

NOTICE IS HEREBY GIVEN THAT A MEETING OF  
**SWALLOWFIELD PARISH COUNCIL**  
WILL TAKE PLACE ON TUESDAY 14<sup>th</sup> February 2017 IN  
THE ROSE ROOM, SWALLOWFIELD PARISH HALL,  
SWALLOWFIELD STREET, SWALLOWFIELD AT 7.30PM

  
Mrs. E. Halson, Clerk  
9/02/17

Members: Mr. P. Sampson (Chairman), Mr. J. Anderson, Mr. W. Dance, Mr. G.E. Collender,  
Mrs. M. McDonald, Mr. C. Morrissey, Mr. R. Norris, Mr. J. Sant, Mr. J. Wheelwright

Note: This meeting is open to the public and press who are welcome to attend.

## A G E N D A

### 1 APOLOGIES FOR ABSENCE

To receive any apologies for absence

### 2 DECLARATIONS OF INTEREST

To receive any declarations of interest in any matters to be discussed by the Council at this meeting.

### 3 QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC

To receive questions or comments from the public, including those on planning. Up to 20 minutes will be allocated for questions/comments from members of the public with a guideline of no more than 5 minutes per subject. If several members of the public wish to speak on the same subject, they are requested to nominate a spokesperson. Comments will be minuted. For more details please read the document *Guidelines for Public Participation at Parish Council Meetings* which is available on the Parish Council website or at the Parish Office.

### 4 CHAIRMAN'S ANNOUNCEMENTS

Strategy & Fieldfayre Meeting – to **NOTE** that a Strategy and Fieldfayre meeting was held on 31<sup>st</sup> January. It was agreed that additional councillors would join the following working groups: Halls - Cllr. Sant, Environment and Rural Affairs - Cllr. Morrissey (with specific responsibility for the orchard).

In additional, allotments would be moved to Recreation and Cllr. Norris would act as deputy for Jeff Moss at AWE meetings.

### 5 MINUTES OF LAST MEETING

5.1 To **APPROVE** the minutes of the Parish Council meeting held on 10<sup>th</sup> January 2017.

5.2 To **APPROVE** the minutes of the Extraordinary Planning meeting held on 31<sup>st</sup> January 2017.

5.3 Clerks report on matters arising and outstanding actions from last meeting (available at the meeting).

## 6 PLANNING

Chairman of Planning Committee: Cllr. J. Anderson

### 6.1 Current applications

6.1.1 170058 – The Island House, Basingstoke Road, Swallowfield RG7 1PT  
Householder application for the erection of a 1.8 m close board fence enclosing land at the existing dwelling (Retrospective).

6.1.2 170105 – Bound Oak, Part Lane, Swallowfield  
Householder application for the proposed erection of a single storey front extension and a single storey side extension to the existing dwelling.

6.1.3 170146 – Solar Farm at Sheepbridge Court Farm, Basingstoke Road, Swallowfield  
Application to vary condition 14 of planning consent F/2014/1495 to extend the time limit by 11 years from approved 25 years to 36 years, expiring 4/12/2051 and include additional safeguarding measures for removal.

6.1.4 170188 – Loddon Court Farm Park, Beech Hill Road, Spencers Wood RG7 1AN  
Full planning application for the erection of 1 no concrete garage with a metal tiled roof (retrospective).

6.1.5 170211 – Queen Annes Mead, Spring Lane, Swallowfield, RG7 1ST  
Householder application for the proposed replacement of existing conservatory with a garden room, internal alterations, re-roofing and associated repairs and refurbishing to the listed house and outbuilding.

6.1.6 170212 – Queen Annes Mead, Spring Lane, Swallowfield, RG7 1ST  
Listed building consent for the proposed replacement of existing conservatory with a garden room, internal alterations, re-roofing and associated repairs and refurbishing to the listed house and outbuilding.

6.1.7 170258 - Little Chesters, Sandpit Lane, Farley Hill, Wokingham, RG7 1XJ  
Application for a certificate of lawful existing use for the use of land as residential garden.

6.1.8 170271 – Cabin at Cow City, Church Lane, Farley Hill RG7 1UP  
Full application for erection of single storey portable cabin for use as an air rifle shooting range (Retrospective).

### 6.2 Results

6.2.1 162498 – Land to the West of Trowes Lane, Swallowfield  
Application for outline consent for the proposed erection of up to 20 dwellings with associated access, parking, open space and landscaping, access to be considered, all other matters reserved. **Refused**

The parish council objected strongly.

6.2.2 163422 – Land East of Lambs Lane, Spencers Wood RG7 1JB  
Outline planning permission for the proposed erection of 4 no. detached dwellings. Access to be considered. **Refused**

The parish council objected strongly as it did not believe that there was a case for making an exception to a policy designed to prevent encroachment into open countryside and so this development proposal did not comply with planning policy.

- 6.2.3 163505 – Bay Tree Cottage, Castle Road, Farley Hill, RG7 1UN.  
Householder application for the proposed first floor rear extension to dwelling, re-positioning of front porch, drive, vehicular access gates and alterations to garage.

**Approved**

The parish council did not object.

- 6.3 Enforcements – to **NOTE** that there are 6 open Enforcement Investigation Notices.
- 6.4 Gypsy and Traveller Consultation – to **CONSIDER** the draft response circulated by Cllr. Wheelwright.
- 6.5 Proposed Developments
- 6.5.1 Land East of Lambs Lane, Spencers Wood RG7 1JB – to **NOTE** that Cllrs. Anderson and Sampson met the land owner, Mr. Winkworth, to discuss this development on 12<sup>th</sup> January.
- 6.5.2 Sheepbridge Solar Farm - to **NOTE** that Cllr. Anderson and the Clerk met with a representative from the Foresight Group on Thursday 12<sup>th</sup> January 2017 to discuss this application.
- 6.6 Land off Odiham Road, Riseley – to **NOTE** that Cllr. Anderson, Borough Cllr. Munro and the Clerk will meet with the Planning Officer from Hart District Council on Thursday 16<sup>th</sup> February.
- 6.7 Grazeley Garden Village – to **NOTE** that Cllr. Wheelwright attended a meeting on 1<sup>st</sup> February hosted by Shinfield Parish Council to discuss this proposal. The meeting was attended by all neighbouring parishes, including those in West Berkshire. It was suggested that a cross-PC working group is set up to engage with the relevant groups to discuss the impact of this development. It was also suggested that each council agreed its own stance on the proposal. Once the invite is received and remit of this group is understood a proposal will be brought to the council.

## **7 FINANCE**

(Budgets/investments/sinking fund/grants/risk assessments/insurance)

Lead Councillor: Cllr. P. Sampson

- 7.1 Accounts Update – to **NOTE** that the accounts have been circulated.
- 7.2 Bank Reconciliation Statements – to **APPROVE** the bank reconciliation statements.
- 7.3 Investments – to **NOTE** that Helen Merrington-Rust (Charles Stanley) will meet with the council before the council meeting at 6.45pm on Tuesday 14<sup>th</sup> February 2016.
- 7.4 Finance Working Group – to **NOTE** that the notes for the last meeting have been circulated.
- 7.5 VAT – to **NOTE** that HMRC have confirmed that they are not able to make an assessment on VAT owed for the previous years reported.

**8** **BILLS FOR PAYMENT – to APPROVE** [list to be provided at meeting]

**9** **PROPERTY**

(Fieldfayre)

Lead Councillor: Cllr. J. Anderson

9.1 Fieldfayre Project – to **NOTE** that Cllr. Anderson presented a history of the site to those councillors who attended the Strategy Meeting held on 31<sup>st</sup> January 2017. He also circulated the financial information.

9.2 Funding for the Fieldfayre Project – to **AGREE** funding sources for the project.

9.2.1 Capital Funds – it is **PROPOSED** that the proceeds from the sale of The Marshes House, £358,527 is used to part fund the project.

9.2.2 Investment Reserves – it is **PROPOSED** that £60,000 from the investment reserves is used to part fund the project.

9.2.3 Application to Department for Communities and Local Government (DCLG) for permission to apply for a Public Works Board Loan (PWLB) to fund the Fieldfayre Project.

It is **PROPOSED** that Swallowfield Parish Council apply to DCLG for permission to apply for a fixed rate loan of £1,050,000 for a term of 25 years from the PWLB repayable by the annuity method at a rate fixed for the life of loan. Repayments to be made twice a year at a total cost of £59,076 per annum.

9.3 Tender document - it is **PROPOSED** that Swallowfield Parish Council authorise Edwards Irish Partnership to go out to tender based on the designs and specifications circulated and authorise them to make any detail amendments and clarifications that they consider appropriate throughout the tender process.

9.4 Invitation to Tender

9.4.1 It is **PROPOSED** that Swallowfield Parish Council approve that Edwards Irish Partnership invite four of the listed companies to tender for the project. Circulated.

9.4.2 It is **PROPOSED** that the clerk be delegated to agree the shortlist of four tenderers following consultation with the Property Working Group and advice from Edwards Irish Partnership.

9.4.3 To **NOTE** that Julian Stokes (QS) has been commissioned to review the tenders as agreed in June 2016.

9.5 Fieldfayre Tenancy – it is **PROPOSED** that this item in Part II due to the commercial sensitivities.

9.6 Tree at the back of the Fieldfayre site – to **NOTE** that on 23<sup>rd</sup> January 2017 an unknown contractor cut down a tree at the rear of the Fieldfayre site. The council were only alerted to the situation by a resident after the contractor had left. The council did not give permission for the tree to be cut down and takes this incident of trespass and destruction of council property very seriously, the incident has been reported to the police.

**10 HUMAN RESOURCES**

(Appraisals/recruitment/staff training)  
Lead Councillor: Cllr. G. Collender

- 10.1 Recruitment – to **NOTE** that interviews have taken place and an offer made.
- 10.2 Councillor absence – it is **PROPOSED** that the council approves the absence of Cllr. Dance for the next 6 months due to his ill-health.
- 10.3 Training – to **NOTE** that Cllr. Morrissey will attend the Planning Training Course run by BALC on Tuesday 7<sup>th</sup> March 2017, 7pm-9pm at a cost of £40 plus VAT.

**11 RECREATION**

(Play areas/skateboard park/recreation grounds/football pitches/mpg court)  
Lead Councillor: Cllr. J. Sant

- 11.1 Grounds Maintenance Contract – to **CONSIDER** the quotations received for the grounds maintenance contract. Circulated.
- 11.2 Masons Funfair – it is **PROPOSED** that the Parish Council allow Mason's Traditional Funfair to set up on Swallowfield Recreation Ground the weekend of 8/9 July 2017 subject to weather conditions. See notes.

It is **PROPOSED** that a fee of £400 is charged and that a refundable deposit of £200 is requested to ensure that the clean-up is carried out as promised.

11.3 Tennis Club

- 11.3.1 Rent Review – to **NOTE** that Cllrs. Sampson and Sant and the Clerk met with representatives from the tennis club on 24<sup>th</sup> January 2017. A second meeting was held on 7<sup>th</sup> February 2017, Cllr. Sant and the Clerk attended. See notes.

It is **PROPOSED** that following discussions with the tennis club and agreement on additional conditions that the lease on the sports pavilion is renewed for a two-year period, 1<sup>st</sup> April 2017 to 31<sup>st</sup> March 2019 at £4,100 plus VAT per annum. The lease agreement will be amended to include the requirement for public access to courts and access to the clubhouse for the football club. The tennis club have also agreed to prepare a plan of action to increase revenue for the club, the council will review progress on a regular basis.

- 11.3.2 Committee Meeting – to **NOTE** that the minutes of the last meeting held on 23<sup>rd</sup> January 2017 have been received. Cllr. Sant attended. The next meeting will be held on Monday 6<sup>th</sup> March, 8pm in the clubhouse.

**12 ENVIRONMENT & RURAL AFFAIRS**

(The Marshes/Van Demans/Swallowfield Meadow/Community/Orchard/Biodiversity/  
Footpaths/Waste/NAG/RCAG)  
Lead Councillor: Cllr. P. Sampson

- 12.1 Orchard – to **NOTE** that Cllr. Morrissey has carried a significant amount of maintenance work at the orchard and is planning future work.
- 12.2 NAG – to **NOTE** that the next meeting will be held on **Wednesday 8<sup>th</sup> March 2017**, 8pm at Shinfield Parish Hall. Cllr. Norris will attend.

12.3 RCAG – to **NOTE** that the last meeting was held on Thursday 26<sup>th</sup> January 2017. Cllr. Sampson attend.

### 13 HALLS

(Maintenance/liaison with users and entertainment groups)

Lead Councillor: Cllr. M. McDonald

13.1 Swallowfield Parish Hall

13.1.1 Doors and windows – to **NOTE** that the fire doors and windows will be fitted week commencing 13<sup>th</sup> February 2017

13.1.2 Leak – to **NOTE** that a leak has been identified in pipework in the wall of the old boiler room. It has been repaired and a dehumidifier installed. This leak has caused damage to the walls in the kitchen and damp patches along the corridor.

13.1.3 Boiler – to **NOTE** that the boiler sprung a significant leak causing the atrium to flood, the boiler has been repaired.

13.1.4 Overflow pipe – to **NOTE** that the ballcock in the cold water tank above the corridor outside the office has been replaced as it was causing the overflow pipe to gush water.

### 14 RESILIENCE

(Flooding/ditches/rivers/Flood Resilience Group (FRG))

Lead Councillor: Cllr. M. McDonald

14.2 Flood Resilience Group - to **NOTE** that the minutes of the last meeting held on 12<sup>th</sup> January 2017 have been received. The next meeting will be held on 28<sup>th</sup> February 2017 at 7:30pm in the Rose Room.

### 15 COMMUNICATION

(Newsletter/Website/Annual Report/Media)

16.1 Spring Newsletter – to **NOTE** that the copy date for the Spring Newsletter is 28<sup>th</sup> February.

16.1 Annual Report – to **CONSIDER** the format for this year's Annual Report. See notes.

### 16 BOROUGH/PARISH MEETINGS

16.1 Borough Parish Liaison Group – to **NOTE** that this meeting took place on 23<sup>rd</sup> January, Cllr. Sampson attended. Notes circulated.

16.2 Wokingham Borough Clerks Meeting – to **NOTE** that the next meeting will take place on Friday 3<sup>rd</sup> March, the Clerk will attend.

**17        OUTSIDE ORGANISATIONS**

- 17.1        All Saints Church, Swallowfield – to **NOTE** that Cllr. Sampson met with The Revd Paul Willis and Barbara Stanley, Church Warden to discuss the Churchyard Ecology Project which the church is about to launch. Cllr. Sampson has arranged members of the church to meet with the Ecology Officer from WBC for initial discussions. They also discussed Operation Bridge, WBC's arrangements upon the death of the Queen.
- 17.2        Thames Valley Police
- 17.2.1      Village and Rural Policing Forum - to **NOTE** that residents are invited to attend this forum to discuss how non-urban communities should be policed on Monday 20<sup>th</sup> February 19:00-21:00 at The Swan, Eversley Road, Arborfield RG2 9PQ.
- 17.2.2      Rogue Traders Event – to **NOTE** that Matt Allwright from BBC Rogue Traders will be attending a Rogue Traders Event hosted by the Neighbourhood Police Teams on Monday 13<sup>th</sup> March, 7-9:30pm at The Piggot Senior School, Wargrave.
- 17.3        Loddon Fisheries and Conservation Consultative (LFCC) – to **NOTE** that the minutes of the last meeting held on Thursday 13<sup>th</sup> October 2017 have been received.

**18        DATE OF NEXT MEETING**

Tuesday 14<sup>th</sup> March 2017 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield.



## NOTES

### 11.2 Masons Funfair

In summary Mason's would set up Tuesday-Friday and open Saturday 2pm-8:30pm and Sunday 2pm-8:30pm. They would then dismantle the fair and leave by Tuesday the following week. It takes so long because their attractions are old fashioned and well decorated. Mason Funfairs have their own public liability insurance. The fair would only go ahead if ground conditions were favourable.

Shinfield Parish Council have hosted the fair on the green at Shinfield for more than 10 years and never had any problems. The ground is always left clean and tidy.

The PCSO's and police have confirmed that the fair has never caused any problems.

Cllr. Sant has spoken to approximately 20 households who are nearest to the recreation ground, some raised concerns regarding noise and disturbance, but were reassured by the fact that the fair will close at 8:30/9:30 and that Mason's employ their own security. The only real concern was parking. The experience of Mason's is that this is unlikely to be a real issue as people don't all arrive and leave at the same time. They believe that the car park will be more than adequate for the numbers of people expected.

### 11.3.1 Tennis Club

Notes from two meetings held with a sub group of RSF Tennis Club.

#### **Tuesday 24<sup>th</sup> January**

**Attendees: Council:** Cllrs. Sant and Sampson, Clerk  
**Tennis Club:** Lax Mayani (Chairman), Mike O'Hara (Treasurer),  
Kevin Still, Mike Goldsmith

It was explained that the increase notified in September, as per the lease agreement, reflected the high cost to the council of installation and maintenance of the tennis courts and the sports pavilion over many years given that it is a private club which runs a subsidised bar. All members of the parish are paying to support a facility they cannot use. The original intention was that non-members would be given access for a nominal fee, but this had never been implemented. The lease agreement also stated that access to other sports clubs would be allowed and whilst this had happened in the past it is a current issue as Spencer Wood Football Club have request that they be given access to the toilet on Saturday mornings.

The Parish Council will soon be faced with large bills for replacement soffits and fascias and in the not too distance future court resurfacing may be necessary, the current rent does not cover these costs so money will have to be found from council reserves and may result in an increase in the precept.

The tennis club expressed their concerns that putting up membership fees may have a negative effect and asked the council what they could do to increase their revenues

The council stated that its biggest frustration is that the tennis club did not make the most of the asset they were renting by advertising the clubhouse for rent. Whilst this may require commitment from members to make it work it was a very good source of income and Swallowfield Parish Hall were seeing a constant increase in requests for regular bookings from exercise classes, home schooling groups etc.





- Review their subscription charges
- Review their bar tariff

The Parish Council have committed to:

- Help as far as possible with admin for room bookings
- Monitor the situation regarding the finances of the tennis club

It was therefore, agreed that Cllr. Sant will take a proposal to the full council meeting on 14<sup>th</sup> February 2017 proposing that the rent is increased to £4,100 plus VAT fixed for the next two years. The lease agreement will be amended to include the requirement for public access to courts and access to the clubhouse for the football club. There regular reviews on progress of all of the above.

## ACTIONS

	What	Who	By When
1	Document process whereby non-members can book and pay for ad-hoc use of courts. Include a start date from when this facility will be available.  Send to the Clerk	Lax Mayani	28 <sup>th</sup> February (deadline for Newsletter copy)
2	Publish process for booking courts in the Spring Newsletter	Clerk	Beginning of March
3	Publish process for booking courts on the website	Clerk	Beginning of March
4	Advertise on Facebook	Clerk	Beginning of March
5	Check insurance regarding access to the toilets by the football club	Mike O'Hara?	ASAP
6	Arrange for a key to the clubhouse for the football club (to be handed over once insurance is confirmed)	Clerk	Once 5 complete
7	Write article/advert for the newsletter marketing the tennis club	Lax Mayani	28 <sup>th</sup> February (deadline for Newsletter copy)
8	Advertise clubhouse for hire – newsletter	Lax Mayani	28 <sup>th</sup> February (deadline for Newsletter copy)
9	Send details required for publicising the clubhouse on the HallsHire website to the Clerk – sheet given to Lax at meeting	Lax Mayani	ASAP
10	Add Riseley Clubhouse onto HallsHire website	Clerk	As soon as 9 complete
11	Review and recommend increased subscriptions	Tennis Club Committee	For AGM
12	Review bar tariff	Tennis Club Committee	ASAP
13	Prepare new lease agreement	Clerk	Once council has agreed to the proposal

16.1 Annual Report

Initial thoughts are that the Annual Report should be much shorter, more newspaper style with photos and bullet points as details of all items are reported through the minutes and newsletters throughout the year. See example from Finchampstead, circulated.