

NOTICE IS HEREBY GIVEN THAT A MEETING OF  
**SWALLOWFIELD PARISH COUNCIL**  
WILL TAKE PLACE ON TUESDAY 9<sup>th</sup> MAY 2017 IN  
THE ROSE ROOM, SWALLOWFIELD PARISH HALL,  
SWALLOWFIELD STREET, SWALLOWFIELD AT 7.30PM



Mrs. E. Halson, Clerk  
4/05/17

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 ELECTIONS**

2.1 To elect members to the following offices and receive the Chairman's Declaration of Acceptance of Office:

- Election of Chairman
- Election of Vice-Chairman
- Election of Chairman of Planning Committee

2.2 Chairman to sign declaration of acceptance of office.

2.3 Working Groups and Lead Councillors – to **AGREE** that Working Groups and Lead Councillors will remain as for 2016/2017 until discussed at a future meeting.

2.4 Parish Council Meetings - to **AGREE** that Parish Council meetings will take place in the Rose Room on the 2nd Tuesday of every month and Planning Committee Meetings on the 4<sup>th</sup> Tuesday of every month if required. Councillors are reminded that notification of these meetings represents a summons and attendance is one of the few legal requirements of a councillor.

### **3 DECLARATIONS OF INTEREST**

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

### **4 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.

## 5 CHAIRMAN'S ANNOUNCEMENTS

- 5.1 Annual Parish Meeting (APM)– to **NOTE** that Cllr. Sampson had received positive feedback about the APM. To **NOTE** that Mr. Couldrick had circulated a note regarding the limits and powers of a neighbour council when commenting on applications within a neighbouring borough.
- 5.2 Vandalism
- 5.2.1 Swallowfield Parish Council – to **NOTE** that on Tuesday 18<sup>th</sup> April councillors witnessed two youths stealing a large toy from the Pre-school garden and the gate on the garden was damaged. CCTV footage shows the youths trying doors of the parish hall. The police have been informed.
- 5.2.2 Swallowfield Church – to **NOTE** that windows in the porch were smashed during the same week as the incident above. The police have taken forensic evidence.

## 6 MINUTES OF LAST MEETING

- 6.1 To **APPROVE** the minutes of the Parish Council meeting held on 12<sup>th</sup> April 2017.
- 6.2 To **APPROVE** the minutes of the Annual Parish meeting held on 18<sup>th</sup> April 2017.
- 6.3 Clerks report on matters arising and outstanding actions from last meeting (available at the meeting).

## 7 PLANNING

Chairman of Planning Committee: Cllr. J. Anderson

- 7.1 Current applications
- 7.1.1 171012 – Moorside, Part Lane, Riseley RG7 1RU  
Householder application for the demolition of existing front lean-to, existing rear lean-to and erection of part two storey, part single storey rear extensions, two storey front, single storey front extensions plus raising of roof on the old chapel to create first floor accommodation and installation of new oil storage tank.
- 7.2 Results
- 7.2.1 170211 – Queens Annes Mead, Spring Lane, Swallowfield RG7 1ST  
Householder application for the proposed replacement of existing conservatory with a garden room, changes to fenestration and new canopy to outbuilding. **Approved**
- The council did not object to this application.
- 7.2.2 170212 – Queens 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. **Approved**
- The council did not object to this application.

- 7.2.3 170219 – Broadwater Barn, Part Lane, Riseley RG7 1RU  
Prior approval submission for the conversion of existing offices (Use Class B1(a)) to one residential dwellinghouse (Use Class C3). **Approved**
- The council could not comment on this application.
- 7.2.4 171046 – Wellington House, Riseley Business Park, Basingstoke Road, Riseley RG7 1NW  
Prior approval submission for the conversion of existing offices (Class B1) to 9 residential units (Class C3). **Approved**
- The council could not comment on this application.
- 7.2.5 171047 – Waterloo House, Riseley Business Park, Basingstoke Road, Riseley RG7 1NW  
Prior approval submission for the conversion of existing offices (Class B1) to 10 residential units (Class C3) residential. **Approved**
- The council could not comment on this application.
- 7.2.6 170672 – Apsley House & Stratfield House, Riseley Business Park, Basingstoke Road, Riseley RG7 1PZ  
Application for Prior approval for the change of use of Office (B1) to Residential (C3) to provide 8 residential units. **Approved**
- The council could not comment on this application.
- 7.2.7 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). **Approved**
- The council objected to this application.
- 7.3 Enforcements
- 7.3.1 Open Enforcements – to **NOTE** that there are eight open Enforcement Investigations on the parish.
- 7.4 Appeals
- 7.4.1 162594 - Lambs Farm Business Park, Basingstoke Road, Swallowfield  
Full application for the proposed erection of a new business unit for use class B1(b) and (c) (Light, Industrial, Research and Development) and B8 (Storage and Distribution) use with ancillary office space as well as car and lorry parking with ancillary works adjoining existing Business Park.
- To **CONSIDER** the Council's response to this appeal.
- 7.5 Hart District Council Consultation - to **CONSIDER** the council's response to Hart District Council's consultation on the Draft Local Plan: Strategy and Sites and the Interim Sustainability Appraisal Report

**8 FINANCE**

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

Lead Councillor: Cllr. P. Sampson

- 8.1 Accounts Update – to **NOTE** that the accounts for the year end are being prepared and will be circulated shortly.
- 8.2 Budgets – to **NOTE** that the budget for Fieldfayre will be monitored in the same way as the general budget for the duration of the project.
- 8.3 Bank Reconciliation Statements – to **APPROVE** the bank reconciliation statements.
- 8.4 Internal Auditor – to **NOTE** that the internal auditor will visit on Friday 26<sup>th</sup> May.
- 8.5 Investment Portfolio Review – to **NOTE** receipt of the Half Yearly Review from Charles Stanley. Circulated. To **NOTE** that the Management Fee for the period 1 February 2017 to 30 April 2017 was £2,447.65.

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

**10 PROPERTY**

(Fieldfayre)

Lead Councillor: Cllr. J. Anderson

- 10.1 Fieldfayre Redevelopment
  - 10.1.1 Tender - it is **PROPOSED** that this item is discussed in PART II due to commercial sensitivities.
  - 10.1.2 Post Office/Shop - it is **PROPOSED** that this item is discussed in PART II due to commercial sensitivities.

**11 HUMAN RESOURCES**

(Appraisals/recruitment/staff training)

Lead Councillor: Cllr. G. Collender

- 11.1 Caretaker - to **NOTE** that Mr Hibbit will be retiring at the end of June, an advert for a replacement caretaker has been published.

**12 RECREATION**

(Play areas/skateboard park/recreation grounds/football pitches/mpg court)

Lead Councillor: Cllr. J. Sant

- 12.1 Riseley Sports Pavilion – to **NOTE** that the last committee meeting was held on 25<sup>th</sup> April. Cllr. Sant attended. TO **NOTE** that the AGM was held on Wednesday 3<sup>rd</sup> May 2017. To **NOTE** that the tennis club have not yet published the process for non-member use of the courts.

**13 ENVIRONMENT & RURAL AFFAIRS**

(The Marshes/Van Demans/Swallowfield Meadow/Community/Orchard/Biodiversity/

Footpaths/Waste/NAG/RCAG)  
Lead Councillor: Cllr. P. Sampson

- 13.1 Orchard – to **NOTE** that Cllr. Morrissey has been notified that Friends of the Earth have approved a request for wild flower seeds which will be used to create a Bee World at the Riseley orchard.
- 13.2 NAG – to **NOTE** receipt of the agenda for the next meeting which will be held on Wednesday 3<sup>rd</sup> May 2017.

**14 TRANSPORT**  
(Road issues/speeding/public transport/police liaison)  
Lead Councillor: Cllr. R. Norris

- 14.1 Consultation on night flights and airspace – it is **PROPOSED** that the Parish Council respond to the consultation with no comments.

**15 RESILIENCE**  
(Flooding/ditches/rivers/Flood Resilience Group (FRG))  
Lead Councillor: Cllr. M. McDonald

- 15.1 Flood Resilience Group (FRG) – to **NOTE** that the notes from the last meeting held on Wednesday 26<sup>th</sup> April have been received.

**16 OUTSIDE ORGANISATIONS**

- 16.1 Calico Trust – to **NOTE** receipt of the Annual Report and Finance Report. Circulated.
- 16.2 AWE – it is **PROPOSED** that Mr Jeff Moss represent the Parish Council at these meetings.
- 16.3 CCB Membership – it is **PROPOSED** that the council renew its membership of CCB for 2017-2018 at a cost of £30 per annum.
- 16.4 Swallowfield Masonic Lodge – to **AGREE** the Council's position regarding a request to use part of the logo of Swallowfield Parish Council.
- 16.5 LFCC – to **NOTE** that the last meeting was held on 20<sup>th</sup> April 2017.

**17 ITEMS FOR FUTURE MEETINGS**

- 17.1 Annual Return
- 17.2 Working Groups and Lead Councillors
- 17.3 Security gates at Swallowfield and Riseley
- 17.4 Effectiveness of the Internal Audit Meeting

**18 DATE OF NEXT MEETING**

Tuesday 13<sup>th</sup> June 2017 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield.

## NOTES

### 2.1 Lead Councillors

Communication	- Cllr. G. Collender
Environment	- Cllr. P. Sampson
Finance	- Cllr. P. Sampson
Halls	- Cllr. M. McDonald
Human Resources	- Cllr. G. Collender
Property	- Cllr. J. Anderson
Recreation	- Cllr. J. Sant
Resilience	- Cllr. M. McDonald
Transport	- Cllr. R. Norris
Health and Wellbeing	- Cllr. J. Anderson

### 14.1 Notes from Cllr. Norris.

You may recall we were notified of two consultations about night flights and airspace revisions. The first came to us too late for a SPC meeting, the other is due by 25th May.

This second Consultation is about the process around making changes to night Flights and airspace revisions.

A review by SPC Chair and Chair Planning resulted in the opinion this Consultation is difficult for us to make any reasonably technically informed comments, other than nothing in the Consultation seems unreasonable.

The proposal therefore is for this Parish Council to respond to the Consultation with no comments.

### 16.4 Swallowfield Masonic Lodge – a new Masonic Lodge is to be formed. The organiser has requested permission to use the inner part of the Swallowfield Parish Council logo as the logo for the Lodge, which I believe will be called something like “Swallowfield Pitt Lodge”.

Ideally they would like to use the everything inside the red ring but the bridge is the most important part.