.1 Cleaning – notice to leave has been given and the cleaner will leave in June.

13.3 Emergency lighting quote – update on regulations. The Regulatory Reform (Fire Safety) order 2005 states that emergency routes and exits requiring illumination must be provided with emergency lighting of adequate intensity in the case of failure of their normal lighting. Non domestic buildings must be safe at all times even if a mains power failure occurs. Therefore nearly all such buildings must have emergency lighting fitted. Proposed Mr M Bray, seconded Mrs T Ramsden to allocate a budget of £850 in total to carry out the emergency lighting alterations and hard wire in the smoke detectors. Motion carried unanimously.

13.4 Fruit tree offer from Mullie (to also consider watering) (TR & MB) Clerk to forward contact details to Mrs Ramsden & Mr Bray.

13.5 Pavilion Working Group – carried forward.

14.0 Correspondence –

14.1 TVERC News Update (circulated 08.2.19). Noted.

14.2 Anne Owen - Information from this week's presentation (circulated 15.02.19)

14.3 #LoveYourLocalPark: Fields in Trust eBulletin February 2019 (circulated 20.02.19)

14.4 Fields in Trust - As the clocks go forward it's time to plan your summer Have a Field Day picnic (circulated 01.04.19)

15.0 Date of next meeting – Tuesday 11th June 2019 at Loddon Hall.

Part 2 Confidential Information

The Council agreed that as confidential items were to be discussed the Chairman invoked Standing Order 1C “That in view of the special or confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded and they are instructed to withdraw”. Proposed Mr M Bray, seconded Mrs E Ashley, carried unanimously. The public left the meeting.

Discussion took place on item 8.2.4.

Agreed to update the allotment agreement to include reference to the Dignity at work policy. Specific reference to be made about behaviour towards councillors or council staff.

The meeting closed at 9:22 pm