

MINUTES OF THE MEETING OF  
**SWALLOWFIELD PARISH COUNCIL**  
HELD ON TUESDAY 11<sup>th</sup> APRIL 2017 IN  
THE ROSE ROOM, SWALLOWFIELD PARISH HALL,  
SWALLOWFIELD STREET, SWALLOWFIELD AT 7.30PM

Present: Mr. P. Sampson (Chairman)      Mr. J. Anderson      Mr. G.E. Collender  
Mrs. M. McDonald      Mr. C. Morrissey      Mr. R. Norris  
Mr. J. Wheelwright

In attendance: Liz Halson, Clerk  
Members of the public: 4, Cllr. Munro

**487 APOLOGIES FOR ABSENCE**

Cllr. W. Dance, Cllr. J. Sant

**488 DECLARATIONS OF INTEREST**

None

**489 QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC**

None

**490 CHAIRMAN'S ANNOUNCEMENTS**

490.1 Parish Clean Up Day – it was **NOTED** that the Parish Clean Up Day took place on Saturday 1<sup>st</sup> April. Once again it was a great success with a record number of volunteers taking part with 71 people collecting nearly 150 bags of rubbish. The Parish Council would like to thank Nigel and Celia Adams for all their hard work to organise the event. The council would also like to thank Mr and Mrs Cowdery for their kind donation towards the purchase of refreshments for the volunteers. <sup>1</sup>

490.2 Annual Parish Meeting (APM) – it was **NOTED** that the Annual Parish Meeting would take place on Tuesday 18<sup>th</sup> April. The speakers were confirmed as Mr Andy Couldrick, Chief Executive Officer of Wokingham Borough Council, Mr Graham Stanley, Swallowfield Show and Mr Andrew Haslock, Estate Manager, Farley Estate. Refreshments would be provided.

[Cllr. Morrissey arrived]

490.3 Annual Meeting of the Parish Council – it was **NOTED** that the Annual Meeting of the Parish Council would take place on Tuesday 9<sup>th</sup> May, 7:30pm in the Rose Room, Swallowfield Parish Hall. The Chairman and Chairman of Planning would be elected at this meeting.

490.4 Vandalism

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<sup>1</sup> Clerk to send thank you notes

- 490.4.1 Riseley Sports Pavilion (Tennis Club) – it was **NOTED** that overnight on Tuesday 4<sup>th</sup> April into Wednesday 5<sup>th</sup> April someone smashed the wooden fence on the decking, damaged the glass noticeboard and ripped down some guttering. The police had been informed.
- 490.4.2 Business on Part Lane – it was **NOTED** that the council had received notification regarding an incident of vandalism to a business property on Part Lane, see item 503.1.
- 490.4.3 Repairs – it was **NOTED** that the switch to operate the floodlights for the MUGA had been repaired at a cost of £90 plus VAT. It was **NOTED** that the Parish Warden has repaired the damage to the telephone box in Riseley at a cost of £17.80 plus VAT. Cllr. Sampson made comment that whilst the repair costs might look relatively low, this is because the Parish Warden was able to undertake some of the work rather than engaging contractors. This does, however, prevent him from undertaking all of the duties he has been employed for.

#### **491 MINUTES OF LAST MEETING**

- 491.1 It was **PROPOSED** and seconded that the minutes of the Parish Council meeting held on 14<sup>th</sup> March 2017 be **APPROVED**. All in favour.
- 491.2 It was **PROPOSED** and seconded that the minutes of the Extraordinary Planning Committee meeting held on 3<sup>rd</sup> April 2017 be **APPROVED**. All in favour.
- 491.3 Clerks report on matters arising and outstanding actions from last meeting.
- 491.4 468.3.1 Vandalism and anti-social behaviour – further to the incidents reported at the last meeting more damage in Riseley has been identified: a broken bench, a litter bin set on fire and the goalposts pulled over. In addition, it had just been brought to the attention of the Clerk that the bollards installed in front of the gate used by contractors to access the recreation ground from the Odiham Road had been removed. It is likely that this occurred some time ago.
- 491.5 Cars/Vans at Riseley Memorial Hall – there have been a number of incidents reported of cars and vans being parked in the car park at Riseley Memorial Hall by individuals who are not using the hall. In two cases it would appear that the individuals were operating their businesses from the car park; car washing/valeting, fish and chip van, and in the third case it was possibly a resident who didn't want to park their car on the road but this is not confirmed.

#### **492 PLANNING**

Chairman of Planning Committee: Cllr. J. Anderson

- 492.1 Current applications
- 492.1.1 170433 – Bridge Farm, Reading Road RG2 9HT  
Full application for the proposed extraction and processing approximately 3.6 million tonnes of sand and gravel from a site of 190 ha, known as land south west of bridge farm, together with the erection of an aggregates processing plant, ready mix

concrete plant and the provision of associated ancillary infrastructure and parking for HGV's and staff, with mixed restoration including importation of inert material to agriculture, lowland meadows and wetlands. Proposed temporary diversion of public footpath 20 for the duration of operations.

Cllr. Wheelwright described the site and outlined the key concerns and answered questions from councillors. Cllr. Sampson requested that more emphasis was put on the ecological effects outside the immediate site as mitigation within the site had been covered, but not the zone of influence which could stretch much further.

It was **PROPOSED** and seconded that the draft as circulated with the additional comments made by Cllr. Sampson would be submitted as the council's response. All in favour.

- 492.1.2 170686 – Land at Arborfield Garrison, Parcels H I and J, Arborfield  
Reserved Matters application pursuant to Outline Planning Consent O/2014/2280 for the erection of 179 dwellings with access from the Nine Mile Ride Extension (NMRE), with associated internal access roads, paths, circulation areas, car parking including garages, landscaping, open space and associated infrastructure and works. (Parcels H, I and J).

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

- 492.1.3 170687 – Angel Sprints, Part Lane, Swallowfield RG7 1TB  
Full application for the change of use of land to equestrian and the installation of 20m x 40m manege.

Cllr. Anderson explained that the site was close to existing stables and to the listed building, but the proposal was in keeping and would have no visual impact. However, it was agreed that the council would ask that no lighting should be erected and that a condition be placed on approval that the manege should not be used for a commercial purpose and would be restricted to personal use only. Cllr. Sampson expressed concern that there had been no flood risk assessment given as the property was in Flood Zone 3A.

It was **PROPOSED** and seconded that the council's response would highlight the three points raised; lighting, restriction of use and requirement for a flood risk assessment. All in favour.

- 492.1.4 170705 – Land at Wyvols Field, RG7 1RT  
Outline planning permission for the erection of a residential development up to 65 dwellings to include open space, landscaping and associated infrastructure (access to be considered) (all other matters reserved).

Cllr. Anderson expressed his gratitude to the residents who had delivered the leaflet which had been approved at the Extraordinary Planning Committee meeting.

It was **PROPOSED** and seconded that the council would respond to the application as per the draft proposal circulated by Cllr. Anderson. All in favour.

- 492.1.5 170745 – The Birches, Castle Road, Farley Hill RG7 1UL  
Householder application for the proposed raising of roof to provide additional first floor accommodation to include a rear balcony area, erection of single storey front extension, two storey side extension and erection of detached garage to front of dwelling with storage accommodation in roof space and external staircase.

Following discussion It was concluded that this application would have a visual impact on a sensitive site. It was **PROPOSED** and seconded that the authority to respond to this application be delegated to the Clerk with advice from Cllr. Anderson. All in favour.

- 492.1.6 170801 – Nutbean Farm, Nutbean Lane, Swallowfield RG7 1XL  
Listed Building consent for the proposed erection of a new dormer to front elevation to dwelling.

Cllr. Anderson explained that a previous application had been refused as there was no evidence that a dormer window had ever existed on the building. The Parish Council at the time stated that it would withdraw its objection if further evidence could be supplied. This new application contains that evidence; therefore, the council had no reason to object.

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

#### 492.2 Results

- 492.2.1 170058 – The Island House, Basingstoke Road, Swallowfield RG7 1PT  
Householder application for the erection of a 1.8m close board fence enclosing land at the existing dwelling (Retrospective).

***Refused***

The Parish Council objected.

- 492.3 170266 – 2 Lowlands, The Street, Swallowfield RG7 1RB  
Full planning application for the proposed erection of a detached dwelling with integral garage, associated access and parking following demolition and removal of existing double garage, outbuildings and single storey side aspect of existing dwelling.

***Refused***

To **NOTE** that the council did not respond to this application as the response to a request for an extension of time was received too late.

#### 492.4 Notifications

- 492.4.1 171046 – Wellington House, Riseley Business Park, Basingstoke Road, Riseley  
Prior approval submission for the conversion of existing offices (class B1) to 9 residential units (Class C3).

This application was the same as the previously approved application, 161442, except that it is for 9 units rather than 10.

- 492.4.2 171047 – Waterloo House, Riseley Business Park, Basingstoke Road, Riseley  
Prior approval submission for the conversion of existing offices (class B1) to 10 residential units (Class C3).

This application was the same as the previously approved application, 161444.

- 492.4.3 171019 – Broadwater Barn, Part Lane, Riseley, Wokingham, RG7 1RU  
Prior approval submission for the conversion of existing offices (Use Class B1(a)) to one residential dwelling house (Use Class C3).

492.5 Enforcements

- 492.5.1 Open Enforcements – it was **NOTED** that there are nine open Enforcement Investigations on the parish.

492.6 Appeals

- 492.6.1 162360 - Wyvols Field, Swallowfield, RG7 1RT  
Outline planning permission for the erection of a residential development up to 65 dwellings to include open space, landscaping and associated infrastructure (access to be considered) (all other matters reserved).

It was **NOTED** that Richborough Estates had lodged an appeal against the decision to refuse this planning application. All representations must be received by 09/05/2017 and must quote the appeal number.

It was **PROPOSED** and seconded that the council respond to this appeal with the arguments outlined in the objection to the resubmission, 170705. All in favour.

It was **AGREED** that residents need to be encouraged to respond along these lines and that Cllr. Anderson would amend the leaflet circulated for 170705 accordingly. Cllr. McDonald would organise delivery, Cllrs. Collender and Morrissey offered to help with delivery.

492.7 Premise Licences

- 492.7.1 PR0353 – Lagoon Park, Pingewood Road South  
Application for a variation of their licence. The application does not involve a change in hours just a reconfiguration of the site.

It was **PROPOSED** and seconded that the council would not comment. <sup>2</sup>

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<sup>2</sup> Clerk to notify authority of "No comment"

**493 FINANCE**

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

- 493.1 Accounts Update – it was **NOTED** that the accounts had been circulated.
- 493.2 Bank Reconciliation Statements – it was **AGREED** that Cllr. Sampson would sign the bank reconciliation statements at the next opportunity. <sup>3</sup>

**494 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. Collender and Wheelwright. <sup>4</sup>  
Cheques would be signed by Cllrs. McDonald and Norris. <sup>5 6</sup>

1	Rub-a-dub-scrub - Hall cleaning for March	243.00
2	Moorepay - Payroll costs for February	26.72
3	NH Electrical - Replaced damaged light switch for MUGA	108.00
4	Ricoh - Recon charge for printer 01.12.16-28.03.17	46.96
5	John Dollin - Printing of the Parish newsletter	909.00
6	Grundon - Parish Hall bins March	116.41
7	Grundon - Riseley Hall bins March	116.41
8	SSE - Street lighting maint charge for March quarter	63.53
9	GLS - paper towels, toilet roll, cleaning materials	189.28
10	GLS - Flor polisher	635.99
11	SLCC - ILCA training course	118.80
12	Premier Office Supplies - Paper	88.14
13	Woodside Recycling - Office paper	62.40
14	Earley Town - Remark football pitches - reimbursed by club	39.60
15	L Mitchell - Deposit refund	100.00
16	Ivey - Deposit refund	100.00
17	G Cresswell - deposit refund	300.00
18	CC - 2 x panes of glass for phone box	21.36
19	Fieldfayre drainage solution	477.60
20	Payroll - March	3393.06

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<sup>3</sup> PS

<sup>4</sup> MM/RN

<sup>5</sup> MM/RN

<sup>6</sup> RFO

21	Pension - March	993.55
22	Tax & Ni - March	618.49
23	Castle Water - Water at the Post office 01.04.17-30.09.17	209.19
24	BACS Charge February	17.12
25	BT - Office phone	192.88
26	BT - Booking line phone	83.88
27	SSE - Street lighting 24.12.16-27.03.17	141.50
28	WBC - Rates at Riseley Hall. 1 x 81.20 & 9 x 79.00	792.20
29	WBC - Rates at Flat 1 Fieldfayre. 1 x 128.18 & 9 x 125.00	1253.18
30	WBC - Rates AB offices Fieldfayre. 1 x 423.58 & 9 x 426.00	4257.58
31	WBC - Rates our offices Fieldfayre. 1 x 133.12 & 9 x 129.00	1294.12

#### 495 **PROPERTY**

(Fieldfayre)

Lead Councillor: Cllr. J. Anderson

##### 495.1 Fieldfayre Redevelopment

495.1.1 Tender – it was **NOTED** that tenders had been received from three of the four companies invited to tender, the fourth company declined to tender. The tenders had been evaluated by the appointed quantity surveyor. It was **PROPOSED** and seconded that this item be discussed in PART II due to commercial sensitivities. All in favour.

495.1.2 Post Office Community Fund Application - it was **PROPOSED** and seconded that this item be discussed in PART II due to commercial sensitivities. All in favour.

#### 496 **HUMAN RESOURCES**

(Appraisals/recruitment/staff training)

Lead Councillor: Cllr. G. Collender

##### 496.1 RFO

496.1.1 Mrs Emma Shepherd – it was **NOTED** that Mrs Shepherd's last working day will be Wednesday 12<sup>th</sup> April 2017.

496.1.2 Mrs Sue Howorth – it was **NOTED** that the new RFO, Mrs Sue Howorth, would start on Wednesday 19<sup>th</sup> April 2017.

496.2 Staffing – it was **PROPOSED** and seconded that due to personal sensitivities this item would be discussed in Part II. All in favour.

**497 RECREATION**

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

- 497.1 Riseley Sports Pavilion – it was **NOTED** that the new licence agreement had been signed by Riseley, Swallowfield and Farley Hill (RSF) Tennis Club. The tennis club had confirmed that the football club would use the disabled toilet and that the process for non-member use of the courts is almost complete. <sup>7</sup>

**498 ENVIRONMENT & RURAL AFFAIRS**

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

- 498.1 RCAG – it was **NOTED** that the last meeting was held on 30<sup>th</sup> March 2017.
- 498.2 NAG – it was **NOTED** that the minutes of the last meeting held on 8<sup>th</sup> March 2017 had been received. Cllr. Norris attended. The next meeting will be held on 8<sup>th</sup> March 2017, Wednesday 3<sup>rd</sup> May 2017. Cllr. Sampson asked that the vandalism currently being suffered in Riseley and Swallowfield is specifically mentioned on future occasions.

It was **NOTED** that Thames Valley Police are promoting an initiative called Pet Patrol which encourages parishioners to report to the police any incidents or unusual behaviour which they observe whilst out walking their dogs. Sergeant Foskett is arranging for posters to be displayed in key locations around the parish.

**499 HALLS**

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

- 499.1 Deed of Easement – it was **PROPOSED** and seconded that council authorise the clerk to seal the Deed of Easement with Farley Estate to allow water from the car park to be discharged into the ditch at the rear of the car park. All in favour. <sup>8</sup>
- 499.2 Riseley Village Tea Room (RVTR) – it was **NOTED** that the last meeting of RVTR was held on 27<sup>th</sup> February. It was **AGREED** that the Parish Council would send Pam Wright a card wishing her well. <sup>9</sup>

**500 RESILIENCE**

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

- 500.1 Flood Resilience Group (FRG) – it was **NOTED** that the next meeting would be held on Wednesday 26<sup>th</sup> April in the Rose Room, 7:30pm.

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<sup>7</sup> Clerk to follow up to ensure these actions are complete

<sup>8</sup> Clerk

<sup>9</sup> MM

- 500.2 Ditch Maintenance – it was **NOTED** that a group of volunteers carried out the interim maintenance work required on the ditches and balancing ponds as requested by the FRG. No further work was required. Cllr. McDonald expressed her gratitude to John King, Graham King, members of the FRG (Andy Keith, Angela King and Geoff Stephens), Cllrs. Sant, and Morrissey for giving up their time to carry out this work. She also commented that it was very useful to have the Parish Warden on the team.

## **501 BOROUGH/PARISH MEETINGS**

- 501.1 Wokingham Borough Clerks Forum – it was **NOTED** that the Clerk had attended this meeting.
- 501.2 Borough Parish Liaison Group – it was **NOTED** that the last meeting took place on Monday 3<sup>rd</sup> April. Cllr. Sampson and the clerk attended. Cllr. Sampson explained that WBC presented an update on the housing supply and was disappointed that WBC did not appear to be able to robustly defend its position as the government inspectors change the target with each appeal.

## **502 OUTSIDE ORGANISATIONS**

- 502.1 Arborfield Community Forum – it was **NOTED** that the last meeting was held on 20<sup>th</sup> March 2017.
- 502.2 LLFC – it was **NOTED** that Martin Moore has been named as a River Champion by the River Restoration Centre in recognition of his outstanding contribution to river restoration. The council would like to congratulate Martin on this well-deserved award.
- 502.3 Thames Valley Police – it was **NOTED** that the Police and Crime Commissioner for Thames Valley had published his new five year Police and Crime Plan. A copy of the plan could be found on the PCC website - <https://www.thamesvalley-pcc.gov.uk/police-and-crime-plan>.
- 502.4 Farley Estates – it was **NOTED** that Cllr. Sampson and the Clerk met with Andrew Haslock, Estate Manager, Farley Estate to discuss areas of mutual interest (e.g. fly-tipping, rural crime).
- 502.5 Swallowfield Parish Church – it was **NOTED** that Cllr. Sampson and the Clerk met with Rev. Paul Willis and Barbara Stanley, Church Warden to discuss Operation Bridge. After discussion it was agreed that Cllr. Sampson would prepare an outline proposal. <sup>10</sup>
- 502.6 Swallowfield Scouts – it was **NOTED** that Cllr. Sampson and the Clerk met with Paul Cobbold to discuss potential projects. Cllr. Norris asked how funding for the scouts sat within the council's policy on grants, Cllr. Sampson explained that the group fell into a category whereby a grant would not be considered but the council would look to support the scouts as much as possible in other ways.

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<sup>10</sup> PS

**503 CORRESPONDENCE**

- 503.1 Vandalism – it was **NOTED** that the council has received an email from a local business operating on Part Lane to report vandalism to their property. It appears that someone fired large stones at the glass gable front. It occurred on the same weekend as the damage inflicted on the Parish Council telephone box. The incident had been reported to the police.
- 503.2 Resident of Trowes Lane – it was **NOTED** that the council had received two letters from a resident of Trowes Lane complaining about the damage caused to his bungalow by lorries driving along Trowes Lane. It was **AGREED** that the council would respond explaining that it had no responsibility for the damage. <sup>11</sup>

**504 ITEMS FOR FUTURE MEETINGS**

- 504.1 Consultations on Night Flights and Airspace  
504.2 Security gates at Swallowfield and Riseley  
504.3 Orchard

**505 DATE OF NEXT MEETING**

Tuesday 9<sup>th</sup> May 2017 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield.

This is also the Annual Meeting of the Parish Council.

[Members of the public left]

**506 HR**

Staffing – it was **PROPOSED** and seconded that responsibility to handle this issue would be delegated to the Clerk, assisted by Cllr. Collender and the HR Working Group. All in favour. <sup>12</sup>

**507 Fieldfayre**

- 507.1 Tender Evaluation – following Cllr. Anderson's briefing it was **AGREED** that the council would look at the options for building guarantees and performance bonds. Proposals would be brought back to the council. <sup>13</sup>
- 507.2 Post Office – it was **NOTED** that the application for Post Office Community Fund had been completed and passed to the Post Master for submission.

[21:15 the meeting closed]

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<sup>11</sup> Clerk

<sup>12</sup> GC / Clerk

<sup>13</sup> JA / CM