

**MINUTES OF THE MEETING OF
SWALLOWFIELD PARISH COUNCIL
HELD ON TUESDAY 10th MAY 2011 IN
THE DAVIES ROOM, SWALLOWFIELD PARISH HALL AT 7.30PM**

Present:

Mrs. M. McDonald (Chairman)	
Mr. J. Anderson	Mr. M. Bowker
Mr. G. Collender	Mr. D. Entwistle
Mr. E. Handley	Mrs. B. Stanley

Members of the Public: 8

During the Open Forum Mr. David Heron, of Portal Properties, discussed the options which could be considered in relation to the future of the Balcombe Nursery site in Basingstoke Road. Mr. Heron and all members of the public then left the meeting. The Parish Council discussed the matter later, under item 4 below.

1. APOLOGIES FOR ABSENCE - Mrs. A. King and Mr. P. Sampson

2. ELECTIONS

2.1 The following were PROPOSED and seconded, all being elected to the following offices -
Chairman – Mrs. M. McDonald; Vice-Chairman – Mr. J. Anderson
Planning Committee Chairman – Mr. D. Entwistle (supported by Mr. Bowker and Mr. Handley). All
PC are members of this committee which will meet on the 4th Tuesday of the month if necessary.

Lead members:

Finance – Lead Member: Gordon Collender

Working group - Angela King, Max Bowker, John Anderson, Peter Sampson

Halls – Lead Member: Margaret McDonald

Working group - Angela King, David Entwistle, Max Bowker

General Purposes – Lead Member: John Anderson

Working group – Barbara Stanley, Margaret McDonald, Angela King, Peter Sampson

Personnel – Lead Member: Barbara Stanley

Working group – Margaret McDonald

Environment – Lead Member: Peter Sampson

Working group – Edward Handley, Margaret McDonald, Angela King

Highways and Transport – Edward Handley, Angela King

Liaison – any member to try and attend meetings as and when they can
(Angela King, Ed Handley)

Communication – Gordon Collender

The following were appointed representatives on

Wokingham District Assn of Local Councils – Angela King, Margaret McDonald

District/Parish Conference – Margaret McDonald, John Anderson, Edward Handley

It was agreed that Mr. Jeff Moss would continue to represent the Council on the AWE Local Liaison Group, assuming he was still happy to do so.

2.2 It was agreed that Parish Council meetings would continue to take place on the 2nd Tuesday of every month – and in August for urgent items only.

2.3 It was agreed that all meetings in future, and with immediate effect, would be held in Swallowfield. This was mainly due to the fact that in due course the Council would be using the new meeting room, which was part of the hall refurbishment plans, for all of its meetings; but also this would allow the Farming Group to use the Riseley Hall without being disrupted twice a year as at present.

3. MINUTES OF LAST MEETING

- a) the minutes of the Parish Council meeting held on 12th April 2011; and the Annual Parish Meeting held on 19th April 2011 were both agreed a correct record, subject to a minor amendment to the 12th April minutes – the date of the Parish Litter pick (item 11.3 on page 6) to be amended to 26th March.
- b) matters arising and outstanding actions from last meeting – item 12.4 acrobatic planes nuisance – agreed that an article would be included in the next newsletter on this.¹

4. PLANNING

4.1 Current applications:

39/F/2011/0859 – proposed erection of a single storey side extension to form orangery, following removal of glazed linkway, Loddon Court, Lambs Lane, Swallowfield

The following comments were agreed:

The Parish Council views this proposal as an attractive addition to the dwelling. Furthermore in the Parish Council's view it would have a minimal impact on the country side, and therefore the Parish Council has no objection to this proposal.

40/F/2011/0891 – proposed creation of 1 x bedroom dwelling from existing residential dwelling, Fox & Hounds, Church Road, Farley Hill

The following comments were agreed:

The Parish Council considers that this proposal is a slight improvement to the withdrawn application, and has been well thought out. The Parish Council particularly commends the use of a faux window to balance the front elevation. Given that there is a separate parking space for the proposed dwelling, and that there are no extensions to the existing structure, the Parish Council considers that this is a rare case where an additional dwelling should be permitted in the countryside, especially as there is a shortage of 1 bedroom properties in the Parish. The Parish Council therefore has no objection to this proposal. The Parish Council does note, however, that there is an error in the Planning Statement, Clause 5.1, where it states that the proposal 'would retain the single integral garage'. This statement is presumably a hangover from the withdrawn application.

41/F/2011/0800 - proposed erection of single store rear extension to form conservatory Church Lodge, Church Rd, Swallowfield

The following comments were agreed:

The Parish Council considers that this proposed conservatory is in keeping with both the existing dwelling and the surrounding area, and consequently has no objection to this proposal.

¹ Newsletter/GC

42/F/2011/0769 – proposed erection of single storey rear extension, plus single storey side extension to form new garage, and conversion of existing garage to additional habitable accommodation, 3 The Naylor's, Swallowfield

The following comments were agreed:

The Parish Council notes that this application appears to be identical to withdrawn application F/2010/2535. The Parish Council therefore re-iterates its previous views as follows:-

The Parish Council considers that the proposal is entirely in keeping with the existing property and with neighbouring properties. Furthermore the Parish Council considers that there will be no visual detrimental impact to the area, and that the proposal complies with the Swallowfield VDS. The Parish Council therefore has no objection to this proposal.

It was noted that the following application had been withdrawn:

32/F/2011/0465 – proposed creation of 1 x bedroom dwelling from existing residential annexe, Fox & Hounds, Church Road, Farley Hill

Agreed that the following wording be submitted to WBC in respect of the revised plans below.

Revised plans - Revised Flood Risk Assessment dated March 2011

745/F/2010/1428 – construction of Eastern Relief Road to Shinfield, Cutbush Lane, Arborfield Road and Shinfield Road, Shinfield (*adjoining parish consultation*)

The South of the M4 SDL Masterplan has yet to be agreed and, following that, adopted as a Supplementary Planning Document. This application is therefore premature. Granting permission would throw the whole process into disarray, and make a mockery of the consultation process. The Parish Council therefore strongly objects to the application.

Revised plans - Revised plans showing Revised Flood Risk Assessment, Loddon SANG ref JER522

746/F/2010/1434 – application for change of use of land from agricultural to Suitable Alternative Natural Greenspace, etc. Land to the East of Hyde End Road, Shinfield (*adjoining parish consultation*)

The South of the M4 SDL Masterplan has yet to be agreed and, following that, adopted as a Supplementary Planning Document. This application is therefore premature. Granting permission would throw the whole process into disarray, and make a mockery of the consultation process. The Parish Council therefore strongly objects to the application.

Revised plans - Revised Design and Access Statement ref 17794

747/O/2010/1432 – outline application for a residential development of up to 1200 dwellings etc, Cutbush Lane, Arborfield Road and Shinfield Road, Shinfield (*adjoining parish consultation*)

The South of the M4 SDL Masterplan has yet to be agreed and, following that, adopted as a Supplementary Planning Document. This application is therefore premature. Granting permission would throw the whole process into disarray, and make a mockery of the consultation process. The Parish Council therefore strongly objects to the application.

Non-material amendment

NMT/2011/0405 – application for a non-material amendment to planning consent F/2010/2346 to allow hipped end to replace gable end roof, omission of velux roof window, and retaining terrace wall to remain at same level

Confirmation received from WBC that they had no objection to this amendment. Noted.

Balcombe Nursery, Basingstoke Road

Following the dialogue at the start of the meeting, during the Open Forum, members discussed the matter further and it was felt that more feedback from local people was needed before the PC could take a view on what it felt should happen on the site. It was agreed that Cllrs. Bowker and Entwistle would speak again to Mr. Heron, following which residents would be invited to an open meeting, possibly in the autumn, when WBC would also be asked to come along.

4.2 Results

33/F/2011/0492 – Proposed change of use of part of building from agriculture to B8 use (retrospective application) (PC no objection) *PP approved April 2011*

37/LB/2011/0580 – Listed Building Application for the proposed conversion of the existing two flats to one residential dwelling, Garden Cottage, Swallowfield Park, Swallowfield (PC no objection) *PP approved April 2011*

30/F/2011/0121 – Proposed erection of a two storey, three bedroom detached dwelling, Kybes Cottage (formerly Lentonville), The Street, Swallowfield (PC strongly objected but if alignment changed then it would support it)

Mr. Bowker reported that this application had gone to committee for a second time, following a site visit by WBC members. He had again spoken against the application as per the PC's objections, that the new dwelling should not be side on to the road as it was out of keeping with other properties in the village and went against the Swallowfield VDS. Sadly, in spite of this, the application had been passed.

PP granted with conditions

4.3 Cerda Planning – a letter had been received from this town planning consultancy offering to provide advice to positively assist in managing the Local Development Framework for the benefit of the local community. It was agreed that this would not be pursued at present.

4.4 TPO 1375/2011 – The Crown, The Street, Swallowfield – order confirmed without modification (works to the Walnut tree at the rear of the property). Noted.

4.5 Caravan site licences – notes of the meeting held on 4th May had been circulated to members. Mr. Handley confirmed that the meeting had been useful, although there still appeared to be very little will on WBC's part to use all the powers available to them, in order to restrict numbers allowed on a site if there were no specific planning conditions that could be relied on for this. They had agreed however to provide copies of site licenses to parish councils, assuming there were no rules preventing this, which it was felt would be of some use.

5. QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC – none

6. FINANCE

Mr. Collender/Mr. Anderson/Mr. Bowker/Mrs. McDonald/Mrs. King

6.1 Budget update – Mr. Collender lead members through the budget, which was now in a slightly different format. He planned to arrange a meeting of the finance working group in the near future. It was noted that there would be a further one-year increase in small business rate relief.

6.2 Redmayne Bentley – receipt of the valuation showing the position at the end of business on 5th April 2011 was noted.

6.3 Insurance renewal – it was agreed that the contract with Came and Company for a three year period would be accepted and that this would lead to a 12% discount plus four months free cover.

- 6.4 SPAA – it was reported that legal costs had exceeded the expected sum but the Council was negotiating with Blandy and Blandy over the matter.
- 6.5 Parish office – the Clerk reported on the collapsed ceiling in the office which had happened over the weekend when rain had collected on the roof and leaked in due to the down pipe being blocked by a tennis ball. A quote of £450 had been received for work to the roof to extend the flashing and other works to help prevent a recurrence of the incident, including putting meshing over the top of the down pipe, and it was agreed this would be accepted. Other repairs were being arranged and an insurance claim would be made if necessary. The office would be closed, with employees working from home, for the duration.

7. BILLS FOR PAYMENT

1	Nigel Jeffries - Cut Riseley & Sw football pitches 04.04.11 <i>To be reimbursed by Wasps FC</i>	115.20
2	Nigel Jeffries - Grounds maintenance for April	842.40
3	Berks SLCC - AGM and mini training day (3 attendees)	75.00
4	Thomson Roddick & Laurie - Building plans for Parish Hall refurbishment	600.00
5	Cobwebs - Riseley Hall cleaning March	150.00
6	Cobwebs - Parish Hall cleaning March	200.00
7	Cobwebs - Riseley Hall cleaning April	120.00
8	Cobwebs - Parish Hall cleaning April	160.00
9	Cobwebs - Office cleaning March	45.00
10	Cobwebs - Office cleaning April	15.00
11	Cobwebs - Communal cleaning at Fieldfayre April	52.50
12	Guardwell Securities - Annual alarm maintenance at the office	78.00
13	Premier Office Supplies – Copy paper	91.80
14	Moorepay - Payroll cost for April	23.84
15	Earley Town Council - Re-Cutting lines on football pitches <i>To be reimbursed by Wasps FC</i>	80.40
16	David Pawley - Repair weathervane at the Parish Hall	415.20
17	Heartwood - Pollard the Crack Willow at the Marshes	510.00
18	Heartwood - Reduce a Weeping Willow at the Marshes	510.00
	<i>Direct Debits</i>	
19	Payroll April	2803.34
20	Pensions April	491.89
21	Tax & Ni April	507.31
22	WBC - Rates Offices 1A & 2 Fieldfayre 01.04.11 - 31.03.12 1 x £125.35, 9 x £128.00	1277.35

8. HALLS

Mrs. McDonald/Mrs. King/Mr. Entwistle

- 8.1 Hall refurbishment update – it was noted that the plans had been sent to WBC for building regulation approval and agreed that Mr. Bowker would check how close the specifications for sending out to tender were to being ready.² Mrs. McDonald presented a quote from D & B Tracks and Blinds at Brookside Nursery of £590 (+ 7% discount) for the boards, rails and 2 blinds with £175 for labour to fit (approx. 7 hours) for the curtain tracking which was needed for the new curtains and it was agreed this would be accepted. There would be a six week period between installation of the tracking and the new curtains being hung so it was noted that some temporary curtaining would be needed in the interim. There was discussion regarding a proposal for a singing event at the hall (as a community event/fund raiser) but it was felt that the Council did not have the resources to support it. Mrs. McDonald agreed to speak to the Russell Players to see whether they would help out but, if not, it would have to be cancelled.³
- 8.2 Scouts storage – a request had been received from the Scouts to again pursue outside storage at the hall – this time a container 20' x 8' to be situated at the rear of the pumping station. It was noted that Farley Farms had agreed to make available a small area of land to enable this and that the Scouts had agreed to provide landscaping to screen it. On this basis the Council agreed that it had no objection to the proposal.
- 8.3 RSF Tennis Club AGM 11th May 2011 – noted.
- 8.4 Royal Wedding street party – it was noted that the party had been a great success and had raised a lot of money for charity. Agreed that an article would be included in next newsletter.⁴

9. GENERAL PURPOSES

Mrs. McDonald/Mr. Anderson/Mrs. Stanley

- 9.1 Fieldfayre update – (Part II)

10. PERSONNEL

Mrs. Stanley/Mrs. McDonald

- 10.1 Staff – a meeting with staff to discuss procedures relating to halls would be arranged and it was agreed that the RFO's hours would be increased by one a week to cover the extra work she was undertaking as hall booking clerk.

11. ENVIRONMENT

Mrs. King/Mrs. McDonald/Mr. Handley

- 11.1 Flooding update – Mrs. McDonald gave a report on the current situation with the Flood Resilience Group.
- 11.2 Community Orchard – it was agreed that an 'Orchard Avenue' would be planted adjacent and parallel to the road at Swallowfield Recreation Ground, and that a few would also be planted at the end of Riseley Recreation Ground, between the skateramp and tennis courts. The school had been contacted about having some at the King George VI playing field, but had not responded. A letter confirming the above would be sent to CCB for them to forward to the Lottery Commission as part of their grant application.⁵
- 11.3 CPRE – AGM 20 May 2011 – noted.

² MB

³ MM

⁴ GC/newsletter

⁵ Clerk

- 11.4 The Marshes biodiversity area – to note receipt of grant funding from Forestry Commission (£688.50). Agreed this would be carried forward to next agenda.⁶ Mrs. McDonald also reported that Mr. Pope had kindly planted some wild flower seeds on Swallowfield Meadow.
- 11.5 Play area inspections – it was noted that the annual risk assessment, recently carried out, had identified the following risks –
1. High Risk - (Unofficial) BMX tracks at Riseley and Swallowfield
The PC's brokers were in discussion with the insurers on this matter given that the Council's previous insurers had been content to grant cover on the basis that the sites were regularly inspected.
 2. Medium Risk - Small pond at the perimeter of the new playbuilder site – fencing or a bund was recommended in the area between the play area and the pond
Agreed that the Council did not wish to erect a fence as it went against free play which was being encouraged by Play England. A bund would restrict views so parents could not see whether children were in the area of the pond or not, so this was also discounted.
 3. Medium Risk – padded sleeve to post nearest corner of football pitch
Noted that the Council had provided a padded sleeve to the football club to use when playing matches.
All other areas were low risk and work to address issues in relation to as many of the items that could easily be fixed had been, or were being, carried out.
- 11.6 Play area equipment – noted that Playground Facilities had been invited to put forward a specification for providing new equipment to replace the helicopter and roundabout. Once the spec had been agreed the PC could go out to tender on it if necessary, or look at the options.

12. LIAISON

- 12.1 NAG – next meeting on Tuesday 17th May at 9.45 a.m. Shinfield. Mr. Handley attend if possible.
- 12.2 District/Parish Conference 2 November – noted. There were no topics the Council wished to put forward.

13. HIGHWAYS AND TRANSPORT

Mr. Handley/ Mrs. King

- 13.1 Highways – carried forward from last meeting was receipt of a copy of the Finchampstead Parish Council Speed Detection Radar Unit Project (collecting speed and volume data for key locations in their parish which can be used to show how external influences – ie projected housing in Arborfield and Shinfield – will have affected the traffic movements and speed within the parish). Agreed that it would not be pursued on the basis that it was quite expensive and would need a lot of managing. Agreed it could be brought up at the meeting with Keith Baker, below.
- 13.2 Meeting with WBC Member for Highways (Cllr Keith Baker) – 24 May 6pm. Noted.

14. COMMUNICATION/PARISH PLAN

Mr. Collender

- 14.1 Newsletter – copy deadline 30th June 2011. The distribution problems were noted but it was agreed that the firm would be given another try, this time making sure they were well aware of the areas to cover.

⁶ Agenda

15. REPORTS/CORRESPONDENCE - noted.

- Mid and West Berkshire Local Access Forum – event on 25 May at Northcroft Leisure Centre, Newbury
- Wastelines – waste management and recycling news from Grundon

16. QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC - none

17. URGENT MATTERS AND/OR ITEMS FOR NEXT AGENDA - none

18. DATE OF NEXT MEETING

Tuesday 14th June 2011 at 7.30 p.m. in the Davies Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield