

NOTICE IS HEREBY GIVEN THAT A MEETING OF
SWALLOWFIELD PARISH COUNCIL
WILL TAKE PLACE ON TUESDAY 13TH MARCH 2018 IN
THE ROSE ROOM, SWALLOWFIELD PARISH HALL,
SWALLOWFIELD STREET, SWALLOWFIELD AT 7.30PM



Mrs. E. Halson, Clerk
8/03/18

Members: Mr. P. Sampson (Chairman), Mr. J. Anderson, Mr. W. Dance, Mrs. C. Drew,
Mr. G.E. Collender, Mrs. M. McDonald, Mr. C. Morrissey, 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 Mr Max Bowker – it is with sadness that the council learnt that Mr. Max Bowker passed away last week. Max served as a councillor for over 28 years and will be remembered by many for his dedicated service to the parish.

4.2 Annual Parish Clean Up Day – to **NOTE** that this event will take place on Saturday 24th March, 10am to 4pm. Refreshments will be provided.

4.3 Swallowfield Parish Events Group –to **NOTE** that after a break SPEG return to Swallowfield Parish Hall, hosting a production of *The Ministry of Biscuits* at the Hall on Friday 16th March 2018.

5 COUNCILLORS

5.1 Council Elections – to **NOTE** that term of office for all Swallowfield Parish councillors finishes this May. All current councillors, elected and co-opted, wishing to continue their service will have to stand for re-election alongside anyone else wishing to become a councillor. Should more than nine people stand there will be a contested election, if not

those standing will be elected unopposed.

Anyone interested in becoming a councillor and representing their community should contact the Parish Clerk or speak to a member of the Parish Council. Nomination papers must be delivered in person to Wokingham Borough Offices by Friday 6th April 2018.

6 MINUTES OF LAST MEETING

- 6.1 To **APPROVE** the minutes of the Parish Council meeting held on 13th February 2018.

7 CLERKS UPDATE

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

8 PLANNING

Chairman of Planning Committee: Cllr. J. Wheelwright

- 8.1 Current applications

- 8.1.1 173760 – 17 Curlys Way, Swallowfield, RG7 1QZ
Householder application for the proposed erection of single storey rear extension to dwelling plus part conversion of existing garage to create habitable accommodation and internal alterations.

- 8.1.2 18/00242/REM - Land At Odiham Road, Riseley RG7 1SH
Details of appearance, landscaping, layout and scale (Reserved Matters) pursuant to outline planning permission ref: 16/02989/OUT for the development of up to 83 residential dwellings, vehicular access from Odiham Road, public open space, ancillary works and associated infrastructure.

- 8.1.3 180446 – Land at Odiham Road, Riseley RG7 1SH
Consultation from Hart District Council for the following proposal: Details of appearance, landscaping, layout and scale (Reserved Matters) pursuant to outline planning permission ref: 16/02989/OUT for the development of up to 83 residential dwellings, vehicular access from Odiham Road, public open space, ancillary works and associated infrastructure.

This will assist WBC in their response to application above, 18/00242/REM.

- 8.1.4 180353 - Plot 1 (formerly Lyncot and Gertdene), Bull Lane, Risley, RG7 1TA
Householder application for the conversion of integral garage to plot 1 to habitable accommodation including insertion of new window.

- 8.1.5 180550 – Grange Cottage, The Street, Swallowfield RG7 1RE
Householder application for the proposed erection of a 3.5m high fence.

- 8.1.6 180616 – 3 Church Road, Farley Hill, Wokingham, RG7 1TX
Householder application for the proposed erection of a dropped kerb in front of the property.

- 8.1.7 180641 - The Marshes, School Lane, Riseley, Wokingham, RG7 1XT
Application for variation of a condition 2 following grant of planning consent 152270 for proposed demolition of existing two storey dwelling and outbuildings and erection of a four

bedroom, two storey dwelling with associated parking. Condition 2 relates to amended access point in line with approved accommodation access.

8.2 Results

- 8.2.1 171084 - Land North of Part Lane, Riseley, RG7 1NW.
Outline Planning Application for up to 28 dwellings with ancillary works and access from part lane, all matters to be reserved with the exception of the site access. **Refused**

The Parish Council objected to this application.

- 8.2.2 173539 – 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. **Refused**

The Parish Council did not object to this application but requested that WBC ensure that appropriate consideration be given to mitigation for the large number of bats found living on the site.

- 8.2.3 173671 – Gate Cottage, Church Road, Farley Hill, RG7 1TR.
Householder application for proposed erection of single storey side extension to dwelling, front porch extension, internal alterations and changes to fenestration. **Refused**

The Parish Council did not comment on this application

8.3 Notifications

8.4 Appeals

- 8.5 Hart Local Plan Strategy and Sites 2016-2032 Consultation – to **AGREE** a response to this consultation.

- 8.6 West Berkshire Local Plan Review to 2036 Scoping Report and the Sustainability Appraisal Scoping Report Consultation – to **AGREE** a response to this consultation.

9 FINANCE

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

Lead Councillor: Cllr. P. Sampson

9.1 Accounts

- 9.1.1 Monthly Accounts – to **NOTE** that the accounts have been circulated.

- 9.1.2 Bank Reconciliation Statement – to **APPROVE** the Bank Reconciliation Statements. Circulated.

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

11 PROPERTY
(Fieldfayre)
Lead Councillor: Cllr. J. Anderson

11.1 Fieldfayre Redevelopment

11.1.1 Update – to **NOTE** that the regular monthly meeting took place on Thursday 22nd February 2018 followed by the ninth valuation inspection. To **NOTE** that the shop/PO will be closed from Monday 26th March to Monday 2nd April inclusive, although it is believed that newspapers will still be available over this period. The refurbished shop will re-open on Tuesday 3rd April

11.1.2 Finance

11.1.2.1 Payments – to **NOTE** that the ninth valuation has been received from Edwards Irish Partnership and the following payments have been authorised in accordance with resolution 526.4.1.

Lindum Construction Services Ltd	Stage payment 9	£72,142.31
Merson Group	Signage	£321.60

11.1.3 Public Works Loan Board – to **AGREE** the amount for the third drawdown.

11.2 Shop/PO – it is **PROPOSED** that due to commercial sensitivities this item is discussed in Part II.

11.3 Parish Noticeboard – it is **PROPOSED** that the Parish Council noticeboard be replaced with a 3-bay noticeboard to match those at Swallowfield Parish Hall and Riseley Memorial Hall at a cost of £1,776.03 plus VAT. See notes.

11.4 Fencing – to **NOTE** that the fencing around the site has been reviewed and appropriate action agreed. See notes.

11.5 Residential Properties – to **NOTE** that three agents have been approached with regard to the management of the residential properties.

12 RECREATION
(Play areas/skateboard park/recreation grounds/football pitches/mpg court)
Lead Councillor: Cllr. P. Sampson (Interim)

12.1 Annual Playground Inspection – to **NOTE** that the annual report has been received. One item, a timber structure in the natural play area at Swallowfield was assessed as a moderate risk, due to rotten timbers, this item will be removed. All other items were assessed as Low or Very Low Risk so will be addressed as appropriate. Circulated.

12.2 Playground Equipment – it is **PROPOSED** that the remaining s106 money allocated to the parish of approximately £4,000 is used to purchase new play equipment for Farley Hill as no new equipment has been installed for a number of years.

To **AGREE** the equipment and supplier. Circulated.

13 HALLS

(Maintenance/website/involvement with users/Marketing and Entertainment Groups)
Lead Councillor: Cllr. M. McDonald

- 13.1 Swallowfield Parish Hall, Five Year Electrical Condition Test – it is **PROPOSED** that the work highlighted in the 5 year electrical condition testing be carried out during the pre-school holidays at a cost of £1,282.50. See notes.
- 13.2 Cleaning Contract – it is **PROPOSED** that due to commercial sensitivities this items is discussed in Part II.

16 ENVIRONMENT

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

- 16.1 Fields Forum (previously known as the NAG) – to **AGREE** a councillor to represent the Parish Council at the NAG.

17 RESILIENCE

(Flooding/ditches/rivers/ Flood Resilience Group (FRG))
Lead Councillor: TBA

- 17.1 Lead Councillor – to **AGREE** that Cllr. King be the lead councillor for Resilience.
- 17.2 FRG – to **NOTE** that the last meeting was held on 7th March 2018.

18 TRANSPORT

(Road issues/speeding/public transport/police liaison)
Lead Councillor: TBA

- 18.1 Highways & Transport Communications Strategy Briefing – to **NOTE** that this meeting took place on 26th February 2018, Cllr. Wheelwright attended.

19 BOROUGH MEETINGS

- 19.1 Clerk's Forum – to **NOTE** that the Clerk attended this meeting on 7th March 2018.
- 19.2 Wokingham Borough Council Clerks Forum – to **NOTE** that this meeting will take place on Monday 12th March 2018..
- 19.3 Borough Parish Liaison Forum – to **NOTE** that the next meeting will be held on Monday 26th March 2018.

20 OUTSIDE ORGANISATIONS

- 20.1 AWE Local Liaison Committee – to **NOTE** that Mr. J. Moss attended a meeting as representative of Swallowfield Parish Council on 7th March 2018. To **NOTE** receipt of the tabled notes and a summary from Mr Moss. Circulated.

To **CONSIDER** an offer from AWE to send a representative to brief the council on their activities.

21 CORRESPONDENCE

- 21.1 Riseley Objectors Action Group – to **NOTE** that ROAG have made a request for information under the Environmental Information Regulations 2004.
- 21.2 Riseley Objectors Action Group – to **NOTE** that ROAG have made a second request for information under the Environmental Information Regulations 2004.

22 DATE OF NEXT MEETING

Tuesday 10th April 2018 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield.

NOTES

5.1 Council Elections



SWALLOWFIELD PARISH COUNCIL



Please come and help shape your village

BECOME A PARISH COUNCILLOR



Are you interested in the life of your village, your parish, your local environment, recreational facilities, local transport, planning and housing issues, just a few of the areas where we get involved to help make a difference to our community.

The Parish Council is nine members of the public.

We have a vacancy - will **YOU come and join us?**

If yes, or you would like more details, please contact the Parish Clerk - contact details below.

Liz Halson, Parish Clerk
Email: clerk@swallowfieldpc.gov.uk
Telephone: 01189 887265
Website: www.swallowfieldpc.gov.uk



- 11.2 Parish Council Noticeboard – prior to the development at Fieldfare four noticeboards (owned by PC, WI, Horticultural Society & Church) were sited outside the village shop, although not on Parish Council land. These were removed as the building work started. The Parish Council board was broken and needed to be replaced.

The proposal is to replace these 4 boards with one 3-bay board. One bay to be reserved for Parish Council use and the other two for community notices. This is acceptable to the organisations listed above. The board will match those at Swallowfield Parish Hall and Riseley and will cost £1,776.03 plus VAT. Community notices, not commercial activity, can be posted there and the PC will retain discretion to remove any which are out of date or inappropriate.

- 11.3 Fencing – the fencing around the site has been reviewed and the following recommendations have been made. Two sections of fencing will be repaired by Lindum as damage occurred during site works, residents affected have been notified and they will be contacted once the work is ready to start. One section of fencing is in poor repair, as the fence does not belong to the council two options were considered, a) erecting a second fence alongside the original at the cost of the Parish Council, b) removal and replacement with the cost split between the Parish Council and the resident. It has been agreed with the resident that b) is the preferred option.

- 14.1 Five Year Electrical Condition Testing – the report highlighted a number of issues which had been reported in the last test but not addressed. The building had therefore, failed its five year test. It is important the all items are now addressed.