

TO ALL MEMBERS OF SWALLOWFIELD PARISH COUNCIL  
NOTICE IS HEREBY GIVEN AND YOU ARE SUMMONED  
TO ATTEND THE MEETING OF SWALLOWFIELD PARISH COUNCIL  
ON TUESDAY 13<sup>th</sup> FEBRUARY 2024 AT 7.30PM  
IN THE ROSE ROOM, SWALLOWFIELD PARISH HALL, RG7 1QX



Mrs. E. Halson, Clerk  
08/02/24

Members: Mr. J. Anderson, Mr. M. Binns, Mrs. C. Drew, Mrs. L. Edmonds,  
Mr. I. Fullerton, Mr J. McDermott, Mrs. M. McDonald, Mr. P. Schulz, Mr. S. Taylor

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 BUSINESS

- 4.1 Annual Parish Meeting – to **NOTE** that due to the changes to electoral boundaries there will be borough councillor elections for the new ward of Spencers Wood & Swallowfield held in May, therefore, our borough councillor will not be able to address a public meeting until after the election.

It is **PROPOSED** that the meeting is held on 21<sup>st</sup> May 2024 and our three new ward councillors are invited to attend.

To **NOTE** that the Annual Report must be produced for circulation at this meeting.

## 5 MINUTES OF LAST MEETING

- 5.1 Minutes of the meeting held on 9<sup>th</sup> January 2024 - to **APPROVE** the minutes of this meeting.

## 6 CLERK'S UPDATE - available at the meeting

## 7 PLANNING

Chair of Planning Committee: Cllr. I. Fullerton

- 7.1 Current applications – see details on page 7.

- 7.1.1 232795 – Tanners Dairy, Swallowfield Road, Arborfield RG2 9LA  
7.1.2 233096 – Brockendene, Church Road, Farley Hill RG7 1UH  
7.1.3 240150 – Riseley Business Park, Basingstoke Road, Riseley RG7 1NW

- 7.2 Results – see details on page 8.

- 7.2.1 230422 – Land West of Trowes Lane and North of Charlton Lane, Swallowfield Refused  
7.2.2 231771 - The Red Lodge, Church Road, Swallowfield RG7 1TH Decision Made  
7.2.3 232783 - Walnut Tree Farm Benham Lane Riseley RG7 1RY Approved  
7.2.4 232837 - Farley Castle, East Wing Castle Hill Farley Hill RG7 1XD Tree consent given  
7.2.5 233078 - Nutbean Farm Nutbean Lane Swallowfield RG7 1XL Withdrawn  
7.2.6 233140 - Land North of School Road, Riseley, RG7 1XN Prior Approval not required

- 7.3 Tree Preservation Orders

- 7.3.1 240347 – Pond 73m from 1 Loddon Court Farm Cottages, Lambs Lane, Swallowfield, application for work to fell remainder of a fallen tree.

- 7.4 Appeals

- 7.4.1 APP/X0360/W/23/3334221 (WBC Ref:223734) – Brockendene, Church Road, Farley Hill RG7 1UH - to **NOTE** that an appeal has been lodged with the Secretary of State against the decision of Wokingham Borough Council to refuse planning permission. The appeal will be determined on the basis of written representations. To **NOTE** the Parish Council objected to this application.

- 7.5 Enforcements Investigations - to **NOTE** that there nine open investigations of which one are new. Three investigations have been closed, two *No Breach* and one application submitted.

- 7.6 Neighbour Plan – to **NOTE** that Cllrs. Taylor, Schulz and McDonald met with a group of residents. To **AGREE** next steps.

## 8 FINANCE

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

Lead Councillor: Cllr. J. Anderson

- 8.1 Accounts Update – to **NOTE** that the monthly accounts have been circulated. It is **PROPOSED** that these are accepted.
- 8.2 Bank Reconciliation Statements – to **APPROVE** the bank reconciliation statements.
- 8.3 Risk Strategy – it is **PROPOSED** that the council adopts the Risk Management Strategy as circulated.
- 8.4 Outstanding Hall Fees – it is **PROPOSED** that due to personal data relating to this item the press and public be excluded in accordance with the Local Government Act 1972 & Public Bodies (Admission to Meetings) Act 1960.

## 9 BILLS LIST

- 9.1 February 2024 – to **APPROVE** payments [list to be provided at the meeting]

## 10 PROPERTY

(Buildings, Land)

Lead Councillor: Cllr. C. Drew

- 10.1 Fieldfare Residential Properties – to **NOTE** that Prospects have purchased the lettings business from WhiteKnights. There is no change in the terms of the agreement.
- 10.2 Hall Upgrade - it is **PROPOSED** that due to commercial sensitivities of data relating to this item the press and public be excluded in accordance with the Local Government Act 1972 & Public Bodies (Admission to Meetings) Act 1960.
  - 10.2.1 Planning Application – to **NOTE** that a planning application for the work has been submitted.
  - 10.2.2 Asbestos Survey – to **NOTE** that a Demolition and Refurbishment asbestos survey has been carried out at a cost of £350 plus VAT.
  - 10.2.3 Bat Survey – to **NOTE** that a bat survey has been carried out at a cost of £950 plus VAT.
  - 10.2.4 Award of building contract – to **CONSIDER** the tender responses received by SWA Associates and to **APPOINT** a builder and related sub-contractors and **APPROVE** the remaining fees for the architect and another incidental related costs. Documents circulated.

To **NOTE** that one of the three builders who agreed to tender pulled out at the last minute. Three other builders declined to tender at the beginning of the process.

10.2.5 Delegation of authority – to **NOTE** that all decisions and payments made under delegated authority will be minuted at the next meeting of the Parish Council.

10.2.5.1 Logistical Arrangements and day-to-day decisions

It is **PROPOSED** that the Clerk/RFO with advice from at least two councillors, being two of the following (having regard for the impact of the decision): Chair and Lead Councillor for the Finance Working Group, Lead Councillor for the Properties Working Group and Lead Councillor for the Halls Working Group, be delegated authority to agree and implement logistical arrangements and make day-to-day decisions of a non-commercial nature as necessary for the smooth running of the project.

10.2.5.2 Variations in scope of works

It is **PROPOSED** that the Clerk/RFO be delegated authority to exercise discretion, to agree or reject proposed changes to the scope of works covered by the Construction Contract as follows:

- a) Changes that do not increase the overall contract value
- b) Changes that do not increase the overall contract value by more than £10K (minor changes) and where reasonably practicable acting on advice from one councillor (normally the Chair/Lead Councillor for the Finance Working Group or the Lead Councillor for the Property Working Group)
- c) Urgent changes (in excess of £10K) and acting on advice from two Councillors (normally the Chair/Lead Councillor for the Finance Working Group and Lead Councillor for the Property Working Group up to a maximum of 5% of the original contract value (half the amount allowed as contingency) for all such changes.

The Chair/Lead Councillor for the Finance Working Group, the Lead Councillor for the Properties Working Group and the Lead Councillor for the Halls Working Group would be notified of all such changes.

Urgent changes are those where there is not time to bring the change proposal to full council for consideration without causing a delay to the project that is likely to incur additional costs.

10.2.5.3 Specification changes

It is **PROPOSED** that SWA Architects is authorised to make changes to the specifications and detailed designs as necessary to facilitate the works provided such changes do not affect the overall contract value including Provisional Sums. The Clerk would be notified of all such changes.

10.2.5.4 Reporting to the council – to **NOTE** that regular reports would be circulated to all councillors detailing building progress, financial considerations including progress against budget and any issues.

#### 10.2.5.5 Financial Considerations

##### a) Payment of invoices

It is **PROPOSED** that the Clerk/RFO be delegated authority to raise payment for progress payment invoices rendered by the builder for work completed once certified as valid by SWA Architects that become due provided they are in accordance with the contract. These payments would be authorised by two councillors as per the council's on-line banking approval policy. Councillors to make on-line approvals would be identified according to availability.

##### b) Payment of the final invoice for the retention

It is **PROPOSED** that this is made following approval by full council in the usual way.

## 11 TRANSPORT

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

Lead Councillor: Cllr. I. Fullerton

- 11.1 Local Transport Plan (LTP4) Consultation – it is **PROPOSED** that the council respond as detailed in the draft response prepared by Cllr. Taylor.

## 12 RECREATION

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

Lead Councillor: Cllr. L. Edmonds

To **NOTE** paper prepared by Cllr. Taylor. Circulated.

- 12.1 Inspections – to **NOTE** that the cost of these is covered by the annual budget.
- 12.1.1 Routine Inspections – to **NOTE** that the caretaker carries out visual inspections weekly of all play areas. This is supplemented by more in-depth inspections.
- It is **PROPOSED** that the council engage Reading Borough Council to carry out 2 inspections a year at each playground at a cost of £660 per year.
- 12.1.2 Annual Inspections – it is **PROPOSED** that the Play Inspection Company are engaged to carry out an annual inspection at each playground at a cost of £363 per year.
- 12.2 Maintenance – to **NOTE** that the total cost of this maintenance work is £3,054 plus VAT. To **NOTE** that the following items were in the budget proposal for reserves funded expenditure so will come from the earmarked reserve for play equipment.
- 12.2.1 Inclusive Roundabout Swallowfield – to **NOTE** that it is not possible to estimate the work required to repair the roundabout until it is serviced. It is possible that repairs could cost 2k-3K, however, a replacement unit could cost £20K.

It is **PROPOSED** that the roundabout is serviced at a cost of £545 plus VAT after which a decision can be made about its future.

- 12.2.2 Swings, Riseley – it is **PROPOSED** that the chains and seats are replaced at a cost of £691 plus VAT.
- 12.2.3 Swings, Farley Hill – it is **PROPOSED** that the chains and seats are replaced at a cost of £518 plus VAT.
- 12.2.4 Loose surfacing for natural play area – to **NOTE** that the inspector has recommended that we do not continue to use the Cushionfall product which cost over £1K in 2022.

It is **PROPOSED** that the council purchases this surfacing from the supplier recommended by Reading Borough Council at a cost of £1300 plus VAT.

### 13 **COMMUNICATION**

(Newsletter/Website/Annual Report/Media)  
Lead Councillor: Cllr. J. McDermott

#### 13.1 Newsletter

- 13.1.1 Print run – it is **PROPOSED** that the print run is increased to 1050 as there are additional properties in the parish. The cost of the increased run is approximately £36 per edition.
- 13.1.2 Printing of newsletter– to **NOTE** that quotes have been received from three companies. A summary of the quotes has been circulated.

It is **PROPOSED** that Company C is appointed to print the newsletter on 100gsm uncoated paper at a cost of £673 plus VAT.

### 14 **DATE OF NEXT MEETING**

Tuesday 12<sup>th</sup> March 2024 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield.

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**Appendix A**

**7 PLANNING**

7.1 Current Applications

<b>Agenda Ref</b>	<b>App No</b>	<b>Type</b>	<b>Address</b>	<b>Application</b>
7.1.1	232795	Full Application	Tanners Dairy, Swallowfield Road, Arborfield RG2 9LA	Full application for the change of use of land to a car recovery yard (retrospective).
7.1.2	233096	Full Application	Brockendene, Church Road, Farley Hill RG7 1UH	Full application for the erection of one dwelling with detached garage to the rear (east) of the existing dwelling of Brockendene, Foxhill, Farley Hill, Reading, with associated access and landscaping.
7.1.3	240150	Full Application	Riseley Business Park, Basingstoke Road, Riseley RG7 1NW	Full application for the change of use from office to education use with associated external alterations and its curtilage including provision of a fenced multi use games area.

7.2 Results

Agenda Ref	App No	Address	Application	Result
7.2.1	230422	Land West of Trowe's Lane and North of Charlton Lane Swallowfield	Full planning application for the proposed erection of 81 dwellings (including 40% affordable homes), open space, SuDS, landscaping, biodiversity enhancements, new vehicular access off Trowes Lane, pedestrian & cycle links, and associated infrastructure.  The Parish Council objected to this application.	Refused
7.2.2	231771	The Red Lodge Church Road Swallowfield RG7 1TH	SECTION 211 NOTIFICATION FOR WORKS IN A CONSERVATION AREA T1, Yew – Fell.	No objection
7.2.3	232783	Walnut Tree Farm Benham Lane Riseley RG7 1RY	Application for a certificate of lawfulness for the proposed stationing of six additional caravans.  The Parish Council objected to this application.	Approved
7.2.4	232837	Farley Castle, East Wing Castle Hill Farley Hill RG7 1XD	APPLICATION FOR WORKS TO PROTECTED TREE(S) TPO 437/1988, AREA 5 T1, Oak – Fell to ground level.	Consent with conditions
7.2.5	233078	Nutbean Farm Nutbean Lane Swallowfield RG7 1XL	Full application for the proposed erection of 8no. 6m lighting columns to accommodate existing mange.	Withdrawn
7.2.6	233140	Land North of School Road Riseley RG7 1XN	Prior approval submission for the provision of an access road for agricultural vehicles	Prior Approval not required