

**MINUTES OF THE MEETING OF
SWALLOWFIELD PARISH COUNCIL**
HELD ON TUESDAY 11TH OCTOBER 2011 IN
THE DAVIES ROOM, SWALLOWFIELD PARISH HALL AT 7.30PM

Present:

Mr. J. Anderson (in the Chair)	
Mr. M. Bowker	Mr. G. Collender
Mr. E. Handley	Mrs. A. King
Mr. P. Sampson	Mrs. B. Stanley

Members of the Public: 1

1. APOLOGIES FOR ABSENCE Mrs. McDonald and Mr. Entwistle

2. CHAIRMAN'S ANNOUNCEMENTS

The funeral of Ted Rose had taken place and had been reported in the PC's Newsletter. Condolences had been sent to his family.

Queen's Jubilee – a booklet about lighting Beacons had been received and it was noted that some residents in Swallowfield were planning a street party. Agreed that at the next meeting the PC would discuss what its contribution to the Jubilee might be¹.

3. MINUTES OF LAST MEETING

- a) the minutes of the Parish Council meeting held on 13th September 2011 were agreed a correct record. All in favour.
- b) matters arising and outstanding actions from last meeting
 - Item 6.1 – Plan of Expenditure²
 - Item 9.4 – Twinning map³

4. PLANNING

4.1 Current applications:

64/F/2011/1769 – proposed erection of retractable cover over existing outdoor swimming pool, Sheepbridge Court, Basingstoke Road, Swallowfield RG7 1PT
Agreed no objection. All in favour.

65/F/2011/2035 – proposed erection of single storey front and rear extensions to dwelling, Arkley, Lambs Lane, Spencers Wood

Noted that a copy letter to Wokingham BC had been received from a neighbour listing several issues. After some discussion it was agreed that the PC had no objection in principle to the application but noted that several extensions already to the dwelling may lead to the volume exceeding the 50% guideline. There was also concern that the plans did not show the elevation relationship with the adjacent dwelling very well, particularly as the ground slopes. All in favour.

¹ Agenda

² DE (MB/GC)

³ AK

68/VAR/2011/2061 – Application for removal of condition 3 of planning consent 96/63568/F relating to use of garage accommodation, Drayton Beauchamp, Priest Hill, Farley Hill

Agreed that the loss of the garage was regrettable but as there was sufficient space for parking on site, there was no objection. All in favour.

4.2 Appeals:

51/F/2011/1182 – proposed erection of first floor extension on the rear aspect of the bungalow, plus two single storey front extensions to dwelling, Brookside Nurseries, Church Road, Swallowfield RG7 1TH PC no objection Consent refused August 11 due to scale and design being awkward and bulky - so harmful in open countryside area *Appeal Sept 2011 - allowed and permission granted with conditions.* Noted.

4.3 Enforcement seminar 27 September – Mr. Sampson reported on the seminar which he and Mrs. McDonald had attended and a copy of the presentation was available if anyone wished to see a copy.

4.4 Results and Enforcement – an enforcement update was provided and the results, as listed below, were noted.

Results

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 PC no objection *PP granted July 2011*

45/F/2011/0884 – Change of use and operational development to provide car parking associated with allotments, new security gates, new fencing and the repositioning of existing fencing (retrospective), Calico Field, Part Lane, Riseley PC no objection but that the PC's bias and support for the SPAA was highlighted *PP granted Aug 2011*

46/F/2011/1160 – proposed erection of single storey side and front and rear extensions, plus two storey rear extension with solar panel to dwelling, 25 Trowes Lane, Swallowfield PC no objection *PP granted July 2011 with conditions*

48/F/2011/1189 – proposed erection of detached garage, conversion of existing garage plus single storey rear extension to roof element, Grange Cottage, The Street, Swallowfield (revised plans showing partition set back by 2m and height reduced by 1.5m to 4.3m) PC agreed that suggested location of the garage be such that it would not extend towards the road beyond the rear window of the neighbouring house *PP granted July 2011 with conditions*

49/F/2011/1269 – proposed erection of single storey rear extension plus provision of pitched roof over existing rear flat roofed extension, Colt Bungalow, Castle Road, Farley Hill PC no objection *PP granted July 2011*

50/F/2011/0891 – proposed separation of existing residential annexe to form new one bedroom dwelling including the change of use of the former public house from A4 to C3, amendment to planning consent F/2009/2222 (retrospective), Fox & Hounds, Church Road, Farley Hill (See 40 – this is a new application form with revised description and additional information) PC had no objection previously PC now no objection *PP granted Aug 2011 with conditions*

52/F/2011/1260 – proposed erection of two storey rear extension to replace existing single storey extension, 10 Trowes Lane, Swallowfield PC no objection but would ask WBC to ensure new materials matched existing and door feature at front be replicated *PP granted Aug 2011*

54/F/2011/1383 – Proposed erection of a single storey building comprising tractor shed and stables (retrospective), Cow City, Church Lane, Farley Hill PC no objection *PP refused by reason of height, form and spread and incongruous in ASLI and the FH Wooded Sand and Gravel Hills landscape area*

55/F/2011/1325 – Demolition of existing dwelling and erection of a replacement dwelling, The Birches, Castle Road, Farley Hill PC no objection but noted the bat survey had been completed at the wrong time of year PP refused due to scale and detrimental to character of FH; also bat survey out of date

56/CLE/2011/1450 – application for a Certificate of Lawful Existing Use for the change of use of land to the rear of dwelling to residential curtilage, The Holt, Church Road, Farley Hill PC no evidence to disagree Use approved based Sept 2011

57/F/2011/1480 - proposed erection of single storey rear extension to dwelling, Loddon Hill, Lambs Lane PC no objection and comment added about permeable material for patio area PP granted Sept 2011

58/F/2011/1648 - proposed erection of single storey rear extn to dwelling (demolition of existing rear extn), West Gate, Farley Castle, Farley Hill PC no objection and comment as above re permeable material PP granted Sept 2011

59/VAR/2011/1672 – application to vary condition 2 of planning consent F/2011/0121 to allow amendment to approved sit and block plans, Land adjoining Kybes Cottage, The Street, Swallowfield (+ revised plans showing partition set back by 2m and height reduced by 1.5m to 4.3m) PC objected as it will result in Kybes Cottage having an ‘enclosed’ feeling at the rear PP granted Sept 2011

60/F/2011/1700 – proposed erection of single storey rear extension to outbuilding to provide porch/garden room, Handpost House, Basingstoke Road, Swallowfield PC no objection PP granted Sept 2011

61/EXT/2011/1729 – application to extend implementation date of planning consent F/2008/0087 for a further 3 years for a two storey extension – lounge with bedroom above, Baytree Cottage (formerly Castle Terrace – or Church Terrace?), Castle Road, Farley Hill PC no objection PP refused as no bat survey carried out

62/F/2011/1690 – proposed erection of single storey side extension to dwelling to form utility room, 2 The Naylor's, Swallowfield PC no objection PP granted Sept 2011

66/CLP/2011/1409 – Certificate of Lawful Proposed Use or Development for the erection of a swimming pool enclosure adjoining existing garage, Castle Cottage, Bunces Shaw, Farley Hill PC comments N/A Approved Sept 2011

67/CLP/2011/1338 – Certificate of Lawful Proposed Use or Development for the insertion of two new windows in existing side elevation, Montana, 2A, Odiham Road, Riseley PC comments N/A Approved Aug 2011

NMT/2011/1381 – Non-material amendment to planning appeal consent to allow insertion of one additional velux window in the front elevation and the replacement of the approved 2 x single roller shutter doors with 1 x double roller shutter door. Application 632/F/2008/0907 refers – Proposed erection of detached double garage with home office facilities plus changed access to highway, 1 Handpost Cottages, Basingstoke Road, Swallowfield, granted on appeal.

- 4.5 Balcombe Nursery – it was understood that discussions were still taking place between the landowner and developer but the PC had no further information to report on this.
- 4.6 Effectiveness of S106 developer contributions – a letter had been received from WBC asking for information to assist with deliberations. Noted that a response was required by 7th November and agreed that Mr. Entwistle would be asked to look at this.⁴
- 4.7 CPRE – noted that a request had been received for members to write individually to the Secretary of State on the draft National Planning Policy Framework; and that the Wokingham District CPRE AGM was on 19 Oct 7.30 at Wokingham Town Hall – guest speaker Mr. David Hunt of the National Trust. Mr. Bowker and Mrs. King would attend.⁵
- [Mrs. Stanley joined the meeting]
- 4.8 SPPG – noted that the press release relating to the agreement to settle out of court had been published.

⁴ DE

⁵ MB/AK

4.9 WBC transport model – noted that the forecast result was available on the WBC website and the summary explanation below.

The objective of the Forecasting Report is to illustrate the relative transport impact of new development in the Borough without and with appropriate mitigation. The report demonstrates that network performance would become increasingly worse if additional trips from new strategic development location (SDL) developments were accommodated with only minor improvements. The introduction of additional off-site infrastructure, in the form of the Shinfield Eastern Relief Road, Arborfield Relief Road and the partial North Wokingham Distributor Road/Ashridge Interchange results in an improvement in network conditions. This clearly supports the need for off-site infrastructure detailed in the adopted Core Strategy and Infrastructure Supplementary Planning Document both to mitigate the impacts of SDL development and to create capacity in the local network to accommodate SDL development traffic.

4.10 National Planning Policy – noted that the PC’s response to the consultation had been sent, highlighting the PC’s concern that the lack of protection for the countryside in its own right, coupled with the presumption in favour of development, would lead to inappropriate development, especially in rural areas where the road network was insufficient.

4.11 Affordable Housing at Riseley – it was noted that, following a Housing Needs Survey in 2010, Heckfield Parish Council had been working with Hart DC to find a site for 6 homes. Sites had now been put forward and it was understood this included the field next to the Dog and Partridge. A summary of the comments on each site put forward would be on display at an exhibition at Heckfield village hall on Tuesday 25th October (4-7pm) and Mrs. King agreed to attend. It was noted that the Riseley site was likely to be viewed less favourably because of the added complication of the need to involve another planning authority (WBC), another parish council (Swallowfield) as well as consulting Riseley residents, if it was to be pursued.

The meeting was temporarily adjourned for the next item

5. QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC

This item was taken at the start of the meeting, but for the purposes of the minutes it is recorded here.

Mr. Bennett – I am very concerned about the potential development of the piece of land next to the Dog and Partridge in Riseley. It has happened before and was refused but it now seems to be coming up again. How does the Parish Council view this and do you have any other knowledge about it?

The Parish Council responded that it was aware this was one of many sites being considered for affordable housing by Hart DC who were holding a meeting on the matter at Heckfield village hall on 25th October.

Mr. Bennett asked that someone from the PC attend the meeting if at all possible.

The PC agreed that it was important to recognise the need to liaise with others across its boundaries and attendance at this meeting would be discussed.

6. FINANCE

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

6.1 Finance update – the April-September financial position/performance had been circulated and was noted.

Bank charges: Mrs. King queried why the PC was subject to bank charges and it was reported that this was in connection with issuing cheques, which was still the only way town and parish councils were allowed to pay bills, although it was anticipated that internet banking would soon be legal for councils and at that stage the situation could be changed.

Russell Players: There was also discussion about the Russell Players' contribution to moving the CCTV monitor from the caretaker's cupboard (so that they could use that space) and towards the container which was partly to store RPs items.⁶ Thanks noted to John King and Chris Partridge for levelling the shingle in readiness for the container.

Fence Damage: Noted that this had not been pursued and so a letter would be sent to the person who owned the vehicle which had caused the damage.⁷

6.2 Annual Audit – noted that completion of the Audit had taken place on 9th September and that the External Auditor's report concluded that the Annual Return was in accordance with proper practices and no matters had come to their attention giving cause for concern or that relevant legislation and regulatory requirements had not been met. Notices of Completion of the Audit had been posted.

6.3 Insurance money for losses at Parish Hall caused by floods – noted that the following had been received and that in each case the figure was without VAT and £250 excess:
From loss resulting from tennis ball blocking downpipe - £465.50
From loss resulting from roof lead theft - £1,812

6.4 Standing Orders – agreed that the following proposed changes would be stand aside until next meeting as per Standing Order 63.

- All references to 'sealed' documents. Should also allow for documents being completed 'under hand' but with a preference for them to be sealed.
- Clause 25 – delete 'except during the part of the meeting set aside for questions'.
- Clause 38 (a) and (b). Increase to £200
- Clause 41 - change to 'The Planning Committee Chairman shall call Planning Committee meetings when required. Any such meeting shall normally be held on the 4th Tuesday of the month'
- Clause 60(a) - increase to £1000. [Note that there is nothing to stop going to 3 tenderers for sums below that figure].

6.5 Van Demans Grazing Licence renewal – agreed that the rent would remain the same for the renewal term 1st February to 31st December 2012.⁸ All in favour. Noted that the field was being used by dog walkers and agreed this would be carried forward to next agenda for further discussion.⁹

7. BILLS FOR PAYMENT –

1	Nigel Jeffries - Grounds maintenance for September	1068.00
2	Moorepay - Payroll costs September	24.66
3	GLS - Paper towels, light bulbs, plug covers	197.75
4	Calico Trust - Rent for allotment field 1st Aug - 31st Dec 2011	250.00
5	C Adams - Shingle for new container base (<i>Paid with credit card</i>)	141.84
6	P & G Building - 2nd payment for hall alterations	10624.59
7	SSE - Street lighting maintenance for September quarter	76.45
8	Mazars - Year end external audit	1260.00
9	Earley Town Council - Football pitch remaking (<i>reimbursed by Wasps FC</i>)	212.40
10	Ricoh - Printer quarterly rental	318.61
11	WBC - 1 x refuse vehicle September	204.00
12	Performing Rights Society - Hall music licence	263.02
13	Trinity Creative Resources - Printing of the Parish Autumn newsletter	686.00

⁶ Clerk

⁷ PS/Clerk

⁸ Clerk

⁹ Agenda

14 A & S Plumbing - Repair leaking stopcock at the Parish Hall	157.00
15 S Stenning - Painting of the office after the flood due to the lead being stolen (<i>reimbursed through insurance</i>)	210.00
16 Grundon - Bins at the Parish Hall September	79.32
17 Grundon - Bins at Riseley Hall September	65.04
18 Grundon - Bins at Fieldfayre September	124.68
19 NDC Services Ltd - Container for Parish Hall	2100.00
20 Cobwebs - Communal cleaning Fieldfayre 12.09.11 - 09.10.11	52.50
21 Cobwebs - Office cleaning Sept 12th & 26th	30.00
22 Cobwebs - Riseley Hall cleaning September	130.00
23 Cobwebs - Parish Hall cleaning September	180.00
<i>Direct Debits</i>	
20 Payroll September	2948.72
21 Pensions September	504.98
22 Tax & Ni September	564.30
23 BT - Office phone & fax	165.54
24 BT - Booking line	96.46
25 Bank charges 15.08.11 - 12.09.11	6.00
26 SE - Street lighting 29.06.11 - 23.09.11	129.95
27 Thames Water - Post Office 01.10.11 - 31.03.12	170.11
28 Thames Water - The Marshes 01.10.11 - 31.03.12	74.91

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

8. HALLS

Mrs. McDonald/Mr. Bowker/Mr. Entwistle/Mrs. King

- 8.1 Hall refurbishment – Mrs. King reported that Phase 1 was almost complete and work had already started on Phase 2 (the new meeting room and kitchen area).
Hot water heaters: The cost of installing hot water heaters/kettles for Swallowfield and Riseley hall kitchens, to replace freestanding boilers had been received at £1,722 each. Agreed alternatives would be considered and brought back to next meeting.¹⁰
Hall curtains: Two sets in place and the others to follow shortly
Storage: Noted that the Toddler group had moved some of their items back into the caged area and that the storage area on the phase 2 side would be sorted out as soon as possible for all other storage. Scouts would need to move their items from the toilet area in due course so that works could begin there.
- 8.2 Halls staff meeting 7th October – notes circulated and noted that the Caretaker would be keeping a detailed diary so that the Council could consider his hours at the next meeting.¹¹
- 8.3 Electrician – it was noted that a new electrical contractor was needed to carry out the six monthly checks etc due to the previous contractor, Peter Short, being unable to continue to provide this service to the Council. Quotes were being obtained to bring to next meeting.¹²
- 8.4 Hall fees – agreed that a review of charges would be carried out in due course once the meeting room (Rose Room) was ready to let out. This would include new charges for specific areas (ie stage, kitchen etc). There was discussion regarding free weddings for those on the electoral register and it was PROPOSED and seconded that this practice be abolished, except for those who have already booked. Voting: 4 in favour, 1 against,

¹⁰ JA/Clerk/Agenda

¹¹ Agenda

¹² Agenda

2 abstentions. Motion carried.

9. GENERAL PURPOSES

Mr. Anderson/Mrs. King/Mrs. McDonald/Mr. Sampson/Mrs. Stanley

9.1 Fieldfayre update

CCTV upgrade – three quotes had been obtained as follows:

- 1) £2995 + VAT (6 cameras)
- 2) DIY proposal - ex VAT price is £976.73 plus installation cost
- 3) Angle Security – Option 1 £985 (4 cameras) or Option 2 £1500 (8 cameras + 2 year warranty). (Good references had been received).

After some discussion it was PROPOSED and seconded to proceed with the CCTV upgrade, with Angle Security's option 2, on the basis that the cost is split with the tenant and that the PC's contribution is a replacement of existing equipment, with any extras being paid for by the tenant. Also, notwithstanding the contribution from the tenant, the entire system would be owned by the PC. It was agreed that this would also be an opportunity to investigate CCTV at the rear or side of the building for added security. Agreed expenditure would be confined to £1500 maximum limit. All in favour.

Shop alterations – there was discussion on possible internal alterations as per a plan attached to the agenda which it was estimated would cost about £3,000, the funds to come from a contingency amount in the sinking fund. There was some discussion and members felt that if the work was done to help the tenant, it would be fair to agree that the PC would have some say in other aspects relating to the look of the shop (ie window dressing etc). It was felt that issues relating to the shop should then be considered on a broader basis – because of the PC's interest in it as the only shop/PO in the community. Agreed that the alterations would go ahead on the above basis (ie that in return the PC would have some say on issues relating to the business and premises). All in favour. The regular meetings with the tenant would continue.

Letting of rear office - Agreed that the Licence to Occupy in relation to P & G Builders Ltd who were using the small room at the back of the shop be signed. All in favour.¹³

AB lease - Nothing to report.

Fieldfayre status report – There was lengthy discussion on the state of the Fieldfayre building and a status report had been prepared summarising the current position. Agreed that next year's budget should include some provision for maintenance and repairs in this respect.¹⁴ It was suggested that a working group be tasked with looking at the issues but it was felt that the PC's energies were already involved with the halls at present and that the issues surrounding these properties should be sorted out first. It was agreed that the halls would remain a priority for now but in the meantime to inform the budget process informal quotes or estimates for the essential works at Fieldfayre would be sought.¹⁵ In addition thought should be given to what the community wanted from the Fieldfayre building.

9.2 Business Forum – notes of the meeting had been circulated and Mr. Sampson reported that it had been a good event and although not attended by a huge number of people, it was nevertheless productive. It had been agreed another meeting would be held on 2nd November at 6pm in the Davies Room. No speakers would be invited this time, so

¹³ Clerk

¹⁴ GC/RFO/budget/JA

¹⁵ Clerk/JA

- the group would have an opportunity to discuss and decide upon its set up, operation and constitution.
- 9.3 Boundary Commission review – Noted and that there were no planned changes for this constituency.
- 9.4 Riseley Meeting – Mrs. King reported on the village meeting which was held on 27th September and had been very well attended. It was agreed that Mrs. King be authorised to organise a petition on speeding traffic in Riseley which would be submitted to Wokingham, following which a public meeting would be arranged with the Borough Council and Police.¹⁶ Noted also that two residents had volunteered to monitor the book exchange in the old red telephone box¹⁷; and there had been some volunteers to help with planting the community orchard.
- 9.5 Infrastructure Strategy – a consultation had been received from WBC and it was agreed the Clerk would arrange a meeting to discuss this further. Noted that a response was required by 14th November.¹⁸

10. PERSONNEL

Mrs. Stanley/Mrs. McDonald

- 10.1 Appraisals – noted that the Clerk's appraisal had been carried out and that in future the Clerk would undertake the appraisals of other staff.¹⁹

11. ENVIRONMENT

Mr. Sampson/Mr. Handley/Mrs. McDonald/Mrs. King

- 11.1 Flooding update – Mrs. King reported that the paper she had agreed to prepare would have to be carried forward to next meeting. In the meantime however she had walked the ditches with members of the Flood Resilience Group (FRG) and there were several ditches which the PC needed to note, including The Marshes, Van Demans and Riseley Recreation Ground – and further down The Devil's Highway where there appeared to be a spring. It was suggested that a meeting with the PC, FRG and Environment Agency should be arranged to discuss water run-off and how it moves, especially from the A33 by-pass.
- 11.2 BMX track (homemade) at Riseley – a quote had been received for £11,000 for levelling the mound and the PC's insurance brokers had agreed that, given this figure, it was not a practicable solution to level it. The insurers had required however that the area would need to be monitored and signs put up.²⁰
- 11.3 Black Poplar – Mr. Sampson reported that, as mentioned at the last meeting, a rare black poplar had been given to the Parish Council. [The Black Poplar is our largest native tree, reaching one hundred feet high and sixty feet wide and was once common and widespread in England and Wales. It is being provided by Roger Jefcoate CBE who has planted cuttings at a number of Royal estates, including Sandringham, Gatcombe Park and Buckingham Palace. He has campaigned for over 30 years to lift its profile both locally and nationally].

¹⁶ AK

¹⁷ Clerk

¹⁸ Clerk

¹⁹ Clerk

²⁰ Clerk

- 11.4 Play equipment quarterly inspection report – details noted and that all matters were being dealt with. Agreed that the fence slats would be repaired as necessary by the caretaker.²¹
- 11.5 Play equipment grant – Mr. Sampson reported on the grant application and that a decision was required regarding the Parish Council’s approach. This was to agree either a) to just apply for a £10,000 grant to cover one item of new equipment + safety surfacing; or b) to apply for a £10,000 grant and the PC to offer match funding of £10,000; or c) to apply for a £10,000 grant and the PC to add just over £20,000 which would enable the full project to go ahead. Funds would come from the PC’s sinking fund for refurbishment and replacement of equipment. After some discussion it was PROPOSED and seconded that option (c) be agreed and the PC would commit to adding the remaining amount for the full project, but only on the basis that the grant was successful. If the PC did not get the grant then the matter would be brought back to the Council. There was discussion about removing fencing from the quote which would reduce the cost by about £4,000. Voting 6 in favour, 1 abstention. Motion carried.
- 11.6 Britain in Bloom – members discussed the benefits of entering this competition and observed that the Parish already did all the things that this initiative was designed to promote. They felt that it was a nice idea, but overall considered that the Council was already committed to a lot and so it would be too much to take on at the moment, especially with the Jubilee next year as well.
- 11.7 WBC’s Campaign Against Waste – noted that the next meeting would be held in October, to meet the new waste contractors, but no date had been provided yet.

12. LIAISON

- 12.1 NAG – Mr. Sampson reported on the meeting held on 6th September when he had highlighted that there appeared to be little discussion about Swallowfield and all matters centred on Shinfield. This was taken on board.
- 12.2 CCB – Mr. Sampson would be attending the AGM on 12 October and would report to back to the PC at next meeting.²²
- 12.3 Rural Crime Action Group – notes of the meeting held on 8th Sept had been circulated and it was noted that the Borough Farming Conference (Rural Matters) would be held in Swallowfield Parish Hall on 18th November.
- 12.4 St. John’s Church, Farley Hill – notes of the meeting held on 15th September to discuss the future of the church had been circulated and were noted.
- 12.5 Borough/Parish Conference – Wednesday 2nd November at Shute End. Mrs. McDonald, Mrs. King and the Clerk to attend.²³
- 12.6 BALC AGM 5th November – agreed Mrs. McDonald may be able to attend.²⁴

²¹ Clerk

²² Agenda/PS

²³ MM/AK/Clerk

²⁴ MM

13. HIGHWAYS AND TRANSPORT

Mr. Handley/ Mrs. King

13.1 Crash map – the new website was noted.

14. COMMUNICATION/PARISH PLAN

Mr. Collender

14.1 Newsletter – copy deadline 21st December 2011. Noted.

15. REPORTS/CORRESPONDENCE

- CPRE/NALC publication on ‘How to respond to planning applications – an 8 step guide’
- Sports Awards – invitation to nominate (copies emailed to local sports clubs)

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

17. URGENT MATTERS AND/OR ITEMS FOR NEXT AGENDA

Purchase of hall chairs (Mrs. King has paperwork and will bring to next meeting)²⁵

Remembrance Day service at War Memorial 13th November

Electrics in Rose Room – agreed a working party would meet in the next week and look at what was needed and give the information to the builders (MB/GC/AK)

18. DATE OF NEXT MEETING

Tuesday 8 November 2011 at 7.30 p.m. in the Davies Room, Swallowfield Parish Hall,
Swallowfield Street, Swallowfield

There being no further business the Chairman declared the meeting closed at 10.10 p.m.

²⁵ Agenda