

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



Mrs. E. Halson, Clerk
9/03/17

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

4.1 Parish Clean Up Day – to **NOTE** that the Parish Clean Up Day will take place on Saturday 1st April. All residents are encouraged to participate; refreshments will be provided.

4.2 Annual Parish Meeting (APM) – to **NOTE** that the Annual Parish Meeting will take place on Tuesday 18th April, 7:30pm Swallowfield Parish Hall. Refreshments will be provided.

4.3 Church Fete – to **NOTE** that the fete will be held on Saturday 10th June, the council will have a pitch for the gazebo as last year, volunteers to man the gazebo will be required.

5 MINUTES OF LAST MEETING

5.1 To **APPROVE** the minutes of the Parish Council meeting held on 14th February 2017.

5.2 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 170258 – Little Chesters, Sandpit Lane, Farley Hill RG7 1XJ
Application for a certificate of lawful existing use for the use of land as residential garden.

6.1.2 170597 – Onich, Basingstoke Road, Riseley, Wokingham, RG7 1QD
Householder application for the proposed erection of a part single and part two storey extension to dwelling (amendment to previous consent 160973 - 1/7/2016).

6.2 Results

6.2.1 163176 – Yaffles, Beech Hill Road, Spencers Wood, Wokingham, RG7 1HT
Full planning application for the proposed erection of a 2 storey cottage and driveway following demolition of existing ancillary storage barn.

Refused

The Parish Council objected as the proposal involved the creation of a new and separate house within the curtilage of the main house which would be sold on the open market.

6.2.2 163423 – Ivy Cottage, Bunces Shaw Road, Farley Hill FG7 1UU
Householder application for the proposed erection of a two bay, two storey detached garage with a dormer window extension on the first floor.

Approved

The council did not object.

6.2.3 163510 – The Marshes, School, Riseley RG7 1XT
Householder application for the proposed use of the land for the stationing of a temporary mobile home and storage container on the site during the period of construction of the replacement dwelling, to include an extension of the gravel drive and provision of a temporary gravel hardstanding area.

Approved

The council did not object.

6.2.4 163569 – Woodbury Cottage, Church Road, Farley Hill RG7 1UH
Householder application for the proposed single storey rear extension to dwelling plus single storey front extension to form porch.

Approved

The council did not object.

6.2.5 163570 – Holly Lodge, Castle Hill, Farley Hill, RG7 1XA
Householder application for the proposed two storey front extension to existing dwelling.

Refused

The council had no comment on this application.

6.2.6 170188 – Loddon Court Farm Park, Beech Hill Road, Spencers Wood, RG7 1AN
Full planning application for the erection of 1no concrete garage with a metal tiled roof (retrospective).

Approved

The parish council did not object.

- 6.3 Notifications
- 6.3.1 170672 – Apsley House & Stratfield House, Riseley Business Park, Basingstoke Road, Riseley, Reading, RG7 1PZ
Application for Prior approval for the change of use of Office (B1) to Residential (C3) to provide 8 residential units.
- 6.4 Proposed Development off Odiham Road, Riseley - it is **PROPOSED** that the council submits project funding requirements for Riseley should this application be approved. This in no way implies such an outcome would be in the least bit acceptable but is intended to cover the eventuality that approval is given despite our objections and those of the local community. See page 7.

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 Investment Portfolio – it is **PROPOSED** that Swallowfield Parish Council engage the services of a Financial Advisor to review and on report on the services of a number of investment management companies. A recommendation would then be brought to council regarding the management of the investment portfolio.
- 7.4 Street Lights – it is **PROPOSED** that the five street lights owned by Swallowfield Parish Council are updated to LED lanterns under the program initiated by Wokingham Borough Council at a cost of £3,000 plus VAT. See notes on page 6.

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

- 8.1 Emergency repair – to **NOTE** that the emergency work to repair the water leak in the old boiler room, dry out the water damage and repaint the kitchen wall cost £1,290 plus VAT.
- 8.2 Replacement windows and doors – to **NOTE** that the final payment for the replacement windows and doors has been made as per the payment terms agreed, on-line payment was approved by Cllrs. Anderson and McDonald.

9 PROPERTY

(Fieldfayre)

Lead Councillor: Cllr. J. Anderson

- 9.1 Fieldfayre Redevelopment
- 9.1.1 Fieldfayre Funding – to **NOTE** that application for the loan has been submitted to DCLG.
- 9.1.2 Tender - to **NOTE** that four companies have been invited to tender for the project.
- 9.1.3 Communications Plan – it is **PROPOSED** that communications plan as detailed on page 8 is adopted.

9.2 Fieldfayre Lease – it is **PROPOSED** that this item is discussed in PART II due to commercial sensitivities. Notes circulated.

10 HUMAN RESOURCES

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

10.1 Recruitment – to **NOTE** that the new RFO will start on 18th April 2017. To **NOTE** that she has been registered for ILCA at a cost of £99 plus VAT.

Councillor Training – to **NOTE** that Cllr. Morrissey attended *The Planning Framework Course* run by CCB on 7th March 2017.

11 RECREATION

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

11.1 Riseley Sports Pavilion – it is **PROPOSED** that the revised lease for the Riseley Sports Pavilion between Swallowfield Parish Council and Riseley, Swallowfield and Farley Hill (RSF) Tennis Club is signed by the council once signed by RSF Tennis Club. Circulated

11.2 Quarterly Playground Inspections – it is **PROPOSED** that the Playground Technician from Reading Borough Council is engaged to carry out quarterly Playground inspections on the children's play equipment at Swallowfield, Riseley and Farley Hill for the period 1st April 2017 to 31st March 2018 at a cost of £145.84 plus VAT.

11.3 Annual Playground Inspection – to **NOTE** receipt of the Annual Playground Inspection Reports from The Play Inspection Company. Two items highlighted as Medium Risk, further work will be completed to identify how these items must be treated. Report circulated.

11.4 Grounds Maintenance Contract – to **NOTE** that the Grounds Maintenance Contract has been awarded to Nigel Jeffries Landscapes.

11.5 Vandalism – to **NOTE** that there has been some more vandalism at Swallowfield Recreation Ground. The switch to operate the floodlights has been ripped from its post. The incident has been reported to the police.

12 ENVIRONMENT & RURAL AFFAIRS

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

12.1 Trees Health and Safety Inspection – it is **PROPOSED** that the council engage Heartwood to carry out the 3 yearly health and safety inspection of all the trees on council owned property at a cost of £360.

12.2 Tree on Swallowfield Meadow – to **NOTE** that a tree has been cut down on Swallowfield Meadow. The resident was given permission to trim over hang but the work carried out appears to have gone further than this. Swallowfield Meadow is a designated LNR so the action will be reported to the appropriate authorities and the resident will be informed.

12.3 NAG – to **NOTE** that the last meeting was held on Wednesday 8th March 2017.

13 HALLS

(Maintenance/liaison with users and entertainment groups)

Lead Councillor: Cllr. M. McDonald

13.1 Rotary Buffing Machine – it is **PROPOSED** that council purchase a new buffing machine at a cost of £529.99 plus VAT. See page 8.

13.2 Swallowfield Parish Hall, doors and windows – to **NOTE** that the new fire doors and windows have been fitted.

14 RESILIENCE

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

Lead Councillor: Cllr. M. McDonald

14.1 Herrington Report – to **NOTE** receipt of the final report from Herrington, the findings will be used to inform decision making on future projects.

14.2 Flood Resilience Group (FRG) - to **NOTE** receipt of the annual report from the FRG outlining key points from the Herrington report and potential areas of focus. To **NOTE** that the last meeting was held on 28th February 2017 and the next meeting will be held on Wednesday 26th April in the Rose Room, 7:30pm.

14.3 Ditch Maintenance – it is **PROPOSED** that Nigel Jefferies be commissioned to carry out interim works on the ditches and balances ponds. The work to be carried out should be as specified in the new annual contract at a cost of £1,270 plus VAT. The work will be agreed by the FRG and will comply with environmental legislation. See notes on page

14.4 Pitt Bridge - to **NOTE** that Cllr. McDonald and Mr Stephens attended a meeting between Farley Estate, Wokingham Borough Council and the Environment Agency to discuss maintenance of the Pitt Bridge and work on ditches which would prevent further damage to the bridge. Farley Estate would like the Parish Council to support its application a grant towards the work required.

15 BOROUGH/PARISH MEETINGS

15.1 Wokingham Borough Clerks Forum – to **NOTE** that the next meeting will take place on Wednesday 15th March, the Clerk will attend.

15.2 Borough Parish Liaison Group – to **NOTE** that the next meeting will take place on Monday 3rd April. Cllr. Sampson will attend.

16 OUTSIDE ORGANISATIONS

16.1 Arborfield Community Forum – to **NOTE** that the next meeting will be held on 20th March 2017, 6pm-8pm at Henry Street Garden Centre.

16.2 Blackwater Valley Countryside Strategy – to **NOTE** receipt of the draft Blackwater Valley Countryside Strategy 2017-22.

16.3 Shinfield Parish Council – to **NOTE** receipt of a copy of a letter sent by Shinfield Parish

Council to the Minister of State for Housing and Planning at DCLG regarding the proposal for a garden settlement within Grazeley.

- 16.4 Wokingham District Veteran Tree Association (WDVTA) – to **NOTE** receipt of a letter asking for a donation of £50 and a volunteer to represent Swallowfield in work carried out by the association.
- 16.5 Loddon Fisheries and Conservation Consultative (LFCC) – to **NOTE** that the minutes of the last meeting held on Thursday 19th January have been received. To **NOTE** that the next meeting will be held on Thursday 20th April 2017.

17 DATE OF NEXT MEETING

Tuesday 11th April 2017 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield.

NOTES

6.4 Proposed Development off Odiham Road, Riseley

Project Funding Requirements to mitigate development

- Play Equipment * 2 @ 10K each = £20K
- Soffits = £17K
- Refurb of 2 tennis courts = £16K
- Tennis Club Fencing = 8K
- Bus Shelters * 2 = 8K

7.3 Wokingham Borough Council have negotiated rates to upgrade all the street light across the borough. The prices represent a saving of up to 70% on the cost of replacement. Once upgraded the lights will operated on 60-70% less electricity. It is also likely that the council would not need to have a maintenance contract with SSE as the lamps will only need to be tested every 6 years. So it would be more cost effective to pay for any cleaning or repairs as necessary. The current contract costs £211 plus VAT per annum.

9.2 Communications Plan

| What | Content | Audience | Frequency | Responsibility of |
|---------------|--|--|---|---|
| A5 Leaflet | <ul style="list-style-type: none"> • high level timeline • plan for keeping the Post Office and shop open • car parking for customers • communication methods for more details. • car parking for contractors | <ul style="list-style-type: none"> • The Street • Curly's Way • Foxborough (where houses back onto the development) | <ul style="list-style-type: none"> • One-off (once tender awarded and start date agreed) | <ul style="list-style-type: none"> • J Sant |
| Poster | <ul style="list-style-type: none"> • As above | <ul style="list-style-type: none"> • Public Noticeboards | <ul style="list-style-type: none"> • As above | <ul style="list-style-type: none"> • Clerk |
| Letter | <ul style="list-style-type: none"> • As above | <ul style="list-style-type: none"> • Immediate neighbours | <ul style="list-style-type: none"> • As above | <ul style="list-style-type: none"> • J Anderson |
| Email Address | <ul style="list-style-type: none"> • Fieldfayre @swallowfieldpc.gov.uk | <ul style="list-style-type: none"> • Public | <ul style="list-style-type: none"> • One-off | <ul style="list-style-type: none"> • Clerk |
| APM | <ul style="list-style-type: none"> • Sketches • Plans • Poster • A5 Leaflets to take away • Sign-up sheet for email updates | <ul style="list-style-type: none"> • Residents attending APM | <ul style="list-style-type: none"> • One-off | <ul style="list-style-type: none"> • J Anderson • Clerk |
| Website | <ul style="list-style-type: none"> • Key updates e.g. deliveries expected, reminders that PO/Shop still open | <ul style="list-style-type: none"> • Public | <ul style="list-style-type: none"> • Minimum weekly, but as required | <ul style="list-style-type: none"> • J Anderson (content) • Clerk |
| Facebook | Link to website | <ul style="list-style-type: none"> • Public | | <ul style="list-style-type: none"> • Clerk |
| Twitter | Link to website | <ul style="list-style-type: none"> • Public | | <ul style="list-style-type: none"> • J Sant (or Clerk) |
| Email | Link to website | <ul style="list-style-type: none"> • Registered residents | | <ul style="list-style-type: none"> • Clerk |

13.1

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14.3 The new annual contract starts on 1st April 2017 and specifies that ditch work is carried out in the autumn/winter.

If work is required on the ditches and balancing ponds now this work could be brought forward under the new contract, subject to environmental legislation considerations. However, that would mean that work could not take place as planned in autumn/winter. The FRG consider that work is required now, therefore, this will incur additional costs which were not allowed for in budget.