

NOTICE IS HEREBY GIVEN THAT A MEETING OF  
**SWALLOWFIELD PARISH COUNCIL**  
WILL TAKE PLACE ON TUESDAY 9<sup>th</sup> OCTOBER 2018  
IN THE ROSE ROOM, SWALLOWFIELD PARISH HALL,  
SWALLOWFIELD STREET, SWALLOWFIELD AT 7.30PM



Mrs. E. Halson, Clerk  
4/10/18

Members: Cllr. J. Anderson (Chairman)    Cllr. G.E. Collender    Cllr. W. Dance  
          Cllr C. Drew                            Cllr. A. King            Cllr. M. McDonald  
          Cllr. 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        **COUNCIL MEMBERS**

4.1        Co-option of new members

4.1.1      Mrs. S. Lonorgan - it is **PROPOSED** that Mrs. S. Lonorgan be co-opted onto Swallowfield Parish Council.

4.1.2      Mr. M. Binns - it is **PROPOSED** that Mr. M. Binns be co-opted onto Swallowfield Parish Council.

4.2        Signing of the Acceptance of Office & Declarations of Interest.

**5 MINUTES OF LAST MEETING**

- 5.1 To **APPROVE** the minutes of the Parish Council meeting held on 11<sup>th</sup> September 2018.

**6 CLERKS REPORT**

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

**7 OFFICIAL DOCUMENTS**

- 7.1 Standing Orders – it is **PROPOSED** that the revised Standing Orders, as circulated, are adopted by the council at the next council meeting on 13<sup>th</sup> November 2018.
- 7.2 Financial Regulations – to **NOTE** that the Financial Regulations have been amended to reflect the changes to the Standing Orders. These will be adopted at the November meeting. Circulated.

**8 PLANNING**

Chairman of Planning Committee: Cllr. J. Wheelwright

8.1 Current applications

- 8.1.1 182007 – 5 Farley Court, Church Road, Farley Hill RG7 1TT  
Full application for the proposed replacement garage block consisting of 9no. units following demolition of existing garage block.
- 8.1.2 182008 – 5 Farley Court, Church Road, Farley Hill RG7 1TT  
Listed building consent for the demolition of existing garage block consisting of 9no units and replacement with precast concrete units of a similar design.
- 8.1.3 182360 – Lambs Farm Business Park, Basingstoke Road, Swallowfield RG7 1PQ  
Full planning permission for the change of use of land including engineering works to provide HGV parking area for Lambs Farm Business Park. (Part retrospective).
- 8.1.4 182489 – Wheelers Farm, Nutbean Land, Swallowfield RG7 1XL  
Application to vary conditions 4 & 5 of planning consent 152521 for the conversion of existing garage into workshop, following demolition of existing workshop building, the erection of new double garage with habitable accommodation at first floor level and erection of covered walkway and covered drive through. Condition 4 relates to Landscaping and Condition 5 to harmful materials and requests the deletion of reference to 'prior to commencement' as demolition of the workshop link has already occurred.
- 8.1.5 182491 – Middle Castle, Farley Castle, Castle Hill, Farley Hill RG7 1XD  
Application for works to protected tree(s) TPO 437/1988, Area 5 Oak - fell
- 8.1.6 182536 – Lambs Farm Business Park, Basingstoke Road, Swallowfield  
Application for submission of details to comply with condition 9 (Landscaping) of planning consent 173684.

- 8.1.7 182542 – Land at Swallowfield Street, Swallowfield  
Full application for the proposed erection of 2no. detached 5 bedroom dwellings and new access driveway.
- 8.1.8 182593 – 6 Farley Court, Church Road, Farley Hill RG7 1TT  
Listed building consent for the removal of existing timber framed casement window and replacement of window in a style which reflects the historical building, and surrounding windows, in timber.
- 8.2 Results (For information only) – to **NOTE** the following results, for details see page 6
- |       |   |           |
|-------|---|-----------|
| 8.2.1 | 1810559 – Oak Cottage, Basingstoke Road, Swallowfield RG7 1PY         | Withdrawn |
| 8.2.2 | 181926 – Holly Lodge, Castle Hill, Farley Hill RG7 1XA                | Refused   |
| 8.2.3 | 181939 – Land at Lambs Farm, Back Lane, Swallowfield RG7 1PQ          | Approved  |
| 8.2.4 | 181952 – Farley Castle, South Lodge, Castle Hill, Farley Hill RG7 1XD | Refused   |
| 8.2.5 | 181989 – Glasspool Farm, Part Lane, Riseley RG7 1RU                   | Approved  |
| 8.2.6 | 182003 – St John’s Church, Church Road, Farley Hill RG7 1TS           | Approved  |
| 8.2.7 | 182015 – Parkside, Lambs Lane, Swallowfield RG7 1JE                   | Refused   |
| 8.2.8 | 182048 / 182049 – 3 Farley Court, Church Road, Farley Hill RG7 1TT    | Approved  |
| 8.2.9 | 182179 – St Johns, Church Road, Farley Hill RG7 1TS                   | Approved  |

### 8.3 Appeals

- 8.3.1 AP/X0360/W/18/3199728 (WBC Ref: 172495) – Land at Lambs Lane & Beech Hill Road  
HYBRID APPLICATION - Outline application for a residential development of 120 dwellings (Access to be considered). Full application for Change of use of part of land to form a Suitable Alternative natural Greenspace (SANG).

To **NOTE** that an Inspector will hold a public inquiry into this appeal at Shute End, starting at 10am on 13<sup>th</sup> November 2018.

- 8.4 Minerals & Waste Draft Plan Consultation – to **CONSIDER** the council’s response.

## 9 OUTSIDE ORGANISATIONS

- 9.1 Citizens Advice – it is **PROPOSED** that council makes a contribution of £500 towards the core running costs of Citizens Advice in Wokingham. The 2018/2019 budget included a line to cover this grant. See notes on page 8.

## 10 FINANCE

(Budgets/investments/sinking fund/grants/risk assessments/insurance)  
Lead Councillor: Cllr. J. Anderson (Interim)

### 10.1 Accounts

- 10.1.1 Accounts – to **NOTE** that the monthly accounts have been circulated. It is **PROPOSED** that these are accepted.

- 10.1.2 Bank Reconciliation Statements – to **APPROVE** the Bank Reconciliation Statements. Circulated.

- 10.2 Budget – to **NOTE** that the RFO is preparing the draft budget. The Finance Working Group

will meet on Tuesday 4<sup>th</sup> December to consider all items proposed, all councillors should attend this meeting.

10.3 Insurance – to **NOTE** that Zurich have been appointed as insurer for the council for the next 3 years at a cost of £4,977.88 including IPT (Insurance Premium Tax) per annum.

10.4 Finance Working Group – to **NOTE** that the group met on 25<sup>th</sup> September 2018, notes have been circulated.

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

**12 RECREATION**

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

Lead Councillor: Cllr. W. Dance

12.1 Football Pitches – it is **PROPOSED** that Spencer Wood Football Club (SWFC) are charged £80 including VAT per month for 8 months from 1<sup>st</sup> September 2018 to 30<sup>th</sup> April 2019 for use of the football pitch at Swallowfield Recreation Ground. The charge for individual bookings for the pitch at Riseley will be charged at £20 including VAT per booking. SWFC will also pay all costs for lining the pitches at both sites and for grass cutting at Riseley should that be necessary. SPC will pay for grass cutting at Swallowfield. See notes on page 8.

12.2 Quarterly Playground Inspection – to **NOTE** that the quarterly playground inspection took place on 12<sup>th</sup> September 2018. Circulated. To **NOTE** that all items raised as a Medium risk are being addressed as a priority. Items raised as Low and Very will be then be addressed. See page 8.

**13 COMMUNICATIONS**

(Newsletter/Website/Annual Report/Media)

Lead Councillor: Cllr. G. Collender

13.1 Rose Room Advert – it is **PROPOSED** that the council continues to place an advert in the Loddon Reach Magazine to advertise the Rose Room or any other item the council agrees is appropriate. The cost will be £483.

13.2 Winter Newsletter - to **NOTE** that the copy deadline date for the next newsletter is 30<sup>th</sup> November 2018.

**14 ENVIRONMENT**

(The Marshes/Van Demans/Swallowfield Meadow/Community/Orchard/  
Biodiversity/Footpaths/Waste/NAG/RCAG)

Lead Councillor: Cllr. A. King

14.1 The Fields NAG – to **NOTE** that the last meeting was held on 28<sup>th</sup> September 2018, Cllr. McDonald attended. Update.

14.2 RCAG – to **NOTE** that the next meeting will be held on 4<sup>th</sup> November 2018, 10am in the Rose Room, Swallowfield Parish Hall.

**15 HALLS**

(Maintenance/website/involvement with users/Marketing and Entertainment Groups)

Lead Councillor: Cllr. M. McDonald

- 15.1 Swallowfield Parish Hall – to **NOTE** that Portable Appliance Testing (PAT) will take place on Thursday 18<sup>th</sup> October 2018.
- 15.2 Riseley Memorial Hall and Sports Pavilion – to **NOTE** that the 5 year electrical condition testing will take place on Tuesday 9<sup>th</sup> October.

**16 RESILIENCE**

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

Lead Councillor: Cllr. A. King

- 16.1 FRG Projects - Update
- 16.2 Flood Resilience Equipment – to **NOTE** that the training date will take place on 6<sup>th</sup> October 2018, 09:30 in the Davies Room.

**17 BOROUGH FORUMS/MEETINGS**

- 17.1 Borough Plan Consultation (WBC) – to **AGREE** the council's response to this consultation.
- 17.2 Development Management (WBC) – to **NOTE** that the Clerk attended this meeting held on 27<sup>th</sup> September. To **NOTE** that WBC have upgraded their planning portal, residents are encouraged to submit their comments on-line rather than sending emails or letters.

All Parish Clerks will be given logins to a Partner Portal to enable them to view applications relevant to their parish and enter comments directly against those applications. This should reduce the incidents of comments going missing and applications being missed.

The new resident portal is available now, the Partner Portal will be available shortly.

- 17.3 Clerks/WBC Forum – to **NOTE** that the Clerk attended this meeting held on 28<sup>th</sup> September, unfortunately the three main speakers from the borough were unable to attend. Topics covered were an update on feedback to the Borough Plan and funding of projects via CIL.

**18 CORRESPONDENCE**

- 18.1 Request for Information - to **NOTE** receipt of an email from a resident regarding a request for information. As this an on-going request any update will be dealt with in the Clerk's Update.

**19 DATE OF NEXT MEETING**

Tuesday 13<sup>th</sup> November 2018 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield.

**NOTES**

8.2 Results

<b>Agenda Ref</b>	<b>App No</b>	<b>Address</b>	<b>Application</b>	<b>Result</b>
8.2.1	1810559	Oak Cottage, Basingstoke Road, Swallowfield RG7 1PY	Householder application for the proposed erection of part single storey side/rear extension following the demolition of existing storage, part two storey rear extension, alterations to the pitched roof over the proposed and existing rear extensions, insertion of a Juliet balcony and a balcony on the first floor and changes on the fenestration.	Withdrawn
8.2.2	181926	Holly Lodge, Castle Hill, Farley Hill RG7 1XA	Application for a certificate of lawfulness for the proposed erection of single storey side extension to dwelling.	Refused
8.2.3	181939	Land at Lambs Farm, Back Lane, Swallowfield RG7 1PQ	Full application for the proposed erection of replacement stable block for private use.  <i>The council objected.</i>	Approved
8.2.4	181952	Farley Castle, South Lodge, Castle Hill, Farley Hill RG7 1XD	Householder application for the proposed erection of max. 2m high close-boarded timber fence to south boundary (Retrospective).  <i>The council objected.</i>	Refused
8.2.5	181989	Glasspool Farm, Part Lane, Riseley RG7 1RU	Application for prior approval for the proposed change of use of an existing agricultural building and the land within its curtilage to 5 no. dwelling houses.  <i>The council cannot comment on prior approval applications.</i>	Approved

Agenda Ref	App No	Address	Application	Result
8.2.6	182003	St John's Church, Church Road, Farley Hill RG7 1TS	<p>Application for the variation of condition 2 of planning consent 151842 for the change of use of place of worship to dwelling house. Condition 2 relates to approved plans, the proposed changes include- pitched roof instead of flat roof over dining room; change in materials from render to sawn oak cladding; increase in footprint of garage; increase in ridge height over garage and reduction in size of front porch.</p> <p><i>The council expressed its concern that stain glass windows on the east side were to be removed. The Church Commissioners and Wokingham Borough Council have confirm that there is a condition preventing this. The new owners have been reminded of this condition.</i></p>	Approved
8.2.7	182015	Parkside, Lambs Lane, Swallowfield RG7 1JE	<p>Householder application for the proposed erection of a two storey side and rear extension to dwelling, garage conversion to create habitable accommodation, plus changes to fenestration and proposed new entrance gates.</p> <p><i>The Council asked WBC to consider the size of the new building compared to the original.</i></p>	Refused
8.2.8	182048 / 182049	3 Farley Court, Church Road, Farley Hill RG7 1TT	<p>Householder application for proposed internal alterations to first floor bedroom. / Listed building consent for the proposed internal alteration to first floor fenestration.</p> <p><i>The council did not comment.</i></p>	Approved
8.2.9	182179	St Johns, Church Road, Farley Hill RG7 1TS	<p>Application for submission of details to comply with the following conditions of planning consent 151842 (14/12/2015). 7. Details of drainage system(s). 8. Scheme of hard and soft landscaping. 12. Statement detailing approach to commemorative plaques. 13. Detailed record of existing building. 14. Details of insulation. 15. Sample of render for garage addition. 19. Details of roof light windows.</p> <p><i>The council did not comment on this application.</i></p>	Approved

- 9.1 Citizens Advice** – a request was received asking that Swallowfield Parish Council contribute £1,231, including a contribution of £245 towards the outreach at the Medical Practice. The council had made it clear to Citizens Advice last year that it would not contribute to the outreach as the majority of people seen were not residents of the parish. At the time the request was made Swallowfield PC had not made its 2017/2018 contribution so the request was inflated. If these two amounts are deducted then the amount requested is £509.

An application for 2019/2020 has been received requesting £590. This will be considered in the budget discussions.

## 12.1 Football Pitches

For the last two years Spencers Wood Football Club (SWFC) have paid Swallowfield Parish Council (SPC) a monthly fee of £100 including VAT for 8 months of the year for use of football pitches at Swallowfield and Riseley. SPC have paid for all grass cutting as this is outside of the annual contract, SWFC have paid for all pitch lining.

This season Spencers Wood do not need to use the pitches at Riseley on a regular basis, but they would like to continue to use Swallowfield.

Following a reviewed of pitch hire in other parts of the borough it is proposed that the following charges are applied:

### Swallowfield

- £80 including VAT per month (8 months from 1<sup>st</sup> Sept 2018 to 30<sup>th</sup> April 2019)
- Cutting costs to be covered by Swallowfield PC
- Lining costs to be covered by Spencers Wood Football Club

### Riseley

- £20 including VAT per use
  - Cutting costs to be covered by Spencers Wood Football Club
  - Lining costs to be covered by Spencers Wood Football Club
- To be carried out when Swallowfield is done, regardless of the need to use the pitch

## 12.2 Quarterly Playground Inspection

### Medium Risk Items

#### Swallowfield

Item	Issue	Action
Gate	Trap point on closure	Investigating options
Surfacing	Lifting/damaged	Waiting for a quote for repair
Rock	Algae	To be cleaned

#### Riseley

Item	Issue	Action
Half Pipe	Broken Glass	Removed