

**MINUTES OF THE MEETING OF  
SWALLOWFIELD PARISH COUNCIL**  
HELD ON TUESDAY 13<sup>TH</sup> SEPTEMBER 2011 IN  
THE DAVIES ROOM, SWALLOWFIELD PARISH HALL AT 7.30PM

Present:

Mrs. M. McDonald (Chairman)	
Mr. M. Bowker	Mr. G. Collender
Mr. D. Entwistle	Mr. E. Handley
Mrs. A. King	Mr. P. Sampson
Mrs. B. Stanley	

Members of the Public: 2

1. APOLOGIES FOR ABSENCE - Mr. J. Anderson

2. CHAIRMAN'S ANNOUNCEMENTS

Mrs. McDonald reported that Ted Rose, the halls caretaker for almost 20 years, had sadly passed away in August, following a battle with poor health since last year. The Council wished to record their sorrow at this news and acknowledge the debt they owed to Ted who had been a hardworking, dedicated and popular caretaker.

3. MINUTES OF LAST MEETING

- a) the minutes of the Parish Council meeting held on 9<sup>th</sup> August 2011 were agreed a correct record;
- b) outstanding actions from last meeting – quote for new chairs<sup>1</sup>

4. PLANNING

*The meeting was temporarily adjourned to allow for comments from members of the public*

Mr. Robins, from Farley Farms Estate, informed the Council of details relating to his application which was about to be considered – that it was necessarily a large building but they had done their best to mitigate its size. They were aware of the concerns re the existing floodlighting on the outdoor arena and noted that, by providing the indoor school, it would mean it would be used less often. The new equestrian centre had been a success, turning a derelict site into a viable new business, and they now wished to build on this success.

[Mrs. Stanley joined the meeting].

4.1 Current applications:

*Comments on the following application, which had been required by WBC by 6<sup>th</sup> September, were ratified – all in favour.*

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

The Parish Council objects to this application as it will result in Kybes Cottage having a slightly 'enclosed' feeling at the rear. The PC also considers it unfortunate that the

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Action:

<sup>1</sup> Clerk

application has chosen to put a large gable-end facing the road, which is out of keeping with the area. The PC also notes that the block plan is still incorrect, although accepts that this does not affect this application.

*Comments on the following applications were discussed and agreed as listed.*

60/F/2011/1700 – proposed erection of single storey rear extension to outbuilding to provide porch/garden room, Handpost House, Basingstoke Road, Swallowfield  
Agreed that the extension was small and of good design, therefore no objection. All in favour.

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  
Agreed that the PC had no objection to this application. All in favour.

62/F/2011/1690 – proposed erection of single storey side extension to dwelling to form utility room, 2 The Naylor's, Swallowfield  
Agreed that the design of the extension was in keeping and the materials matching, therefore no objection. All in favour.

63/F/2011/1771 – proposed construction of indoor riding school following demolition of existing barn used for equestrian storage, Rowes Farm, Church Road, Swallowfield  
It was noted that this application was of high quality and came with a landscape appraisal, design and access statement and that a business case had been presented. Also that it was to the minimum standard in size, digging into the land to reduce the impact. Adjacent land was benefitting from having additional trees – and planting was not restricted just to the immediate curtilage, and this was commended. There was discussion regarding the lighting and flooding issues and the meeting was again temporarily adjourned to allow the applicant to provide further information.

It was then PROPOSED and seconded that the PC support the application on the basis of diversification of the farm into a thriving business, appropriate to the area, adding that this would also reduce the use of the existing floodlighting. The PC was also pleased to see that the application should not result in adding to flood risk but assumed all would be done to mitigate this anyway. 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 21<sup>st</sup> September.*

Noted that the PC had no further opportunity to comment, but the Inspector would be taking into account the previous comments made.

#### 4.3 Wokingham Core Strategy Masterplan and Traffic Modelling WORKSHOP

– 12<sup>th</sup> September 0930-1400. Mr. Bowker and Mrs. King attended the workshop which had been an interesting event where Wokingham's policies had been discussed.

#### Wokingham Core Strategy Masterplan and Traffic Modelling BRIEFING

– 12<sup>th</sup> September 1830-2100. Mr. Entwistle reported on this event, which he had attended with Mr. Bowker, when WBC's traffic model relating to the new large

developments had been discussed. The model covered a wide area, stretching as far as the M40, M25, M3 and out to the A34 and had been produced so that Wokingham BC could use it as a means of assessing traffic as planning applications come forward. A firm of consultants had been specially engaged to draw up the model based on the four new major development areas, looking at the roads they believed were required to mitigate the impact of the developments. It was felt that the presenters had been robust and there was confidence that something had now been done to look at how traffic would be managed with the developments.

The meeting had also been an opportunity for WBC to provide feedback on the new consultation process which had been undertaken in relation to the new development areas. The pressure of the Judicial Review had led WBC to engage a professional company to review all the comments and write a report. Flooding had been a big concern, also wildlife. There was a positive feel that Wokingham BC had the benefit of being only one of a few local authorities who had their Core Strategy in place, which could be important given the new planning legislation which seemed to be coming through in connection with Localism.

Mr. Bowker added that there was a new Head of Planning at Wokingham who they had met; also that it was hoped that the SPD documents would be adopted by the planning authority before the Shinfield appeal which would make it more difficult for the University to win the appeal. It was felt that the meeting had been very interesting and well worthwhile.

SPPG - It was noted that Kevin Mayne had been the driving force behind the Judicial Review, which had resulted in WBC engaging consultants and bringing about the above changes. It was agreed a letter would be sent thanking him and John Heggadon for all their work<sup>2</sup>.

- 4.4 WBC Consultation on the initial sustainability appraisal following consultation on the MDD – *response required by 12<sup>th</sup> October*. Mr. Entwistle and Mr. Bowker would be liaising on the PC's response and would, if necessary at this stage, involve the Flood Resilience group.<sup>3</sup>
- 4.5 Enforcement seminar – 27 September 4.30-6.30. Noted that Mrs. McDonald and Mr. Sampson would attend.<sup>4</sup>
- 4.6 Results and Enforcement update – c/f to next meeting<sup>5</sup>
- 4.7 Balcombe Nursery – agreed this would be carried forward to next meeting.<sup>6</sup>

*The meeting was temporarily adjourned for the next item*

## 5. QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC

Mr. Robins thanked members for their support for his planning application and invited all to view the new equestrian centre in due course.

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<sup>2</sup> Clerk

<sup>3</sup> DE/MB/next agenda

<sup>4</sup> MM/PS/agenda

<sup>5</sup> Clerk/agenda

<sup>6</sup> Agenda

## 6. FINANCE

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

- 6.1 Budget update – noted, and that a balanced budget would not be achieved this year.
- 6.2 Finance meeting – Mr. Collender reported on the meeting held on 8<sup>th</sup> September, the notes of which would be circulated when the RFO returned. Items discussed had included the broker’s visit; the financing of hall alterations; and budget procedure. There was discussion about the hall and that a grant would be sought for refurbishing the kitchen and atrium and Mr. Entwistle agreed to draw up a Plan of Expenditure with the help of Mr. Bowker and Mr. Collender.<sup>7</sup>
- 6.3 Investment broker – the annual briefing meeting with Redmayne Bentley had been held earlier in the evening when details of how the portfolio had been performing were provided.

## 7. BILLS FOR PAYMENT

1	Nigel Jeffries - Grounds maintenance for August		724.80
2	Moorepay - Payroll costs August		23.84
3	WBC - Building control inspection fees for alterations to hall		594.29
4	S A Taylor & Sons - Repair hall roof after lead stolen	<i>Paid</i>	2078.40
5	P & G Building Services - 1st stage payment for alterations to hall	<i>Paid</i>	16621.46
6	Wessex Tree Services - Various tree works around parish		1600.00
7	Mrs L Sebbings - Hall hire refund		5.00
8	Mr A Pope - Supply wild seed for the nature reserve		60.00
9	Hawkesworth - PAT testing at halls		177.56
10	Premier Office Supplies - Paper, envelopes, diary, post its		194.28
11	JL Plumbing & Heating - Repair toilets at the Marshes & Post Office		101.08
12	Thomson Roddick & Laurie - Amend plans for hall alteration's		714.00
13	Shorts - Refit office light after flood		144.00
14	Shorts - Refit office light after flood due to stolen lead		144.00
15	SE - Electricity at Offices in Fieldfayre 26.05.11 - 25.08.11		24.12
16	Parish on Line - Annual subscription		24.00
17	Grundon - Bins at Riseley Hall August		79.58
18	Grundon - Bins at the Parish Hall August		79.58
19	Grundon - Bins at the Fieldfayre August		153.59
20	RES - Annual fire extinguisher service at the Parish Hall		139.38
21	RES - Annual fire extinguisher service at Riseley Hall & Tennis club		59.70
22	RES - Annual fire extinguisher service at the Post Office		46.50
23	Enconermine Fine Furnishings - Final payment for hall curtains		2149.21
24	P Sampson - Reimbursed for the donation to Swallowfield Responders - donation agreed at last meeting		500.00
25	Mr G Caramanica - Hall deposit refund		50.00
<i>Direct Debits</i>			
26	Payroll August		2954.83
27	Pensions August		504.98
28	Tax & Ni August		567.97
29	SE - Electricity at the Post Office 26.05.11 - 25.08.11		46.30
30	SE - Electricity at the Parish Hall 28.05.11 - 25.08.11		435.44
31	SE - Electricity at Riseley Hall 27.05.11 - 25.08.11		159.20
32	SE - Electricity at the Tennis Club 28.05.11 - 25.08.11 <i>Reimbursed by club</i>		239.68
33	Thames Water - Parish Hall 17.05.11 - 10.08.11		105.12

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<sup>7</sup> DE/MB/GC

34	Thames Water - Riseley Hall 17.05.11 - 10.08.11	120.00
35	Bank charges - To 6th Sept	6.00
36	British Gas – Parish Hall - Aug	9.21
<i>Late items</i>		
37	Cobwebs – office and Fieldfayre cleaning Aug/Sept	
	Riseley Hall wk July 9/16/, Aug 4, Sept 8	60.00
	Swallowfield Hall wk 8/11/16/18/23/28 Aug 1/4/ Sept	180.00
	Office wk 8/22 Aug 4 September	45.00
	Fieldfayre 13 Aug – 9 September	65.62
38	Alan Barnes – drawings for hall alterations	420.00

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. McDonald reported that she had received letters of thanks from the Pre-School group for the hall upgrade; also that the PC needed to consider how to manage the facilities in the future, for example whether to charge for specific areas; and what could be done to restrict people from accessing areas for which they had not paid. Mr. Entwistle suggested that the PC look at reassigning some of the fire exits. It was noted that the new hall curtains were ready, but a professional person would be needed to cord and hang them and this was agreed.<sup>8</sup> It was unanimously agreed that the new smart room be formally named The Rose Room in memory of Ted Rose, and his wife would be invited to officially open it once it was ready to be occupied.<sup>9</sup>
- 8.2 Hall storage – having a second container for storing bulky hall items such as the stage blocks, old chairs (once the new ones have been purchased) and the new Costco tables, was discussed. It was noted that the cost would be approximately £1,500 and that the landowner had given permission to use the land next to the existing Scout container; also that the Russell Players may also use it for storing scenery etc and it was understood that they may make a contribution towards the cost. There was concern regarding the ugly look of them, but it was felt they could be easily screened. It was then PROPOSED and seconded that a new container be installed, next to the existing one, at the Parish Hall and that it would be screened and storage regularly monitored. Voting - 6 in favour, 2 against. Motion carried<sup>10</sup>. Mr. Bowker and Mr. Entwistle asked to be named as voting against the motion.
- 8.3 Riseley Memorial Hall – Mrs. King reported on the forthcoming meeting at Riseley (27<sup>th</sup> September) and that she had delivered invitations throughout the village. Cheese and wine would be provided.<sup>11</sup>
- 8.4 Scouts 10+3 Fun Run event – the Scouts had asked whether the Council would waive the hall fee, as last year, for their event which had been held on 4<sup>th</sup> September. After some discussion it was PROPOSED and seconded that the Local Regular Rate be charged. Voting: 4 in favour, 2 against, 2 abstentions. Motion carried.

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<sup>8</sup> Clerk

<sup>9</sup> Clerk

<sup>10</sup> Clerk

<sup>11</sup> Clerk

## 9. GENERAL PURPOSES

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

### 9.1 Fieldfayre update –

CCTV upgrade – agreed to proceed as Mr. Anderson’s recommendation that he inspect the existing installation more closely to see what might be reusable and refine the list of what would be needed.<sup>12</sup>

AB lease – nothing to report

Bat and flat roof repair – noted that the Company which carried out the bat survey was liaising with the roofing company and it was anticipated that the roof could be treated in such a way that it will not be necessary to have to apply for a (costly) licence. There would however, be further charges involved.

Flat 2 - agreed that the PC would continue to rent the property to the existing tenant for a further year.<sup>13</sup> All in favour.

PC’s offices – agreed that the two small offices at the property would be rented to P&G Building Company at the agreed, pro rata, rate.<sup>14</sup>

9.2 Business Forum – Mr. Sampson reported that the meeting would take place on 20<sup>th</sup> September and, apart from local businesses, invitees included local PCSOs and Andy Nichols from WBC.

9.3 Queen Elizabeth Diamond Jubilee 2012 – a letter had been received from Wokingham Town Council inviting the PC to a meeting to involve local organisations in celebrations on 4<sup>th</sup> and 5<sup>th</sup> June 2012; also asking the PC to indicate that it is happy to be included on an Arts and Culture database at the Town Hall. It was agreed that the PC would reply that it will be doing something more locally but thanking them for the invitation and wishing them well for the event.<sup>15</sup>

9.4 French Twinning – the request from the president of Mougou twinning committee asking whether Swallowfield would twin with them was noted and all were in favour of the idea.<sup>16</sup> It was agreed that, in return for the information they had sent to the PC, some items could be sent to them, such as the PC’s Walk Book. Mrs. King agreed to prepare a map showing famous places in Berkshire in due course.<sup>17</sup>

9.5 Aircraft noise – following the article in the last newsletter and the several responses received in support, it was PROPOSED and seconded that a letter be sent to the Rt. Hon John Redwood MP, as drafted<sup>18</sup>. Voting - 6 in favour, 2 against. Motion carried.

## 10. PERSONNEL

Mrs. Stanley/Mrs. McDonald

10.1 Caretaker’s contract – the contract was agreed. All in favour.<sup>19</sup>

10.2 Clerk’s appraisal – it was noted that the Clerk’s appraisal had taken place on 2<sup>nd</sup> September. There was discussion on whether appraisals were a legal requirement, but agreed that they were useful whatever the case.

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<sup>12</sup> JA

<sup>13</sup> Clerk

<sup>14</sup> Clerk

<sup>15</sup> Clerk

<sup>16</sup> Clerk

<sup>17</sup> AK

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<sup>19</sup> Clerk

## 11. ENVIRONMENT

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

11.1 Flooding update – Mrs. McDonald reported on the meeting held on 1<sup>st</sup> September and the following was noted - that the gullies in Foxborough would be cleared by 29<sup>th</sup> September; the Mayes ditch needed some fencing, but all the Part Lane work should be finished soon; and that it was believed that flooding in Part Lane, and from the river, is now much improved. It was also noted that the Resilience Group was in need of £75 to cover costs and a contribution of this amount from the PC was PROPOSED and seconded. All in favour.<sup>20</sup> TW had been contacted regarding the capacity of the pumping station, in relation to potential additional housing in the area, but no reply had been received to date. A quote for ditch maintenance to some of the PC's ditches and land, as had been undertaken last year, had been received from the PC's contractors, as follows -

- i) Curly's Way Balancing pond - £400 in 2010 – new quote £410
- ii) Swallowfield Meadow ditch - £400 in 2010 – new quote £420
- iii) Naylor's ditch - £50 (same as 2010)
- iv) Trowes Lane & The Street culvert and ditch - £65 (same as 2010)

It was PROPOSED and seconded that the first three be accepted and also included with the annual grounds maintenance contract. Item 4 would not be included, either this year or in the contract, as it related to land that did not belong to the Parish Council. All in favour. It was agreed that further discussion was needed regarding the PC's other ditches (at Riseley Recreation Ground, Van Demans and The Marshes) and whether they too should be maintained on an annual basis, or whether a watching brief was sufficient and, if so, what should that brief should include and whether this was something that could be in the Resilience Group's remit. Mrs. King agreed to prepare a paper in time for the next PC meeting.<sup>21</sup>

11.2 Marshes money – it was noted that grant money of £688.50 had been received in relation to planting at The Marshes. It was agreed that the money would be put to one side until an appropriate use for it could be found, either at The Marshes, or for any other environmental purpose.<sup>22</sup>

11.3 BMX track (homemade) at Riseley – it was noted that there had been no feedback from the recent newsletter article so the mound would be levelled. However as no quotes had been received, in time for the meeting, it was agreed that the matter would be carried forward to next meeting.<sup>23</sup>

11.4 BMX track (homemade) at Swallowfield – it was agreed that the current inspection and maintenance programme would continue. Mr. Handley agreed to pass the inspection forms he had been completing to the Clerk for filing.<sup>24</sup>

11.5 Tree Preservation Orders – the list of all TPOs in Swallowfield Parish, and the new TPO on land at the front of The Rosery, Odiham Road, Riseley, were noted.

11.6 Fields in Trust – agreed that this matter would not be taken any further forward.

11.7 Britain in Bloom – campaign letter from the Royal Horticultural Society. Agreed this matter would be carried forward to next meeting.<sup>25</sup>

11.8 Black Poplar – it was noted that this tree was being donated to the parish and agreed that a suitable site would be identified. Mr. Sampson and Mrs. McDonald would discuss.<sup>26</sup>

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<sup>20</sup> Clerk

<sup>21</sup> AK/agenda

<sup>22</sup> PS/GC/RFO

<sup>23</sup> Clerk/agenda

<sup>24</sup> EH

<sup>25</sup> Agenda

## 12. LIAISON

- 12.1 NAG – Mr. Sampson reported on the meeting held on 6 September - and noted that most of the discussions had related to Shinfield even though it was supposed to include Swallowfield as well.
- 12.2 Localism consultation – response required by 30 Sept (to SLCC) or 7 October (to Gvt) . Mrs. King agreed to arrange a meeting for 28<sup>th</sup> September, to discuss the PC's response.<sup>27</sup>
- 12.3 WDALC – report on meeting held on 14<sup>th</sup> July. Noted that nobody had attended this meeting.
- 12.4 St. John's Church, Farley Hill – it was noted that the meeting, involving church representatives as well as local residents, to discuss the future of the church would take place on Thursday 15<sup>th</sup> September at 7.30pm in Victory Hall. Mrs. McDonald and Mrs. Stanley would attend.<sup>28</sup>

## 13. HIGHWAYS AND TRANSPORT

Mr. Handley/ Mrs. King

- 13.1 School Crossing Patrol Policy; Disabled Bay Policy; and Code of Practice for Coloured surfaces – it was noted that the Executive Member Decisions had been received, with a request for comments by 16<sup>th</sup> September. Agreed no comments would be sent.

## 14. COMMUNICATION/PARISH PLAN

Mr. Collender

- 14.1 Newsletter – copy deadline 30<sup>th</sup> September 2011. Noted, and that articles should be included on Remembrance Sunday as well as the Christmas Carol event.
- 14.2 Town and Parish News – it was noted that there would be a change to new publication from WBC in the future.
- 14.3 Website upgrade – it was noted that an advert for a web manager had been posted on the website. There were also new pictures of the halls as well as copies of the booking forms and an option to send an electronic request to the booking clerk asking for information on availability.

## 15. REPORTS/CORRESPONDENCE - noted.

- Neighbourhood Partnership Meeting – 6<sup>th</sup> September
- Wokingham and District CAB AGM 2<sup>nd</sup> September (emailed to all)

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

## 17. URGENT MATTERS AND/OR ITEMS FOR NEXT AGENDA

Campaign Against Waste Meeting – October (no date provided yet) – theme – to focus on WBC's new waste contract; Review of Standing Orders; Van Demans grazing licence renewal

## 18. DATE OF NEXT MEETING

Tuesday 11<sup>th</sup> October 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 9.55 p.m.

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<sup>26</sup> PS/MM/agenda

<sup>27</sup> AK

<sup>28</sup> MM/BS