

TWYFORD PARISH COUNCIL

Minutes of a meeting of the Planning and Amenities Committee held via Zoom on Tuesday 5th January 2021 at 7:45pm.

Present: Mrs B Ditcham (Chair), Mr C Wickenden (Vice-Chair), Mr J Bowley, Mr M Bray, Mrs A Evans & Mr R Mantel.

Minutes: Mrs Lynn Povey (Assistant Clerk).

1. **Public Questions** – None.
2. **Apologies** – Mr J Jarvis.
3. **Declaration of interest in items on the agenda** – None.
4. **Dispensations** – None.
5. **Minutes**
- 5.1 Minutes of the meeting held on 1st December 2020 - Approval of the minutes as a true and accurate record. Proposed by Mr R Mantel, seconded by Mr C Wickenden, carried nem con.
6. **Matters arising and action points.**
- 6.1 The phone box at Bell Corner – Request for its removal submitted. BT have confirmed that following the removal of a phone box that they reinstate the pavement to match the surrounding area. Due to be removed in January 2021. Noted.
- 6.2 Climate Emergency (BD/JB). Working document to be discussed (circulated).

The following items were discussed in the November Parish Lands Meeting:

 - Clerk to add KGVR lighting & Twycombe Lodge – provide information to tenants on carbon neutral buildings. To consider moving LED lighting to a section of completed actions.
 - Mr R Abeywardana suggested holding a round table meeting with representatives from Schools, TATA, Churches, TRIP & Twyford Together. What do they think the Council could do? Agreed for Mr R Abeywardana to facilitate and Mr J Bowley to attend. Clerk sent out an invite 16.12.20.

Climate Emergency meeting scheduled for 14.01.21. Mr M Bray to write a paragraph to be included within the document. The Committee made the following suggestions:

 - To facilitate/encourage the use of non-fossil fuel transport.
 - Carbon Neutral Buildings – To encourage alternative heating (non-gas).
 - Encourage **Passive house** (German: Passivhaus) a voluntary standard for energy efficiency in a building, which reduces the building's ecological footprint. It results in ultra-low energy buildings that require little energy for space heating or cooling
- 6.3 The Committee also agreed that LED lighting should be moved to a section of completed actions.
- 6.3 Bench Maintenance (outlined within the Assistant Clerks Annual Risk Assessment Report) – Faults again reported to WBC 05.10.20. WBC have chased the contractors on 26.11.20 – bench at Polehampton Close has now been repaired. No further actions needed. Noted.
- 6.4 Adopt a Street – Chocolates. These have been delivered. Noted.
- 6.5 Request for the street sign attached to the old Natwest building to be reinstated after being painted over has been sent via WBC. Chased update 23.12.20. Assistant Clerk was asked to continue chasing WBC for the sign's reinstatement.
- 6.6 To consider a Community Engagement policy and return to the next Full Council meeting with proposals. Mrs A Evans to write a proposal and circulate it in time for discussion/approval at the February Planning & Amenities meeting. The Committee made the following suggestions:
 - Agendas to be themed.
 - Social Media presence.
 - Interaction with members of the press.
 - Live Stream the meetings.
 - Post recordings of the meetings online.
 - Issue reports/statements on Committee Initiatives.
- 6.7 Supporting housing delivery and public service infrastructure consultation (deadline – 28.01.21) (circulated via email 16.12.20). To consider submitting a response. It was agreed for Mr C Wickenden to write a response on behalf of Twyford Parish Council, circulate it to both the Neighbourhood Plan Working Group and the Full Council Members. Final response to be approved at the Full Council meeting on the 26th January prior to submission.
- 6.8 To consider installing Christmas lights within the village centre for 2021. The Committee were not minded to proceed with the suggestion due to the costs involved.

7. Budgets & Precepts

7.1 Consider areas within the budget where savings can be made.

The Committee made the following amendments to the Planning and Amenities budgets & precepts:

- Footway Lighting Maintenance budget/precept reduced from £600 to £400.
- Defibrillators budget/precept of £1030 added (see item 16.8).
- Neighbourhood Plan budget/precept reduced from £2000 to £1000.

It was proposed by Mr R Mantel, seconded by Mr C Wickenden, and unanimously agreed for the following amounts to be approved:

- £11,190.00 Budget & Precept
- £4,000 Income
- £7,190.00 Net

Motion carried.

8. Planning Matters - Current List

- 8.1 202499 Land opposite 136-144 Wargrave Road – Observation date extended due to a system error at WBC. WBC have confirmed receipt of the Parish Council's comments. No further actions required at present. Noted.
- 8.2 202994 3 Stephenson Close – No Comment.
- 8.3 203165 1 Church Street – Objection – Twyford Parish Council wish to pass the following comments:
- Out of character and change of the street scene within a Conservation Area.
 - Out of character in terms of design within a Conservation Area.
 - Inaccurate information regarding the historical style of window.
- 8.4 203173 9 Coleridge Close – No Comment.
- 8.5 203202 3 Arnside Close – No Comment.
- 8.6 203276 22 Paddock Heights – No Comment.
- 8.7 203286 4 Station Road – General Observation – This property is in the Conservation Area. Twyford Parish Council wish to pass no comments providing it has the Conservation Officers Approval.
- 8.8 203372 7 Willow Drive – No Comment.
- 8.9 203385 46 Colleton Drive – No Comment.
- 8.10 203413 11 Wessex Gardens – No Comment.
- 8.11 203453 6 Church Street (Information Only) – No Comment.
- 8.12 203461 33 Amberley Drive – No Comment.

The above comments have been submitted to Wokingham Borough Council.

9. Notices of permission

* denotes applications that the Council has previously commented on.

- 9.1 202015 Stanlake Farm Cottage
- 9.2 203133 77 Hurst Road
- 9.3 203134 18 Hurst Park Road
- 9.4 203112 35 Wargrave Road

The above permissions were noted.

10. Other planning matters

- 10.1 Enforcements – Monthly Report from WBC circulated. Noted.
- 10.2 203345 Butchers Row, Polehampton Close – Application for works to trees in conservation area. G2, Monterey Cypress – Crown lift all round to 3m. T1, Goat Willow – Prune to clear building by up to 3m (Information only). Noted.

11. Notices of refusal

- 11.1 202575 21 Hurst Road

* TPC passed no comment on this application.

WBC – Reasons for the Refusal: -

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 overbearing. 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.

11.2 202772 19 Harrison Close

* TPC passed the following comment on this application - Twyford Parish Council strongly object to this application to take over the amenity land and wish their following objections to be taken into consideration:

- . Loss of amenity land.
- . Twyford Parish Council feel strongly about protecting amenity land and have been working with Wokingham Borough Council on the Local Green Spaces project in which this area was identified as Twyford amenity space to be protected.

WBC – Reasons for the Refusal: -

1. The proposed change of use of amenity land to residential garden and the erection of a boundary fence constitutes development requiring planning permission. Based on the evidence provided and the Local Planning Authority's own information, it is not considered to have been demonstrated, on the balance of probability, that the use of the land as residential garden and the erection of a boundary fence, has been occurring for a period of at least 10 years.

The above refusals were noted.

12. Notices of withdrawal – None. Noted.

13. Notice of appeal

- 13.1 200472 7 New Road
- 13.2 201561 3 Wargrave Road (Shine Dental)
- 13.3 202358 Loddon Park Farm
- 13.4 202360 Loddon Park Farm
- 13.5 202409 Loddon Park Farm
- 13.6 202410 Loddon Park Farm

The above appeals were noted.

14. Neighbourhood Plan

- 14.1 Minutes/Notes from the Working Group Meeting (2/3/20) to be circulated by a Working Group Member (Assistant Clerk was not in attendance). Carried forward.
- 14.2 Minutes from the Working Group Meeting (4/1/21) & Sub-Committee Meeting (5/1/21) to be circulated. Noted
- 14.3 Next Meetings:
 - Working Group – 1/2/21 via Zoom (19:30)
 - Sub-Committee – 2/2/21 via Zoom (19:00)
 - Working Group – 1/3/21 via Zoom (19:30)

The above meeting dates were noted.

14.4 Approval of any Neighbourhood Plan expenses

14.4.1 Services supplied by the Neighbourhood Plan Consultants - £1650.00 (plus vat £1980.00) – It was proposed by Mr R Mantel for the grant money received to pay for this service. Seconded by Mr M Bray, carried unanimously.

15. Footway Lighting

- 15.1 Repair and fault report (0 New, 5 outstanding).
 - Church Road – Island outside Miles & Daughter. Sign & light canopy fitted. Electrical supply to be reinstated on 09/11/20. Revised date TBC (chased 14.12.20).
 - Lamp 238 Loddon Hall Road. WBC to arrange repairs with Volker on TPC's behalf.
 - Lamp 161 Wargrave Road. WBC advised of fault 03/11/20.
 - Lamp 94 Byron Road. WBC to arrange repairs on TPC's behalf (17/11/20).

The above repair & fault report was noted.

15.2 Mr M Alder to confirm if the fault at the below location has been actioned:

- Lamp 29 Waltham Road – Carried forward.

16. General Amenity Matters

16.1 Gateway signage – Awaiting confirmation from WBC of final costings and designs. Chased 23.12.20. Final costings received from WBC 05.01.21 – To supply and install gateways in three locations within Twyford village will cost £9194.44. £3000 of the cost had previously been

ringfenced within the budget. It was proposed by Mr C Wickenden, seconded Mrs A Evans to **RECOMMEND to Full Council** the approval of the quote and for the additional sum of money (£6194.44). Motion carried unanimously.

- 16.2 Air quality – 2019 published results (circulated 29/9/20). Follow up meeting to that held in February 2020 to be held in February 2021. To consider questions – Mrs B Ditcham asked the Committee to consider questions that they would like to ask. To be discussed within the February meeting.
- 16.2.1 Air quality funding – Government initiative. Application for the grant was submitted by Charlie Fielder to cover West Berks, Bracknell Forest, and Wokingham Borough Councils. Awaiting outcome. Carried forward.
- 16.2.2 Chloe Ennis (WBC) – Eco Travel Officer. The project is funded by DEFRA Air Quality and the goals are to increase active travel around the borough for the environment & health with a focus on air quality. 27.11.20 Minutes circulated. Next Steering Group meeting to be held 29.01.21. Noted.
- 16.3 Bench & Bus Stop inventory for Twyford (CW). Carried forward.
- 16.4 GWR – opens bidding for £750,000 community fund (circulated 1/8/19). Application submitted by Mr M Alder (circulated 24/9/19). Confirmation that application has been received. Awaiting results. Carried forward.
- 16.5 GWR Provisions – Update chased 23.12.20. Awaiting response. Carried forward.
- 16.5.1 Car Parking Provisions – Update chased 23.12.20. Awaiting response. Carried forward.
- 16.5.2 Cycle storage provisions – Mr M Alder & Mr C Wickenden to recommend to the P&A Committee suggested areas at Twyford Station for GWR to consider installing secure cycle parking. Mr C Wickenden to send details of the suggested areas to the Assistant Clerk to forward to both the Committee and GWR.
- 16.6 Bench requested by a resident within the open space between Colleton Drive & Wessex Gardens. Installation expected to be in January - Awaiting confirmation of date. Carried forward.
- 16.7 Local Green Space – Recommended areas sent to WBC by Mr C Wickenden (circulated 24/6/20). Update from WBC circulated - Decision to be announced within the first half of 2021. Noted.
- 16.8 Village Defibrillators – Decision needed regarding the request from Twyford Together to Twyford Parish Council to take over the on-going maintenance & finance of the defib devices currently owned by Twyford Together (circulated in Councillor Shared Folder). It was proposed by Mrs B Ditcham and seconded by Mr R Mantel to take on all the Defibrillators within Twyford Village that are currently owned and maintained by Twyford Together. Motion carried 5 in favour, 1 against.

17. Village Maintenance

- 17.1 Railway Bridge (High Street (between Bridge Park & Old Mill Court)). Rotten fencing. Network Rail have repaired the fencing. No further action needed. Noted.
- 17.2 Meeting with Mark Morris, Community Environmental Officer (11/3/20) – Assistant Clerk to forward meeting notes and provide an update on actions. Carried forward.
- 17.3 Blocked Drains
- 17.3.1 Stanlake Lane – Drain blocked by leaves. Reported to WBC 25.11.20 (W2016622). WBC have advised that no actions are needed at present. Noted.
- 17.3.2 Waltham Road (Broad Hinton roundabout towards Stanlake Vineyard) – Various Drains blocked by leaves. Reported to WBC 25.11.20 (W2016623). WBC have confirmed that works were carried out on 3.12.20. No further actions needed. Noted.
- 17.4 Street Signs
- 17.4.1 Loddon Hall Road – Request sent to WBC (26.11.20) to replace sign (W2016651). Noted.
- 17.5 Village bus stop (Wagon & Horses) in need of either cleaning or replacing. WBC advised that it is on the works programme to be fixed. Noted.

18. Highways

- 18.1 Speedwatch:
- Mrs T Ramsden – Application submitted but progression of these have been currently put on hold. Awaiting further update from Thames Valley Police. Carried forward.
 - Updates (RM). No updates. Noted.

18.2, 18.3, 18.4, 18.5 & 18.6

18.2 Second Speed Indicator – Resident asked for another device to be installed on either Waltham Road or Hurst Road.

18.3 A321 Hurst Road - Cllr Lindsay Ferris has been communicating with WBC following concerns of large vehicles using the village (circulated 27/6/19). Response received from WBC (Traffic Management) confirming that there is nothing wrong with the Central Refuge and advising the resident

that the information has been passed to the Highways Asset Team to reply. Suggestion sent to WBC that a weight limit through the village is applied.

18.4 A4 – Consideration of the speed limit. Suggestion sent to WBC for a speed restriction of 40mph 100m both sides of the A4 Wargrave roundabout be applied.

18.5 A resident has asked the Committee for their consideration to support a request for a crossing near Stephenson Close.

18.6 Utilities Road (to the side of the bowling green & La Fontana). Road in poor condition. Reported to WBC during the meeting on the 20.11.20 and via the online 'Report it' system (Ref:- W2016505).

Meeting held on Friday 20th November (Andy Glencross (WBC), Martin Heath (WBC), Matt Gould (WBC), Bridget Ditcham (TPC)). Notes circulated 23.11.20. Follow up meeting to be held on the 12th February 2021 – Mr C Wickenden asked to join the meeting. Noted.

19. Twyford In Bloom

19.1 Rewilding - WBC correspondence - News & pictures: Wildflower meadows provide path for Insects (circulated 22/07/20). Twyford in Bloom Group's suggestions circulated 30/09/20. List of potential sites provided to WBC. Chased 23.12.20 - Awaiting response. Noted.

19.2 The possible purchase of a permanent planter within the village was referred to the Parish Lands Committee. The Parish Lands committee would like options to consider (both maintained and non-maintained) with information on design and sizes.

Window Flowers (Prices exclude VAT & Delivery charges)

- To purchase a second-hand planter £1200 nett.
- To purchase a new planter £1500.
- To rent a planter £250 per annum.
- To plant and maintain planter £700 per annum (two planting seasons).

David Ogilvie (Planter only (Prices exclude VAT & Delivery charges))

- Price for an Airlie Hex multi planter is £3,170.
- Price for a Fife tapered planter, 1000mm tapering to 750mm at 900mm high is £966.
- Price for a Fife tapered planter, 1000mm tapering to 750mm at 700mm high is £759.
- Price for a Fife tapered planter, 1000mm tapering to 750mm at 500mm high is £650.
- Price for a Auchan 4 tier planter is £1,446.

Mrs B Ditcham advised that the cost of the planter is to fall under Parish Lands however suggested that the annual planting costs come from the Twyford in Bloom hanging basket budget. To carry forward to the February meeting.

20. Correspondence circulated by email:

20.1 Polehampton Infants Admissions consultation (circulated).

20.2 Polehampton Junior Admissions consultation (circulated).

20.3 GWR – Christmas Travel Window (circulated).

20.4 Police & Crime Bulletin November 2020 (circulated).

20.5 GWR - Update on GWR Managing Director (circulated).

20.6 WBC - re3 Press Release - New re3paint scheme aims to save usable paint from going to waste (circulated).

20.7 GWR – New timetable & Christmas (circulated).

20.8 Police and Crime Commissioner update (December 2020) (circulated).

20.9 WBC - P013-20 Proposed prohibition of right turns: Reading Road onto Woodward Close; & Woodward Close onto Reading Road (circulated).

20.10 TRHA newsletter – December 2020 (circulated).

20.11 WBC – re3 paint scheme (circulated).

20.12 WBC - 2020-2021 VRS Schemes – Various Locations – UPDATE (circulated).

20.13 Police & Crime Bulletin December 2020 (circulated).

The above items of correspondence were noted.

21. Date of next meeting – Tuesday 2nd February 2021.

Meeting Closed at 21:48