

# Twyford Parish Council

## Minutes of the Meeting of the Council

Meeting held remotely on Tuesday 28th April 2020 at 8pm.

**Present:** Mr R Mantel (Chairman), Mr R Abeywardana, Mr M Alder, Mrs E Ashley, Mr J Bowley, Mr M Bray, Mrs B Ditcham, Mrs J Duffield, Mr J Jarvis, Mrs L Jarvis, Mrs T Ramsden, Mr C Wickenden, Mr T Winchester & Mrs S Wisdom.

**Clerk present:** Mrs L Moffatt (Clerk) & Mrs L Povey (Assistant Clerk).

1. **Public Questions have been invited in advance of the meeting via email, telephone or in writing.** No questions.
2. **Apologies.** Miss C Scull.
3. **Declaration of interest in items on the agenda.** None.
4. **Dispensations.** None.

### Planning & Amenities Matters

5. **Matters arising and action points.** None.

6. **Planning Matters - Current List**

\* Please note, the Chair & Vice-Chair to liaise prior to this meeting to discuss any comments. The Chair to update the Committee on any comments to be submitted.

- 6.1 Householder Prior Notification

- 6.2 200073 47 Station Road - No comment subject to WBC checking that the plans are in accordance with the Station Conservation Area rules and restrictions.

- 6.3 200101 55B Wargrave Road – Query change of fence line. Was the existing fence line a condition of the original planning approval?

- 6.4 200795 18-32 London Road – The committee wish for it to be noted that the only objection would be to any change of use to the piece of land.

- 6.5 200835 Unique Moments, Waltham Road – No comment.

- 6.6 200892 49 Hurst Park Road – The committee would like it noted that there were no measurements included within the planning application and that they have concerns that it could be changed into habitable accommodation.

7. **Footway Lighting, General Amenity Matters, Village Maintenance & Highways**

\* Please note, only urgent items will be discussed within this section. Everyday management will be delegated to the Assistant Clerk.

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

- 7.2 Lighting – Update from WBC on outstanding faults:

- Lamps 46 & 47 Hurst Road – WBC to send engineer.
- Lamp 21 Hurst Road – Repaired, no further action.
- Lamp 29 Waltham Road – Repaired, no further action.
- Lamps 233 & 234 Loddon Hall – Repaired, no further action.
- Lamp 4 Church Street – Repair scheduled for 19/6/20.

Assistant Clerk to add a note to the website advising residents that they can report any street lighting faults to Wokingham Borough Council via our 'report it' section.

## Planning & Amenities Committee items to note:

### 1. Notices of permission

\* denotes applications that the Council has previously commented on.

- 1.1 200305 4 Arnside Close
- 1.2 200314 31 Mallard Close
- 1.3 200346 39 Hurst Park Road  
\* Possible over development with development up to the border of the neighbouring property.
- 1.4 200429 7A Waltham Road
- 1.5 200490 2 Broadwater Cottages
- 1.6 200581 Penny House (formally Kingsbridge House), Wargrave Road

### 2. Notices of refusal

- 2.1 200198 21 Hurst Road

\* Reasons of refusal as given by WBC:

1. The proposal, by reason of its increase in scale, bulk and mass along the neighbouring boundary would not appear as a subservient addition to the host dwelling and would cause significant harm the amenities of the neighbouring dwelling by reason of overbreaing. The proposal is thus contrary to the National Planning Policy Framework, policies CP1 and CP3 of the Wokingham Core Strategy and Section 4 of the Supplementary Planning Document - Wokingham Borough Design Guide. 2. The ecological information submitted has not demonstrated that the proposed development has taken into account the possibility of bats, a protected species, being on the site, and how the impact on them could be mitigated, contrary to Section 11 of the NPPF, Paragraphs 98 and 99 of Circular 06/2005, Policies CP3 and CP7 of the Adopted Core Strategy 2010, and Policy TB23 of the Adopted Managing Development Delivery Local Plan 2014.

### 3. Other planning matters

- 3.1 192280 Land to the Rear 20 & 22 Station Road.

\* Twyford Parish Council comments; The committee are not in agreement of the plans being approved and support the residents in their views and comments.

Wokingham Borough Council are due to determine this application now in their May meeting. Carried forward.

- 3.2 200822 174 Broad Hinton. Application for works to protected tree(s) TPO 769/1995. T3, Oak – Crown reduction of no more than 2 metres concentrating on parts of crown to north, east & south. This will be a 2-metre lateral and proportional height reduction, leaving a balanced and flowing crown outline.

### 4. Correspondence circulated by email:

- 4.1 WBC – New Street Cleansing Contract (circulated 3/4/20).
- 4.2 WBC – 2020-2021 Carriageway Structural Maintenance Schemes (circulated 7/4/20).
- 4.3 WBC – TPO 1725/2020 served, trees to the east of 2 to 6 Bridge Park & 38 High Street (circulated 7/4/20).
- 4.4 WBC – Notification of temporary closure (circulated 16/4/20).

## Full Council Matters

**8. Minutes of the Full Council meeting held on 21<sup>st</sup> April 2020 (to be signed at a later date).** Approval of the minutes as a true and accurate record proposed Mr M Bray, seconded Mrs T Ramsden, motion carried nem con.

**9. Clerks report** The clerk reported on a meeting held with WBC's Martin Sloan, Assistant Director ASC Transformation and Integration. Other attendees include voluntary organisation representatives and organisers from the Twyford Covid-19 group. Philip Cook, Involves General Manager, spoke about volunteering standards and detailed a list of basic 'rules'. Twyford Covid-19's Sam Bramwell confirmed their structure, policies and procedures. The meeting participants were satisfied that the Twyford Covid-19 group is well run and has the capacity to take referrals from Citizens Advice and they in turn could refer residents to Citizens Advice, Link Visiting Scheme or relevant WBC departments.

A resident reported concerns over the Covid-19 Hub page image causing anxiety and the Clerk

has made arrangements for it to be replaced with a rainbow style image.

## **10. Community Resilience program**

10.1 To consider organising Twyford Arts and Crafts Festival 2020. Mr R Abeywardana reported.

What?

- A portfolio of memories from this time as part of a community resilience programme, with a focus on working together and looking forward to the future.
- To bring together poems, stories, journals, articles, art (any form, e.g. mosaic, tapestry, videos), photos, music and dance.
- To learn from the experiences that we are all going through.
- To have themes / days where people can submit their work (Easter, VE Day, Wordsworth Day, National Teachers' Day).
- Part of an on-going project which can last the duration of lockdown.

Why?

- To celebrate the community of Twyford, bring the community together and demonstrate the Council's presence during the pandemic.
- To improve morale in the village. To allow people to have a forum to share their happiness and anxieties. To provide a forum for combatting social isolation and loneliness.
- To engage local businesses who are struggling, to publicise the event (e.g. Haa Hoos). To demonstrate Council's willingness to assist.

When?

- To set up the festival by 15.05.20.

How?

Communication:

- To set up a website on the Twyford Parish Council website.
- To market the event on Twitter, Facebook and Instagram. To also create leaflets and posters.
- To ensure that the event reaches all branches of the community – a focus on inclusivity.
- To work with schools (Polehampton, Colleton and Piggott to ensure that families receive the communication), Scouts and Guides – focus on children and families.
- To also work with the Covid-19 group to distribute leaflets to those isolating, vulnerable and elderly.
- To work with the Twinning Association, Care Homes, Churches and other organisations.
- To put up posters in the supermarkets, leaflets to the Pharmacies and Notices in parks.

Proposal: Clerk to liaise with local organisations to ascertain whether they would be willing to assist. Mr R Abeywardana to attend the meeting with Twyford Together to discuss the idea and proposals.

Target Market

All age groups. The residents of Twyford. The marketing campaign will therefore be varied (social media and leaflets) to capture all of the community.

10.2 To consider costs for marketing / website

Proposal:

Funding: £2,500. The marketing quote from Julian Clark Creative Ltd is £850 for logo design, to design Instagram and Facebook, Posters and Flyers. We will need funding for the leaflets to be printed and distributed.

## Submissions

To encourage members of the community to submit their pieces via email or upload them onto Instagram. The submissions can also be collected / pictured by volunteers. The submissions would need to be vetted before they are uploaded. To work with the Covid-19 Group to collect examples of kindness in the village and to liaise with Sam Bramwell in this regards.

Proposal: Can the Clerk or Assistant Clerk be responsible for the submissions?

Once the lockdown is completed, we can showcase the work in a gallery (perhaps at Loddon Hall) / Open Air Cinema.

Discussion took place on logistics of delivering leaflets and keeping within the social distancing guidelines. Suggestion to utilise the Covid-19 volunteers, adopt a street volunteers, pharmacist deliveries. Suggestion to have a two sided leaflet one side detailing the helplines for Twyford Covid-19 & Citizens Advice.

Mr J Bowley asked what further expenditure would be incurred. Anticipated further expenditure could include open air cinema, virtual video & Loddon Hall exhibition.

Mr R Abeywardana proposed to **RECOMMEND to Full Council** £2500 for the Arts and Crafts festival, seconded Mr J Jarvis, motion carried nem con.

10.3 Update on open air cinema costings – carried forward.

10.4 To consider organising a virtual dog show – carried forward.

10.5 Woodley foodbank & Wokingham Community Hub update – carried forward.

## 11. Communication & liaison with other groups within the Parish

11.1 Covid-19 website page

The page is continuously being updated. Leaflets from Wokingham Borough Council detailing contact numbers and detailing Community Hub drop off sites have been added. Twyford residents can now drop items to the library on Monday, Wednesday and Friday mornings. The list of takeaways has been double checked with the restaurants and updated. A link to RG10's list of deliveries has been added. The telephone number and email contact details for the Twyford Covid-19 group have also been added. Proposed Mrs E Ashley, seconded Mr C Wickenden to **RECOMMEND to Full Council** £100 budget for Facebook advertising to promote the Covid-19 page. Motion carried unanimously.

11.2 Report on meeting with Twyford Covid-19 & Twyford Together - Mrs B Ditcham and the clerk will be meeting with Twyford Together's Rob Yeadon and representatives from the Covid-19 group to discuss supporting businesses after lockdown – meeting arranged for Wednesday 29<sup>th</sup> April. Mr R Abeywardana also asked to attend.

## 12. Items to be discussed at the next meeting:

- Mrs B Ditcham reported that there are a lot of facilities for seniors in the village and asked if the Council are offering them support?
- Mr J Bowley asked to bring the meeting time forward and it agreed to change the meeting time on future meetings to 7:30pm.

## 13. Date of next meeting: Tuesday 5<sup>th</sup> May 2020

**Full Council items to note:**

**Correspondence circulated by email:**

1. WBC Update Wednesday April 15 (circulated 16.04.20)
2. John Halsall - Members update Thursday April 16 (circulated 17.04.20)
3. The Chain Newsletter (circulated 17.04.20)
4. John Halsall – Members update Monday April 20th (circulated 20.04.20)
5. Police & Crime Bulletin April 2020 🚓 - Coronavirus update; tackling domestic abuse; something for the little ones and more... (circulated 20.04.20)
6. WBC members update Wednesday 22nd April (circulated 22.04.20)

**Meeting closed at 20:45**

Lucy Moffatt (Clerk), Twyford Parish Council, PO box 8250, Twyford, Berks, RG6 9SZ.  
Telephone 0118 9345444. An answer phone is available, please be prepared to leave your name and telephone number as the Clerk's hours are flexible. Associated reports are available from the Clerk on request.