

MINUTES OF THE MEETING OF
SWALLOWFIELD PARISH COUNCIL
HELD ON TUESDAY 14th FEBRUARY 2017 IN
THE ROSE ROOM, SWALLOWFIELD PARISH HALL,
SWALLOWFIELD STREET, SWALLOWFIELD AT 7.30PM

Present: Mr. P. Sampson (Chairman) Mr. J. Anderson Mr. C. Morrissey
 Mr. R. Norris Mr. J. Sant Mr. J. Wheelwright

In attendance: Liz Halson, Clerk

Members of the public: 2

445 APOLOGIES FOR ABSENCE

Cllr. G. Collender, Cllr. W. Dance, Cllr. M. McDonald

446 DECLARATIONS OF INTEREST

None

447 QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC

NB: this is not a verbatim account of the questions and answers but information is provided to give a flavour of what was said.

- 447.1 Resident – What’s been done to engage residents in opposition to developments
PS – the Parish Council has no final say over planning decisions but are a consultee
Resident – but you do comment
PS – yes, we do and on the larger developments we very much encourage people to comment themselves. Cllr. Anderson writes in the Newsletter and we follow the comments of residents on the WBC website. It is frustrating that some people don’t comment in the prescribed way. Is there anything which you think we should be doing?
Resident – I have delivered leaflets and used Facebook
PS – which development are you talking about?
Resident – The land at Beech Hill that got through despite WBC refusing, people don’t think it’s worth commenting.
JA – WBC are good at upholding policies, their strategy was to deliver houses in the Strategic Development Locations where infrastructure is planned but it is harder to deliver the number of houses in the required timescales. Other sites are then won on appeal by arguing that WBC has insufficient housing land supply and is under-delivering on housing completions. WBC is currently challenging an appeal decision for a site in Spencers Wood at the High Court, the outcome will be important.
Resident – isn’t this area taking the brunt of the development
JA – no it’s happening everywhere, all we can do is object to each development as it comes up, the Parish Council has no more weight than individuals but the number of objections is significant. People should also turn up in force when applications go before the planning committee.
Resident – we need to get more people involved, what can I do to encourage people to participate, can I use Facebook.
JA – knocking on doors works best
Resident – can I set up a Facebook page

PS – yes of course you can, please go ahead. The more that our community discusses what it wants, the better

447.2 AH (Farley Estates) – I would like to update the council on three items.

447.2.1 Deed of Easement – this will be signed this week.

447.2.2 Friday 24th February, 10am, we are having a meeting with WBC and the EA to discuss the bridge restoration and potential attenuation features. I would like to invite a representative of the Parish Council to attend. ¹

447.2.3 Gravel Extraction - the planning application was submitted this week.

[Members of the public left]

448 CHAIRMAN'S ANNOUNCEMENTS

448.1 Strategy and Fieldfayre Meeting – it was **NOTED** that a Strategy and Fieldfayre meeting was held on 31st January. It was agreed that additional councillors would join the following working groups: Halls - Cllr. Sant, Environment and Rural Affairs - Cllr. Morrissey (with specific responsibility for the orchard).

In additional, allotments would be moved to Recreation and Cllr. Norris would act as deputy for Jeff Moss at AWE meetings. ²

449 MINUTES OF LAST MEETING

449.1 It was **PROPOSED** and seconded that the minutes of the Parish Council meeting held on 10th January 2017 be approved. All in favour.

449.2 It was **PROPOSED** and seconded that the minutes of the Extraordinary Planning meeting held on 31st January 2017 be approved. All in favour

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

395.3 Flood Risk Appraisal – it was **NOTED** that the FRG had signed off the report, the grant money had been received from CCB. A payment to Herrington's is on the Bills List.

433.1 Post Office / Shop – it was **NOTED** that the Clerk met with Mr Kumar and the representative from the Post Office to finalise the work required to refurbish the Post Office/Shop. The final proposal would be completed by Thursday 16th Feb, the Post Master can then apply to the Community Branch Fund for a grant towards the work.

435.1.3 Grounds Maintenance Contract – it was **NOTED** that Item 19 in the tender document had been put on hold as the owner of the Marshes had committed to restoring the ditch which had been filled, until this is completed, which would be much later in the year, the scope of work is unknown.

¹ PS agreed to attend (subsequently found that MM was going to attend)

² Clerk to contact Mr. Moss

- 442.1 Thames Valley Police – it was **NOTED** that Inspector Lloyd had been invited to speak at the APM but was unavailable.
- 443.1 Gates and barriers at Riseley and Swallowfield Parish Halls – it was **NOTED** that the design agreed at the strategy meeting had been circulated to four contractors. Two quotes had been received, two more were expected.
- 443.2 Deed of Easement, Swallowfield Parish Hall Car Park – no update received before the meeting, see item 447.2

450 PLANNING

Chairman of Planning Committee: Cllr. J. Anderson

450.1 Current applications

- 450.1.1 170058 – The Island House, Basingstoke Road, Swallowfield RG7 1PT
Householder application for the erection of a 1.8 m close board fence enclosing land at the existing dwelling (Retrospective).

It was agreed that this fence was inappropriate for the reasons cited in the draft circulated by Cllr. Anderson. It was **PROPOSED** and seconded that the council would object to the application and respond as detailed on 2017/291. All in favour.

- 450.1.2 170105 – Bound Oak, Part Lane, Swallowfield
Householder application for the proposed erection of a single storey front extension and a single storey side extension to the existing dwelling.

It was **PROPOSED** and seconded that the council would not comment on this application. All in favour.

- 450.1.3 170146 – Solar Farm at Sheepbridge Court Farm, Basingstoke Road, Swallowfield
Application to vary condition 14 of planning consent F/2014/1495 to extend the time limit by 11 years from approved 25 years to 36 years, expiring 4/12/2051 and include additional safeguarding measures for removal.

After discussion it was agreed that the council would object to this application as it had for the original one. The site was much more visible than anyone had anticipated and it was not appropriate so close to a Grade 1 listed building. There was also concern that the site would never be restored and that it would become a 'brownfield' site. However, if WBC is minded to approve the application the Parish Council would like conditions applied to ensure that appropriate screening is put in place as this does not appear to have happened on the site currently.

It was **PROPOSED** and seconded that the council respond as detailed above. All in favour.

- 450.1.4 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).

It was **PROPOSED** and seconded that the council would not comment on this application. All in favour.

- 450.1.5 170211 – Queen Annes Mead, Spring Lane, Swallowfield, RG7 1ST
Householder application 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.

It was **PROPOSED** and seconded that the council would not comment on this application. All in favour.

- 450.1.6 170212 – Queen 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.

It was **PROPOSED** and seconded that the council would not comment on this application. All in favour.

- 450.1.7 170258 - Little Chesters, Sandpit Lane, Farley Hill, Wokingham, RG7 1XJ
Application for a certificate of lawful existing use for the use of land as residential garden.

The council had no evidence that would call into question the claimed existing use. It was **PROPOSED** and seconded that the council would not comment on this application. All in favour.

- 450.1.8 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).

It was agreed that this was inappropriate development in the countryside.

It was **PROPOSED** and seconded that the council would comment as above. All in favour.

450.2 Results

- 450.2.1 162498 – Land to the West of Trowes Lane, Swallowfield
Application for outline consent for the proposed erection of up to 20 dwellings with associated access, parking, open space and landscaping, access to be considered, all other matters reserved. **Refused**

The parish council objected strongly.

- 450.2.2 163422 – Land East of Lambs Lane, Spencers Wood RG7 1JB
Outline planning permission for the proposed erection of 4 no. detached dwellings. Access to be considered. **Refused**

The parish council objected strongly as it did not believe that there was a case for making an exception to a policy designed to prevent encroachment into open countryside and so this development proposal did not comply with planning policy.

- 450.2.3 163505 – Bay Tree Cottage, Castle Road, Farley Hill, RG7 1UN.
Householder application for the proposed first floor rear extension to dwelling, re-positioning of front porch, drive, vehicular access gates and alterations to garage. **Approved**

The parish council did not object.

- 450.3 Enforcements – to **NOTE** that there are six open Enforcement Investigation Notices.

- 450.4 Gypsy and Traveller Consultation – it was **PROPOSED** and seconded that the council would respond as detailed in the draft circulated by Cllr. Wheelwright, with the following comment added to question 15. *“There is frustration when the authorities don’t deal with*

breaches of planning quickly.” All in favour. ³

450.5 Proposed Developments

450.5.1 Land East of Lambs Lane, Spencers Wood RG7 1JB – it was **NOTED** that Cllrs. Anderson and Sampson met the land owner, Mr. Winkworth, to discuss this development on 12th January.

450.5.2 Sheepbridge Solar Farm - it was **NOTED** that Cllr. Anderson and the Clerk met with a representative from the Foresight Group on Thursday 12th January 2017 to discuss this application.

450.6 Land off Odiham Road, Riseley – it was **NOTED** that Cllr. Anderson, Borough Cllr. Munro and the Clerk would meet with the Planning Officer from Hart District Council on Thursday 16th February.

450.7 Grazeley Garden Village – it was **NOTED** that Cllr. Wheelwright attended a meeting on 1st February hosted by Shinfield Parish Council to discuss this proposal. The meeting was attended by all neighbouring parishes, including those in West Berkshire. It was suggested that a cross-PC working group is set up to engage with the relevant groups to discuss the impact of this development. It was also suggested that each council agreed its own stance on the proposal. Once the invite is received and remit of this group is understood a proposal would be brought to the council.

451 FINANCE

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

Lead Councillor: Cllr. P. Sampson

451.1 Accounts Update – it was **NOTED** that the accounts had been circulated.

451.2 Bank Reconciliation Statements – it was **PROPOSED** and seconded that the bank reconciliation be signed. ⁴

451.3 Investments – it was **NOTED** that Helen Merrington-Rust (Charles Stanley) met with the council before the council meeting on Tuesday 14th February 2016.

451.4 Finance Working Group – it was **NOTED** that the notes for the last meeting had been circulated.

451.5 VAT – it was **NOTED** that HMRC had confirmed that they are not able to make an assessment on VAT owed for years prior to those that can be amended via the council's quarterly VAT return.

452 BILLS FOR PAYMENT

It was **PROPOSED** and seconded that the bills as listed below be **APPROVED** for payment. All in favour.

On-line payments would be authorised Cllrs. Sampson and Wheelwright. ⁵

³ Clerk to submit response

⁴ PS

⁵ PS/JW

1	Rub-a-dub-scrub - Hall cleaning for January	238.50
2	Moorepay - Payroll costs for January	26.72
3	Earley Town Council - Football pitch remark 18th January, reimbursed by the football club	79.20
4	A1 Security Systems - Annual renewal of alarm maintenance at the Tennis Club - Reimbursed by club	140.40
5	SSE Contracting - Street lighting maintenance for Dec quarter	63.53
6	Julian Stokes - 3rd interim payment for pricing schedule	1,380.00
7	Grundon - Parish Hall bins for December	90.24
8	Grundon - Riseley Hall bins for December	110.20
9	Grundon - Parish Hall bins for January	95.44
10	Grundon - Riseley Hall bins for January	95.44
11	Herrington Consulting - Flood risk report	6,708.00
12	Lucas Plumbing - Boiler service & gas certificate	171.00
13	K Goold - Hall deposit refund	100.00
14	J Hagan - Hall deposit refund	100.00
15	Payroll - January	3,523.76
16	Pension - January	1,051.34
17	Tax & Ni - January	737.12
18	BACS charges December	17.12
19	Corporate Card monthly fee	3.00
20	E.on - Parish Hall electricity 17.12.16 - 31.01.17	30.07
21	E.on - Riseley Hall electricity 17.12.16 - 31.01.17	206.02
22	E.on - Tennis Club electricity 17.12.16-31.01.17	25.21

453 PROPERTY

(Fieldfayre)

Lead Councillor: Cllr. J. Anderson

- 453.1 Fieldfayre Project – to **NOTE** that Cllr. Anderson presented a history of the site to those councillors who attended the Strategy Meeting held on 31st January 2017. He also circulated the financial information. Cllr. Anderson had also briefed Cllr. Morrissey in a separate meeting.
- 453.2 Funding for the Fieldfayre Project
- 453.2.1 Capital Funds – it was **PROPOSED** and seconded that the proceeds from the sale of The Marshes House, £358,527 is used to part fund the project. All in favour.
- 453.2.2 Investment Reserves – it was **PROPOSED** and seconded that £60,000 from the investment reserves held with Charles Stanley is used to part fund the project. All in favour.
- 453.2.3 Application to Department for Communities and Local Government (DCLG) for permission to apply for a Public Works Board Loan (PWLB) to fund the Fieldfayre Project.

It was **PROPOSED** and seconded that Swallowfield Parish Council apply to DCLG for permission to apply for a fixed rate loan of £1,050,000 for a term of 25 years from the PWLB repayable by the annuity method at a rate fixed for the life of loan. Repayments to be made twice a year at a total cost of £59,076 per annum. The application papers had been circulated and were agreed subject to the minor changes identified. All in favour.

453.3 Tender document

453.3.1 It was **PROPOSED** and seconded that Swallowfield Parish Council authorise Edwards Irish Partnership to go out to tender based on the designs and specifications circulated and authorise them to make any detail amendments and clarifications that they consider appropriate throughout the tender process. All in favour.

453.3.2 Invitation to Tender – it was **PROPOSED** and seconded that Swallowfield Parish Council approve that Edwards Irish Partnership invite four of the listed companies to tender for the project. All in favour.

453.3.3 It was **NOTED** that Julian Stokes (QS) had been commissioned to review the tenders as agreed in June 2016.

453.4 Fieldfayre Tenancies – it was **PROPOSED** and seconded that this item be discussed in Part II due to commercial sensitivities. All in favour.

453.5 Tree at the back of the Fieldfayre site – it was **NOTED** that on 23rd January 2017 an unknown contractor cut down a tree at the rear of the Fieldfayre site. The council were only alerted to the situation by a resident after the contractor had left. The council did not give permission for the tree to be cut down and takes this incident of trespass and destruction of council property very seriously; the incident has been reported to the police.

454 HUMAN RESOURCES

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

454.1 Recruitment – it was **NOTED** that interviews had taken place and an offer made which had now been accepted. ⁶

454.2 Councillor absence – it was **PROPOSED** and seconded that the council approve the absence of Cllr. Dance for the next 6 months due to his ill-health. All in favour.

454.3 Training – it was **NOTED** that Cllr. Morrissey would attend the Planning Training Course run by BALC on Tuesday 7th March 2017, 7pm-9pm at a cost of £40 plus VAT.

455 RECREATION

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

455.1 Grounds Maintenance Contract – it was **PROPOSED** and seconded that the contract be awarded to Contractor 3. All in favour. ^{7 8}

455.2 Masons Funfair – it was **NOTED** that the council had received two pieces of correspondence regarding the fair, one asking the council to consider parking issues and

⁶ Clerk and RFO to agree handover

⁷ Clerk to award contract

⁸ CM/Clerk to agree work that the Parish Warden can do at the back of the tennis courts

the other asking the council to consider not holding the fair this year due to the Swallowfield Show being brought to the village in late August. After discussion it was agreed that concerns over parking could be addressed and it was unlikely that there would be a high volume of traffic. The date chosen had been in consultation with a member of the horticultural society so that it did not clash directly with any of their events. It was felt that the date of the fair was sufficiently removed from the date of the Swallowfield Show.

It was **PROPOSED** and seconded that the Parish Council allow Mason's Traditional Funfair to set up on Swallowfield Recreation Ground the weekend of 8/9 July 2017 subject to weather conditions. All in favour. ⁹

It was **PROPOSED** that a fee of £400 was charged and that a refundable deposit of £200 was requested to ensure that the clean-up was carried out as promised. All in favour.

455.3 Tennis Club

- 455.3.1 Rent Review – to **NOTE** that Cllrs. Sampson and Sant and the Clerk met with representatives from the tennis club on 24th January 2017. A second meeting was held on 7th February 2017, Cllr. Sant and the Clerk attended. See notes.

It was **PROPOSED** that following discussions with the tennis club and agreement on additional conditions that the lease on the sports pavilion is updated accordingly and the rent for a two-year period, 1st April 2017 to 31st March 2019 will be £4,100 plus VAT per annum. The lease agreement would be amended to include the requirement for public access to courts and access to the clubhouse for the football club. All in favour.

The tennis club had also agreed to prepare a plan of action to increase revenue for the club, the council would review progress on a regular basis. See notes.

- 455.3.2 Committee Meeting – it was **NOTED** that the minutes of the last meeting held on 23rd January 2017 had been received. Cllr. Sant attended. The next meeting would be held on Monday 6th March, 8pm in the clubhouse.

456 ENVIRONMENT & RURAL AFFAIRS

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

Lead Councillor: Cllr. P. Sampson

- 456.1 Orchard – it was **NOTED** that Cllr. Morrissey had carried out a significant amount of maintenance work at the orchard and was planning future work.
- 456.2 NAG – it was **NOTED** that the next meeting would be held on Wednesday 8th March 2017, 8pm at Shinfield Parish Hall. Cllr. Norris would attend.
- 456.3 RCAG – it was **NOTED** that the last meeting was held on Thursday 26th January 2017. Cllr. Sampson attended.

⁹ Clerk

457 HALLS

(Maintenance/liaison with users and entertainment groups)
Lead Councillor: Cllr. M. McDonald

457.1 Swallowfield Parish Hall

457.1.1 Doors and windows – it was **NOTED** that the fire doors and windows would be fitted the week commencing 13th February 2017.

457.1.2 Leak – it was **NOTED** that a leak had been identified in pipework in the wall of the old boiler room. An emergency repair had taken place and a dehumidifier installed. This leak had caused damage to the walls in the kitchen and damp patches along the corridor. The walls in the kitchen had been cleaned up and repainted.

457.1.3 Boiler – it was **NOTED** that the boiler sprung a significant leak causing the atrium to flood, the boiler had been repaired.

457.1.4 Overflow pipe – it was **NOTED** that the ballcock in the cold water tank above the corridor outside the office had been replaced as it was causing the overflow pipe to gush water.

458 RESILIENCE

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

458.1 **Flood Resilience Group** – it was **NOTED** that the minutes of the last meeting held on 12th January 2017 had been received. The next meeting would be held on 28th February 2017 at 7:30pm in the Rose Room.

459 COMMUNICATION

(Newsletter/Website/Annual Report/Media)

459.1.1 **Spring Newsletter** – it was **NOTED** that the copy date for the Spring Newsletter is 28th February.

459.1.2 **Annual Report** – it was **PROPOSED** and seconded that the format for this year's Annual Report be along the lines of the sample circulated i.e. a shorter paper with bullet points and photographs. All in favour. ^{10 11}

460 BOROUGH/PARISH MEETINGS

460.1 Borough Parish Liaison Group – it was **NOTED** that this meeting took place on 23rd January, Cllr. Sampson attended. Notes had been circulated.

460.2 Wokingham Borough Clerks Meeting – it was **NOTED** that the next meeting would take place on Friday 3rd March, the Clerk would attend.

¹⁰ Clerk to prepare a draft.

¹¹ All Councillors to input for their areas

461 OUTSIDE ORGANISATIONS

- 461.1 All Saints Church, Swallowfield – it was **NOTED** that Cllr. Sampson met with The Revd Paul Willis and Barbara Stanley, Church Warden to discuss the Churchyard Ecology Project which the church is about to launch. Cllr. Sampson had arranged for members of the church to meet with the Ecology Officer from WBC for initial discussions. They also discussed Operation Bridge, WBC's arrangements upon the death of the Queen. It was felt that the church and parish council should arrange a joint event but more discussions would be needed.
- 461.2 Thames Valley Police
- 461.2.1 Village and Rural Policing Forum – it was **NOTED** that residents are invited to attend this forum to discuss how non-urban communities should be policed on Monday 20th February 19:00-21:00 at The Swan, Eversley Road, Arborfield RG2 9PQ.
- 461.2.2 Rogue Traders Event – it was **NOTED** that Matt Allwright from BBC Rogue Traders would be attending a Rogue Traders Event hosted by the Neighbourhood Police Teams on Monday 13th March, 7-9:30pm at The Piggot Senior School, Wargrave.
- 461.3 Loddon Fisheries and Conservation Consultative (LFCC) – it was **NOTED** that the minutes of the last meeting held on Thursday 13th October 2017 had been received.

462 DATE OF NEXT MEETING

Tuesday 14th March 2017 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield.

PART II

463 Fieldfayre Tenancies

- 463.1 Tenancies – it was **PROPOSED** and seconded that the tenancies be dealt with as discussed. All in favour.

[The meeting closed at 10pm]

NOTES

463.1.1 170058 – The Island House, Basingstoke Road, Swallowfield RG7 1PT
Householder application for the erection of a 1.8 m close board fence enclosing land at the existing dwelling (Retrospective).

Swallowfield Parish Council object to this application for the following reasons:

- a) There is a precedent for refusal as another application F/2013/1325 for a similar close board fence fronting a large garden in Lambs Lane that was refused on countryside policy grounds.
- b) The fence detracts from the visual amenity of those enjoying the countryside in a sensitive piece of landscape along the Loddon Valley.
- c) The application relates to agricultural land in countryside and should be treated separately from the residential property.
- d) There is a close board fence that was erected along the residential boundary on the other side of the river and screened by conifers which is cited as a precedent. This replaced an older less obtrusive one that had fallen into disrepair. This fence is screened by the conifers and more importantly is along a residential boundary. The fact that this was evidently not challenged and may now qualify as lawful is not a valid justification for overturning current countryside policies.
- e) The applicant cites security as a justification but the concealing effect of a close board fence could be said to have the opposite effect whereas a more open chain-link or palisade type would be more effective. This argument is particularly weak when the fence is “securing” the boundary of agricultural / grazing land.

11.3.1 Tennis Club

Notes from two meetings held with a sub group of RSF Tennis Club.

Tuesday 24th January

Attendees: Council: Cllrs. Sant and Sampson, Clerk

Tennis Club: Lax Mayani (Chairman), Mike O’Hara (Treasurer),
Kevin Still, Mike Goldsmith

It was explained that the increase notified in September, as per the lease agreement, reflected the high cost to the council of installation and maintenance of the tennis courts and the sports pavilion over many years given that it is a private club which runs a subsidised bar. All members of the parish are paying to support a facility they cannot use. The original intention was that non-members would be given access for a nominal fee, but this had never been implemented. The lease agreement also stated that access to other sports clubs would be allowed and whilst this had happened in the past it is a current issue as Spencer Wood Football Club have request that they be given access to the toilet on Saturday mornings.

The Parish Council will soon be faced with large bills for replacement soffits and fascias and in the not too distance future court resurfacing may be necessary, the current rent does not cover these costs so money will have to be found from council reserves and may result in an increase in the precept.

The tennis club expressed their concerns that putting up membership fees may have a negative effect and asked the council what they could do to increase their revenues

The council stated that its biggest frustration is that the tennis club did not make the most of the asset they were renting by advertising the clubhouse for rent. Whilst this may require commitment from members to make it work it was a very good source of income

- Review their subscription charges
- Review their bar tariff

The Parish Council have committed to:

- Help as far as possible with admin for room bookings
- Monitor the situation regarding the finances of the tennis club

It was therefore, agreed that Cllr. Sant will take a proposal to the full council meeting on 14th February 2017 proposing that the rent is increased to £4,100 plus VAT fixed for the next two years. The lease agreement will be amended to include the requirement for public access to courts and access to the clubhouse for the football club. There would be regular reviews on progress of all of the above.

ACTIONS

	What	Who	By When
1	Document process whereby non-members can book and pay for ad-hoc use of courts. Include a start date from when this facility will be available. Send to the Clerk	Lax Mayani	28 th February (deadline for Newsletter copy)
2	Publish process for booking courts in the Spring Newsletter	Clerk	Beginning of March
3	Publish process for booking courts on the website	Clerk	Beginning of March
4	Advertise on Facebook	Clerk	Beginning of March
5	Check insurance regarding access to the toilets by the football club	Mike O'Hara?	ASAP
6	Arrange for a key to the clubhouse for the football club (to be handed over once insurance is confirmed)	Clerk	Once 5 complete
7	Write article/advert for the newsletter marketing the tennis club	Lax Mayani	28 th February (deadline for Newsletter copy)
8	Advertise clubhouse for hire – newsletter	Lax Mayani	28 th February (deadline for Newsletter copy)
9	Send details required for publicising the clubhouse on the HallsHire website to the Clerk – sheet given to Lax at meeting	Lax Mayani	ASAP
10	Add Riseley Clubhouse onto HallsHire website	Clerk	As soon as 9 complete
11	Review and recommend increased subscriptions	Tennis Club Committee	For AGM
12	Review bar tariff	Tennis Club Committee	ASAP
13	Prepare new lease agreement	Clerk	Once council has agreed to the proposal