

## TWYFORD PARISH COUNCIL

### Minutes of a meeting of the Planning and Amenities Committee held via Zoom on Tuesday 2<sup>nd</sup> February 2021 at 7:45pm.

**Present:** Mrs B Ditcham (Chair), Mr C Wickenden (Vice-Chair), Mr M Alder, 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 5<sup>th</sup> January 2021 - Approval of the minutes as a true and accurate record. Proposed by Mr C Wickenden, seconded by Mr M Bray, 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. Phone box has not been removed – Assistant Clerk to chase.
  - 6.2 Climate Change (BD/JB). Meeting held 14.01.21 – minutes circulated. Mrs B Ditcham, Mr J Bowley & Mr M Bray attended – good meeting. Next meeting is on 4/2/21.
  - 6.3 To consider the Community Engagement policy proposal written by Mrs A Evans (circulated). Mrs A Evans asked to write a policy statement outlining what we would like to achieve & present it at February's Full Council meeting.
  - 6.4 Supporting housing delivery and public service infrastructure consultation. Response submitted by Mr C Wickenden on behalf of Twyford Parish Council circulated. Noted.
  - 6.5 APM – To consider RG10 (budget £420) advert and agree agenda. Mr C Wickenden proposed inserting an A5 leaflet advertising the Annual Parish Meeting within the RG10 magazine at the cost of £255.00. Seconded by Mr J Bowley and unanimously agreed. Assistant Clerk asked to see if Fiona Hewer is available to attend as a guest speaker and speak to Nikki at RG10 to see if the APM can also be promoted online and within the community section of the magazine. Assistant Clerk to then produce a draft agenda to send to Mr R Mantel & Mr J Bowley for approval prior to it going to print.
7. **Planning Matters - Current List**
  - 7.1 203271 20 Wensley Close – No comment.
  - 7.2 203324 1 Old Mill Court – No comment.
  - 7.3 203515 9 Winchcombe Road – No comment.
  - 7.4 203551 66 London Road – Twyford Parish Council Planning Committee wish to raise the following objections:
    - Massing effect on the neighbouring property at number 68.
    - Unneighbourly to property number 68.
  - 7.5 203585 23 Lincoln Gardens – No comment.
  - 7.6 210071 26 New Road – No comment.
  - 7.7 210080 6 Woodpecker Close – No comment.
  - 7.8 210082 46 Orchard Estate – No comment.
  - 7.9 210198 103 London Road – No comment.

The above comments have been submitted to Wokingham Borough Council.

#### 8. **Notices of permission**

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

- 8.1 202994 3 Stephenson Close
- 8.2 203202 3 Arnside Close
- 8.3 203276 22 Paddock Heights
- 8.4 203372 7 Willow Drive
- 8.5 203385 46 Colleton Drive
- 8.6 203413 11 Wessex Gardens
- 8.7 203461 33 Amberley Drive

- 8.8 203173 9 Coleridge Close  
8.9 202747 Yorkland, Byron Road

The above permissions were noted.

## 9. Other planning matters

- 9.1 203652 The Orchard, 79 London Road – Section 211 Notification of works in a conservation area – Twyford Conservation Area. T1 – Liquidamber – reduce and reshape by 30% and remove all dead and crossing branches (Information only). Noted.
- 9.2 Enforcements. Assistant Clerk asked to liaise with WBC regarding the erection of a PVC gate within the Twyford Conservation Area at 1-3 Church Street.

## 10. Notices of refusal

- 10.1 203165 1-3 Church Street

\* TPC passed the following comments on this application:

- 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.

WBC – Reasons for the Refusal: -

1. Due to the modern appearance of the replacement windows, deriving from the amount and size of glazing bars, the scheme detracts from the historic appearance of the building. This is detrimental to and harms the character of the Twyford Conservation Area and is therefore contrary to policies CP1 and CP3 of the Core Strategy, TB24 of the MDD Local Plan and the NPPF.
2. Due to the modern appearance of the replacement windows, deriving from the amount and size of glazing bars, the scheme detracts from the historic appearance of the building. This is detrimental to and harms the setting of the Grade II listed building adjacent to the site and is therefore contrary to policies CP1 and CP3 of the Core Strategy, TB24 of the MDD Local Plan and the NPPF.

The above refusal was noted.

11. Notices of withdrawal – None. Noted.

12. Notice of appeal – None. Noted.

## 13. Neighbourhood Plan

- 13.1 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.
- 13.2 Minutes from the Working Group Meeting (1/2/21) & Sub-Committee Meeting (2/2/21) to be circulated. Noted.
- 13.3 Next Meetings:  
Working Group – 1/3/21 via Zoom (19:30)  
Sub-Committee – 2/3/21 via Zoom (19:00)

The above meeting dates were noted.

13.4 Approval of any Neighbourhood Plan expenses – None. Noted.

## 14. Footway Lighting

- 14.1 Repair and fault report (5 New, 2 outstanding).
- Church Road – Island outside Miles & Daughter (**WBC**). Electrical supply reinstatement date TBC (chased 18.01.21). SSE are due to repair the cable fault on 15.02.21. Noted.
  - Lamp 161 Wargrave Road (**WBC**). WBC advised of fault 03.11.20 – With contractors to investigate. Noted.
  - Lamp 4 Wargrave Road (**WBC**). WBC advised of fault 18.01.21 (Ref: - W2118186). With contractors to investigate. SSE cable fault identified – with SSE to repair. Noted.
  - Lamp 04 New Road (**TWY**). Hedge surrounding lamp needs cutting back. Letter sent to resident 20.01.21. Noted.
  - Lamp 203 Kibblewhite Crescent (**TWY**). WBC asked to carry out the repairs on TPC's behalf (18.01.21). With contractors to investigate. Noted.
  - Lamp 144 Hermitage Drive (**TWY**). Possible fault caused by SSE, awaiting investigation (18.01.21). With contractors to investigate. Noted.
  - Lamps 13, 16 & 18 Waltham Road (**WBC**). Fault reported 20.01.21 (Ref: - W2118297). With contractors to investigate. Noted.
- 14.2 The following lighting repairs have been actioned:
- Lamp 29 Waltham Road (**WBC**). Lamp is working. No further actions.

- Lamp 238 Loddon Hall Road (**TWY**). Repairs have been completed. No further actions.
- Lamp 94 Byron Road (**TWY**). Repairs have been completed. No further actions.

The above repairs were noted.

Assistant Clerk to add re-stencilling of TPC Lamp Columns to the May 2021 agenda for consideration.

## **15. General Amenity Matters**

- 15.1 Gateway signage – Full Council approved funding. To approve design before placing order through WBC. Assistant Clerk asked to liaise with WBC on further design options & to distribute the various options to the Committee via email for approval prior to ordering the gateways.
- 15.2 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 again asked the Committee to think of questions ahead of the meeting. Assistant Clerk to chase a meeting date.
- 15.2.1 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.
- 15.2.2 Chloe Ennis (WBC) – Air Quality formerly Eco Travel Officer. Steering Group meeting held 29.01.21 (Meeting notes circulated). Mrs B Ditcham feels that following the first two meetings that this group is aimed towards schools rather than the wider community. Promotional material however to be distributed via the Parish Councils social media platforms.
- 15.3 Bench & Bus Stop inventory for Twyford (CW). Carried forward.
- 15.4 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. GWR provided the following update - Due to Covid, this community fund was put on hold – GWR are looking to restart the process in April – Details to follow nearer the time. Noted.
- 15.5 GWR Provisions – Update chased 23.12.20. GWR confirmed the following:
- Two thirds of normal services are running however, plans are in place that when the Government issue the return to school statement, services will be reinstated at the same time.
  - Secure cycle parking – cycle hubs installed at Didcot & Newbury. Suggestion from GWR was to approach Wokingham Borough Council for funding.
  - GWR still investigating the expansion of the current CCTV system.
  - Fencing at the side of Hurst Road Allotments – No quote received from the contractor – GWR to chase.
- 15.5.1 Car Parking Provisions – Update chased 23.12.20. GWR confirmed that the conversion of the coal yard into parking spaces is still in progress and is included within a wider plan of building a hotel next to Henley Station (currently in the planning stage).
- 15.5.2 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.
- 15.6 Bench requested by a resident within the open space between Colleton Drive & Wessex Gardens. Installation complete (photo's circulated) – no further actions. Noted.
- 15.7 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.
- 15.8 Village Bins – Various bins are not being emptied on a regular basis. Reports submitted through the WBC Report it system. WBC have confirmed that bin collections will be made on Monday's & Thursday's. Noted.

## **16. Village Defibrillators**

- 16.1 Village Defibrillators – Handover completed. Ranger to complete first set of checks 05.02.21. Noted
- 16.2 Budget for 3 new batteries is included within the 2021/22 budget. Would the Committee be minded to purchase these now (£480.00)? It was proposed by Mr M Bray, seconded by Mr M Alder to **RECOMMEND to Full Council** the approval of the £480 cost of 3 new batteries, one of which is indicating a depleting charge. Motion carried unanimously.

## **17. Village Maintenance**

- 17.1 Meeting with Mark Morris, Community Environmental Officer (11/3/20) – Assistant Clerk to provide an update on outstanding actions. Assistant Clerk confirmed that Mark Morris is no

longer at WBC and that we have been assigned a new localities officer. Assistant Clerk to liaise with the new officer and gain updates. Carried forward. Noted.

## 17.2 Street Signs

17.2.1 Loddon Hall Road – Request sent to WBC (26.11.20) to replace sign (W2016651). WBC have ordered a new sign. Noted.

17.2.2 Request for the street sign attached to the old Natwest building to be reinstated after being painted over has been sent via WBC. New sign has been put up. Noted – No further actions.

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.
- Updates (RM).

### 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 20<sup>th</sup> 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 12<sup>th</sup> February 2021. Assistant Clerk to arrange for meeting link to be sent to Mr C Wickenden.

## 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.

19.2 Twyford in Bloom 2021 – Action plan. Assistant Clerk to arrange a Twyford in Bloom working group meeting.

19.2.1 Virtual meeting run by Thames & Chilterns in bloom to be held on 4.3.21. Mrs B Ditcham, Mr M Bray & the Assistant Clerk to attend.

19.2.2 Hanging Basket & Bracket costs – Costs received - Baskets to remain at 2020 prices but an increase to the cost of the brackets.

N.B Hanging baskets & brackets on lampposts do not get charged vat but those on buildings do.

- Hanging Baskets - £70.00
- Bracket on building - £25.00
- Bracket on lamppost - £30.00

The above costs were noted. Assistant Clerk to start obtaining orders for this year.

19.3 Planter at Bell Corner - The Parish Lands committee have approved the rental of a planter via Window Flowers at a cost of £250 per annum. The P&A Committee to consider paying the cost, of £700 per annum out of the 'In Bloom' budget to plant and maintain the planter (two planting seasons). It was proposed by Mrs A Evans, seconded by Mr M Alder, and unanimously agreed for the cost of the of the plants to come out of the 'In Bloom' budget.

19.4 Twyford Surgery – To consider paying the cost of a basket & bracket (£100.00) out of the 'In Bloom' budget to hang outside Twyford Surgery by way of a Thank You from the Parish Council. The Committee unanimously agreed to the proposal. Assistant Clerk to contact Twyford Surgery.

## 20. Correspondence circulated by email:

20.1 GWR – Timetable update (circulated).

20.2 WBC – Enforcement Stats (circulated).

- 20.3 GWR – Return to GWR (circulated).
- 20.4 Thames & Chilterns in Bloom Newsletter (circulated).
- 20.5 GWR – Timetable Update (circulated).
- 20.6 Police & Crime – Have your say on an increase in council tax (circulated).
- 20.7 Twyford Twinning Newsletter (circulated).
- 20.8 WBC – Suspension of the Green Waste Service due to Covid (circulated).
- 20.9 Police & Crime Bulletin January 2021 (circulated).
- 20.10 GWR - Customer and Stakeholder report for 2019/20 (circulated).
- 20.11 GWR - Timetable changes from Monday 25 January (circulated).
- 20.12 WBC - News - Council expands rapid testing pilot to cover keyworkers (circulated).
- 20.13 WBC - Veolia temporarily suspends garden waste collections (circulated).
- 20.14 WBC - Carers and care leavers benefit from more generous council tax policies (circulated).
- 20.15 WBC - Park and ride projects set to begin construction (circulated).
- 20.16 WBC - Garden waste collections to restart on Monday (circulated).
- 20.17 WBC - Report covering the proposed changes to permitted development rights (circulated via email).
- 20.18 WBC - News: Extra £1.2million to be committed to Covid-19 response in the borough (circulated).
- 20.19 GWR - Upcoming rail improvement works (circulated).

The above items of correspondence were noted.

**21. Date of next meeting – Tuesday 2<sup>nd</sup> March 2021.**

**Meeting Closed at 21:34**