


TO ALL MEMBERS OF SWALLOWFIELD PARISH COUNCIL
NOTICE IS HEREBY GIVEN AND YOU ARE SUMMONED
TO ATTEND A MEETING OF
SWALLOWFIELD PARISH COUNCIL
ON TUESDAY 8TH FEBRUARY 2022, 7:30PM
HELD IN THE ROSE ROOM, SWALLOWFIELD PARISH HALL


Mrs. E. Halson, Clerk
03/02/22

Members: Mr. J. Anderson (Chair) Mr. M. Binns Mrs. C. Drew
Mrs. L. Edmonds Mr. I. Fullerton Mrs. A. King
Mr D. Lamont Mrs. M. McDonald Mr. J. Wheelwright

Note: This meeting is open to the public and press and will be subject to the COVID guidance in place at the time of the meeting. If you wish to attend, please contact the Clerk as numbers may be limited.

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 MINUTES OF LAST MEETING

4.1 To **APPROVE** the minutes of the Parish Council meeting held on 11th January 2022.

5 CLERK'S UPDATE

5.1 Report on matters arising and outstanding actions from last meeting. (available at the meeting)

6 PLANNING

Chairman of Planning Committee: Cllr. J. Wheelwright

6.1 Current applications – see details on page 8.

6.1.1 214124 – Moatside, The Street, Swallowfield RG7 1QY

6.1.2 214142 – Elm House, The Street Swallowfield RG7 1RE

6.1.3 214153 - The Old Church, Church Road, Farley Hill RG7 1TR

6.1.4 220034 – Lambs Farm Business Park, Basingstoke Road, Swallowfield

6.1.5 213380 – Balcombe Nurseries, Basingstoke Road, Swallowfield – to **NOTE** that this application is scheduled to be considered by the WBC Planning Committee on 9th February. To **AGREE** who will represent the council at the meeting.

6.2 Results – see details on page 9.

6.2.1 213508 – 1 Farley Court, Church Road, Farley Hill RG7 1TT Approved

6.2.2 213659 – Kiln House, Kiln Lane, Farley Hill Rg7 1XE Approved

6.2.3 213673 - The Orchard Plot Land Rear Of Rowes Farmhouse Swallowfield RG7 1TJ

Approved

6.2.4 213742 – Farley Castle, East Wing, Castle Hill, Farley Hill RG7 1XD Refused

6.2.5 213882 - 2 The Pippins Swallowfield RG7 1LW Approved

6.2.6 213906 - Village Farm House, The Street, RG7 1QY Refused

6.2.7 213921 - Village Farm House, The Street, RG7 1QY Refused

6.3 Appeals

6.3.1 APP/X0360/X/21/3283156 (210252) – Riseley Business Park, Napoleon House, Basingstoke Road, Riseley RG7 1NW – prior approval submission for proposed conversion of office building (Use Class E (i)) to 15 no. residential units (Use Class C3).

The appeal will be determined on the basis of written representations. All representations must be received by 2nd March 2022.

6.3.2 APP/X0360/X/21/327186/202926 - Loddon Court, Lambs Lane, Swallowfield RG7 1JE - Breach alleged without planning permission, the material change of use of the land to a mixed use of dwellinghouse and the siting of a caravan (in the approximately position outlined in blue on the attached plan) for independent human habitation. (See Enforcement Notice online, linked case 3271863/202926)

6.3.3 APP/X0360/X/21/3271863 (202926) – Loddon Court, Lambs Lane, Swallowfield RG7 1JE – application for a certificate of existing lawful development for use of existing caravan ancillary to host dwelling (Lead Appeal 3271861/211057).

The appeal hearing will on 8th February 2022, with 15th March 2022 if a second day is required.

6.4 Enforcement Investigations

6.4.1 Open – to **NOTE** no new investigations have been added, there are 6 open investigations.

6.4.2 Closed – to **NOTE** 3 enforcement investigations have been closed for the following reasons “No Breach”, “Application Submitted”, “Not Expedient”.

7 QUEEN’S PLATINUM JUBILEE

7.1 Meeting – to **NOTE** that members of the Parish Council met on 20th January 2022 to discuss how the council would celebrate/commemorate HM The Queen’s Platinum Jubilee. The group discussed several options and makes the recommendations detailed below. Cllr. McDonald circulated notes and has summarised the proposal in the document circulated.

It is **PROPOSED** that Cllr. McDonald should lead on this project.

7.2 Commemoration – it is **PROPOSED** that the council invest in projects, particularly environmental, which will deliver a legacy for our community. See items 10.1 and 10.2. Further information on these will be shared in the coming months.

7.3 Jubilee Picnic Tables – it is **PROPOSED** that the first of these projects is the purchase and installation of picnic tables/benches in our recreation grounds. See paper circulated by Cllr. McDonald.

It is **PROPOSED** that £5,000 is set aside from the council’s reserves for the purchase and installation of 5 picnic benches, 2 at Swallowfield, 2 at Riseley and 1 at Farley Hill. The one for Farley Hill would not be purchased or installed until the future of the playing field had been agreed with WBC.

It is **PROPOSED** that the council delegate responsibility for selection of appropriate benches and installation to Cllrs. McDonald and Anderson and the Clerk.

7.4 The Big Jubilee Lunch – the working group also considered whether it should organise a parish event but given that our Parish is a fantastic community of communities, covering the areas of Swallowfield, Riseley, Farley Hill and Stanford End, we do not feel that a single, ‘central’ event would be the best way to bring people together. There will no doubt be several larger events taking place, more widely, for those interested.

We are aware that discussions about smaller, localised events, similar to those which proved successful this Christmas, are already underway and we look forward greatly to seeing these in action.

Whether you choose to gather to mark the occasion in your part of the Parish, or among friends and neighbours closer to home, you will find helpful information on organising and hosting an event at: www.platinumjubilee.gov.uk.

8 FINANCE

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

8.1 Accounts Update

8.1.1 Month End Accounts – to **NOTE** the Month End Accounts have been circulated. It is **PROPOSED** that these are accepted.

8.1.2 Bank Reconciliation Statements – it is **PROPOSED** that the Bank Reconciliation Statements are **APPROVED**. Circulated.

8.2 Internal Audit – to **NOTE** that the internal auditor has issued her interim report. Circulated. This will be reviewed by the Finance Working Group.

8.3 Investments – to **NOTE** that Charles Stanley Group PLC has now been acquired by the Raymond James Financial, Inc group. Charles Stanley will continue to operate in the UK as a sister company to Raymond James' existing UK business.

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

10 ENVIRONMENT & RURAL AFFAIRS

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

Lead Councillor: Cllr. A. King

10.1 Fox's Run – to **NOTE** that Cllr. King circulated a paper detailing the history of Fox's Run.

It is **PROPOSED** that the council:

10.1.1 Approve payment of £550 plus VAT for the urgent work carried out by Pretty Green Landscapes.

10.1.2 As part of the council's commitment to the commemoration of the Queen's Platinum Jubilee, sow wildflower seeds along Fox's Run and install a plaque celebrating the planting of the wildflowers at the entrance. Paper circulated.

10.1.3 Engage a company to carry out maintenance of the vegetation along the path throughout the year. Paper circulated.

10.2 Van Demans – to **NOTE** that Cllr. King has circulated a paper detailing a proposal for Van Demans.

10.2.1 It is **PROPOSED** that the Parish Council does not renew the grazing licence after 31st December 2022.

10.2.2 It is **PROPOSED** that the Parish Council form a working group led by Cllr. King to:

- Investigate future landscaping options
- Contact WBC re their tree planting initiatives and ask for advice from their countryside team
- Contact other Trusts and organisations

10.2.3 It is **PROPOSED** that the group presents its recommendations to the Council during 2022 to allow time for detailed planning and to find funding.

11 RECREATION

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

Lead Councillor: Cllr. L. Edmonds

11.1 Children's Play Area, Riseley

11.1.1 Equipment - It is **PROPOSED** that Company A be appointed to install two new items of play equipment and to lay new surfacing in the children's play area at Riseley at a cost of £30,359.89 plus VAT. Paper circulated.

11.1.2 Funding - It is **PROPOSED** that the council applies to Hart District Council for the release of £20,000 of s106 money from the Cala Homes development which was allocated to pay for new playground equipment at Riseley. To **NOTE** that the additional funds required have been allocated in the budget approved in January 2022.

11.2 Surfacing in Swallowfield – to **CONSIDER** the options for dealing with the surfacing under the zip wire and the basket swing. Paper circulated.

12 TRANSPORT

(Road issues/speeding/public transport/police liaison)

Lead Councillor: Cllr. J. Fullerton

12.1 Tiger No 7 – to **NOTE** that Cllr. Anderson is taking the lead on this item. He sent letters to the Director of Reading Buses and the CEO of WBC expressing the council's frustration at the state of affairs.

12.1.1 Meetings with WBC - to **NOTE** that Cllr. Anderson and the Clerk attended two meetings with our borough councillor, the Executive Member for Highways, Officers from WBC responsible for Highways and Buses and representatives from Shinfield Parish Council. To **NOTE** that the next meeting will be held on Monday 8th February, Cllr. Anderson and the Clerk will attend.

12.1.2 Survey – update. To **NOTE** that the results of the survey have been shared with WBC. Circulated. To **CONSIDER** the next steps.

12.2 Speedwatch – to **NOTE** that Cllr. Fullerton is engaging with the volunteers who agreed to join the Speedwatch team and hopes to hold an open-air face-to-face meeting next month. Several volunteers have completed the necessary on-line training. Cllr. Binns has been working to set up the equipment and familiarise himself with its operation.

13 **PROPERTY**

(Fieldfare, Halls, Land)

Lead Councillor: Cllr. J. Anderson

13.1 Post Office - update.

14 **COMMUNICATION**

(Newsletter/Website/Annual Report/Media)

Lead Councillor: David Lamont

14.1 Website – to **AGREE** the site map circulated by Cllr. Lamont.

14.2 Email – to **NOTE** that Cllr. Lamont has circulated a report which summarises the responses received from five companies who were approached to tender for email provision.

It is **PROPOSED** that the council appoints supplier B.

14.3 Logo – to **CONSIDER** whether the council should commission the design of a new logo. The current logo does represent various important elements of the parish but is not ideal for letterheads and documents. A new logo would need to work well in colour and black and white and be appropriate for use on-line, letterheads and formal documents.

15 **RESILIENCE**

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

Lead Councillor: Cllr. I. Fullerton

15.1 Ditches – to **NOTE** that the annual ditch maintenance has been completed. Graham Stanley will inspect the work before payment is authorised.

15.2 Natural Flood Management Project – to **NOTE** receipt of a progress report from Graham Stanley. The group had met with the Environment Agency (EA) and Wokingham Borough Council (WBC) who were both very supportive of the project. More work is required to clarify benefits of the scheme. FRG continues to analyse data from the 2007 floods and will organise a further meeting with the EA and WBC. The group also intends to meet with the South East Rivers Trust and the University of Reading.

15.3 Church Road - to **NOTE** that WBC has agreed to install dropped kerbs on Church Road as proposed by FRG in October 2021. Graham Stanley is liaising with WBC and local residents to ensure that they are install in the correct position.

15.4 Thames Water Sewers – to **NOTE** that in November 2021 the council received a response to the letter sent to Thames Water in July 2021. Thames Water rebuts the council's argument that the foul sewer network in Swallowfield has insufficient capacity for new development, stating that the pumping station hasn't exceeded 50% capacity. FRG does report instances of sewer overflow when there is flooding on the roads, however, instances of restricted toilet use are under-reported. FRG ask that we encourage residents to report issues on each and every occasion it occurs as it is a key indicator for Thames Water.

16 HEALTH & WELLBEING
(Lead Councillor: Cllr. A. King)

16.1 Link Visiting Scheme – to **NOTE** that Cllrs. McDonald and King and the Clerk will meet with Marjie Walker and Jayne Streak from the Link Visiting Scheme/Friendship Alliance on Tuesday 1st March.

17 CORRESPONDENCE

17.1 Play Park at Farley Hill – to **NOTE** receipt of a request that the play equipment in Farley Hill is upgraded.

17.2 Mind in Berkshire - Wokingham Wellbeing Service – to **NOTE** receipt of a letter from this organisation detailing the service which they offer.

18 DATE OF NEXT MEETING

The next meeting of Swallowfield Parish Council will be held on Tuesday 8th March 2022 at 7.30 p.m. in The Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield.

If you would like to attend the meeting, please let the Clerk know in advance as there is limited space.

Appendix A

6 PLANNING

6.1 Current Applications

Agenda Ref	App No	Type	Address	Application
6.1.1	214124	Householder	Moatside, The Swallowfield Street, RG7 1QY	Householder application for the proposed erection of two storey side and front extension, single storey rear extension, single storey side extension for timber store plus changes to fenestration, erection of front porch canopy, erection of 1.3 to 1.8m brick wall encompassing new double wooden entry gate connecting to 1.8m boundary fence plus installation of 2no. rooflights following demolition of existing timber store, garage and utility room.
6.1.2	214142	Householder	Elms House, The Swallowfield Street, RG7 1RE	Householder application for the proposed part two storey, part single storey, side and rear extension.
6.1.3	214153	Householder	The Old Church, Church Road, Farley Hill RG7 1TR	Householder application for the proposed erection of fence railing to front boundary wall. (Retrospective).
6.1.4	220034	Full application	Lambs Farm Business Park, Basingstoke Road,Swallowfield	Full application for the proposed erection of 3No business units within the business park with additional vehicle parking and ancillary works

6.2 Results

Agenda Ref	App No	Address	Application	Result
6.2.1	213508	1 Farley Court, Church Road, Farley Hill RF7 1TT	Application for Listed Building consent for the proposed installation of a parapet to the existing roof (part retrospective).	Approved
6.2.2	213659	Kiln House, Kiln Lane, Farley Hill RG7 1XE	Householder application for the proposed erection of a single storey rear extension, plus changes to fenestration. The council did not comment on this application.	Approved
6.2.3	213673	The Orchard Plot Land Rear Of Rowes Farmhouse, Swallowfield RG7 1TJ	Full application for the proposed erection of 1no. shed and 1no. greenhouse to serve edible forest garden with perennial planting and formation of wildlife pond. The council did not comment on this application.	Approved
6.2.4	213742	Farley Castle, East Wing, Castle Hill, Farley Hill RG7 1XD	Full application for the proposed erection of 1 no. 3 bedroom house, plus landscaping and associated works. Summary of reasons for refusal: does not fall within the limited category of exceptions where development proposals may be acceptable in the countryside; scale, form and footprint would have an urbanising impact; scale, roof form and materials would introduce alien and incongruous design features into the area; scale, footprint and proximity to Grade II listed building would be visually obtrusive and would result in harm to the setting of that building; unsustainable as no public transport links or safe walking area; location and footprint infringes upon root protection areas of trees protected by TPOs,. Swallowfield Parish Council commented that this application fell outside development limits but there may be grounds for an exception to be made.	Refused
6.2.5	213882	2 The Pippins, Swallowfield,	Householder application for the proposed development of a rear single storey extension.	Approved

Agenda Ref	App No	Address	Application	Result
		RG7 1LW	The council did not comment on this application.	
6.2.6	213906	Village Farm House, The Street, RG7 1QY	Householder application for the proposed changes to fenestration. Summary of reason for refusal: adverse impact upon the significance and appearance of the designated heritage asset and its setting. The council did not comment on this application.	Refused
6.2.7	213921	Village Farm House, The Street, RG7 1QY	Application for Listed Building consent for the proposed changes to fenestration	Refused