NOTICE IS HEREBY GIVEN THAT A MEETING OF
SWALLOWFIELD PARISH COUNCIL
WILL TAKE PLACE ON TUESDAY 12th NOVEMBER 2013 IN
THE ROSE ROOM, SWALLOWFIELD PARISH HALL,
SWALLOWFIELD STREET, SWALLOWFIELD AT 7.30PM

Mrs. C. Adams, Clerk
7/11/13

Members: Mr. P. Sampson (Chairman), Mr. J. Anderson, Mrs. C. Clark, Mr. G.E. Collender,
Mr. E. Handley, Mrs. A. King, Mrs. H. Lewis, Mrs. M. McDonald, Mrs. B. E. Stanley

Note: This meeting is open to the public and press who are welcome to attend.
There will be an OPEN FORUM for informal discussion at the start of the meeting.

A G E N D A

1. APOLOGIES FOR ABSENCE
   To receive apologies for absence

2. DECLARATIONS OF INTEREST
   To receive any Declarations of Interest on matters to be discussed at this meeting

3. CHAIRMAN’S ANNOUNCEMENTS
   Annual Parish Meeting – to agree date and format
   Carols in the War Memorial Garden - 7.30pm Thursday 19th November

4. MINUTES OF LAST MEETING
   a) to approve the minutes of the Parish Council meeting held on 8th October 2013
   b) matters arising and outstanding actions from last meeting
   Item 6.5 Community Right to Bid – update (to note information below)
   Item 14.4 PC surgeries – feedback from the three events
   Item 20.6: White paint on roads – to note a further complaint on this matter and the response from the Scouts that they normally use grass paint but this time they used surveyor's paint which is what is usually used for roadwork markings and they expect it to fade in due course. However they agreed to check the spec and monitor the situation.

The meeting will be temporarily adjourned to the next item

5. QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC

6. PLANNING
   (Chairman of Planning Committee: Mr. J. Anderson)
   6.1 Minutes – to approve minutes of the Planning Committee meeting held on 22nd October 2013 (see below)
   6.2 Current applications
   38/F/2013/2041 – Proposed erection of a single storey rear extension to dwelling, plus replacement detached pool house, gym and home office, Hill Bank Cottage, Benham Lane, Riseley
   39/F/2013/2061 – application for the demolition of 2 no outbuildings and erection of 2 no replacement buildings (retrospective), Barossa Farm Stables, Devil’s Highway, Riseley
   40/F/2013/2092 – application for the use of the existing storage compound (use Class B8) (without complying with previous restrictions liming to storage of fencing and fencing
materials only) and retention of the existing enlargement of the storage compound (retrospective), Cow City, Church Lane, Farley Hill

6.3 SDLs – Arborfield Garrison
- Partnership Forums – next meetings Arborfield 11 November/12 December / Shinfield 2nd December (to note)
- Meeting with Curtin & Co 19th November 2013 (to note)
- Arborfield Cross Relief Road – receipt of WBC Briefing note dated 24 October (attached) and to note correspondence with WBC regarding the inadequacy of the consultation (see below)

6.4 Wokingham Traffic Forum update – to note meeting with WBC on 12th Nov and that another forum meeting would subsequently be arranged

6.5 Sheepbridge Court Farm – to note public consultation on Tuesday 26th November (3.30-7.30pm) in the Rose Room, Swallowfield and presentation to the PC before this meeting

6.6 Loddon Court Farm – update (see below)

7. FINANCE
(Budgets/investments/sinking fund/grants/properties/risk assessments/insurance)
Mr. Collender/Mr. Anderson/Mrs. Clark/Mrs. King/Mr. Sampson

7.1 Finance - budget update report

7.2 Property valuations – to approve quote from Cunningham Lindsey for the insurance valuations of the halls and garage at Riseley and Swallowfield (£800) and £350 for providing a market valuation for The Marshes (required for registering the property)

7.3 Revenue transfer – to agree transfer of £35,000 (‘revenue’ currently held by the investment brokers) to the new Sinking Fund account.

7.4 Fieldfayre – to note date tba for strategy meeting to progress a decision on the future of the unused offices at the rear of the building; and to consider the request from the Parish Stores to extend the footprint of the shop (PS)

7.5 Risk Assessment Policy annual review – to approve revised policy, as circulated

7.6 Training – to note RFO and Mrs. Clark will be attending the BALC Finance for councillors training event on Wed 4th December at 6pm (£40 per person)

7.7 Investment annual review – to note that the annual review will take place on Tuesday 10th December and to agree the time – 7pm or 6.45pm

8. BILLS FOR PAYMENT – to approve [list to be provided at meeting]

9. PARISH VISION
(Parish plan/future of the parish/WDALC/BALC/AWE)
Mrs King/Mr. Anderson/Mrs. McDonald/Mrs. Lewis

9.1 Parish Vision – to note that an overview booklet is being prepared by Mrs. King

9.2 WDALC Annual Meeting – report on meeting held on 17th October 7pm Shute End

9.3 BALC AGM – 7th November 7.30 at Grazeley Village Hall

9.4 CPRE AGM 16th October (Speaker – Susan Servais from the EA talking about focusing on flood risk) – to receive notes of the meeting (if available)

9.5 Borough/Parish Conference – report on conference held on 6th November
10. RECREATION
(Play areas/skateboard park/recreation grounds/football pitches/mpg court)
Mr. Handley
10.1 MPG court – to agree court cleaning at a cost of £320 + VAT (prior to new lines being painted on next spring – see below)
10.2 Tennis courts at Riseley – see note below for information
10.3 Farley Hill Play area – to agree quote for repairs to slide (£378+VAT) see below
10.4 Play area painting – to agree obtaining quotes for painting play equipment (see below)
10.5 Shed at Riseley – to consider removing the shed due to persistent damage

11. ENVIRONMENT
(The Marshes/Van Demans/Swallowfield Meadow/Community Orchard/biodiversity/footpaths/waste)
Mr. Sampson/Mrs King/Mrs. McDonald
11.1 Footpath 17 – to note copy correspondence between The Ramblers and WBC re continual ploughing up of the path (across Springalls farmland off Trowes Lane)
11.2 Campaign Against Waste – notes of meeting held on 7th October received and circulated and to note next meeting will be in April 2014 at Smallmead
11.3 Rural Matters Conference – 21st November at the Berkshire College of Agriculture
11.4 Blackwater Valley Countryside Partnership – report on event attended by Mrs. King on 8th November
11.5 Tree inspections – to agree periodic H&S check on all parish trees, last carried out in 2011 at a cost of £420 (resulting work required cost £1600)

12. HUMAN RESOURCES
(Appraisals/recruitment/staff training)
Mrs. Stanley/Mrs. McDonald
12.1 Clerk’s retirement – to note receipt of letter from the Clerk and an update on progress of paperwork in relation to engaging a new clerk including the issue of the advert, effective 1st December; and the completion of staff appraisals

13. TRANSPORT
(Road and traffic issues)
Mr. Handley/ Mrs. King/Mrs. Lewis
13.1 Charlton Lane & HGVs – to note meeting with Springalls and subsequent actions (see below)
13.2 Riseley Gateways – to note current situation (see below)

14. COMMUNICATION
(Newsletter/website/Annual Report/media)
Mr. Collender/Mrs. Clark/Mrs. Lewis
14.1 Newsletter – deadline for next copy 21st December 2013
14.2 New Website - update
14.3 Social Media training event Wed 12th Feb 2014 – Mrs. Clark to attend

15. RESILIENCE
(Flooding/ditches/rivers/ Flood Resilience Group ‘FRG’)
Mrs. McDonald/Mrs. King/Mr. Sampson
15.1 FRG – notes of meeting held on 23rd October received and to note date of next meeting 27 November 7.30pm
15.2 Ditches – to note removal of debris from ditch ends at The Naylors and Swallowfield Meadow where each meets Part Lane and to consider a regular contract for this work
15.3 Loddon catchment and flooding – to note EA events on 23 Nov and 27th Nov at the Parish Hall to discuss measures to address key issues affecting watercourses in the Loddon catchment

16. HALLS
(Maintenance/website/involvement with users/Marketing and Entertainment Groups)
Mrs. McDonald/Mrs. Clark/Mrs. King/Mr. Sampson

16.1 Fire alarm at Riseley Hall – to agree Annual maintenance by Westronics at £310.80 (see below)

16.2 Riseley Hall pump – to approve quote for repair to the buzzer alarm to alert that the station is at high level and could potentially flood (£318.38)

16.3 RVTR – to note meeting held on 4th November (previously circulated)

16.4 Sound and lighting – update (CC)

17. POLICE LIAISON
(NAG; RCAG; Rural Matters Conf)
Mr. Sampson/Mrs. King

17.1 NAG – date of next meeting 3 December

17.2 Rogue Traders Conference – to note conference on 8th November at Crescent Centre 7-9pm

17.3 Rural Crime Action Group – report on meeting held 7th November 10am Wokingham Library, Denmark Street (AK)

18. LINKS WITH OUTSIDE ORGANISATIONS
(Links with other groups)

18.1 Healthwatch – to note meeting at Swallowfield Medical Practice on Monday 18th November at 6.30pm (AK/CC to attend)

18.2 AWE Local Liaison Committee – notes of meeting held on 18th September (attached)

19. REPORTS/CORRESPONDENCE – to note
• Letter from War Memorials Trust regarding the care of the parish’s War Memorial (copied to PS and MM only)
• Letter of support from Mr and Mrs. Thompson for the redevelopment of Balcombe Nurseries for 5-6 homes
• Copy letter to WBC re Arborfield Relief Road consultation from Mr. David Walder
• Stratfield Mortimer Parish Council – to note that the Council has made an application to West Berks Council to designate an area for a Neighbourhood Plan. The area proposed to be covered by the Plan consists of the whole parish of Stratfield Mortimer.
• Copy letter from the DCLG to NALC inviting councils to submit proposals under the Sustainable Communities Act (attached)
• Wokingham Borough Sports Council Sports Awards 2013 at Bearwood College Friday 29th November at 7.30 pm (rsvp by 15th November)

The meeting will be temporarily adjourned for the next item

20. QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC
To receive questions or comments from the public

21. URGENT MATTERS AND/OR ITEMS FOR NEXT AGENDA
For next agenda – review of office telephone provision

22. DATE OF NEXT MEETING
Tuesday 10th December 2013 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield
AGENDA ITEM 4
Community Right to Bid
Information from WBC:
Their policy is on the website and states that they will put appropriate structures in place for responding to nominations; it has established clear criteria for supporting or rejecting nominations; an asset can be nominated by the PC or a voluntary or community body within a local connection; the nomination must include the following:
A description of the land and its boundaries
A statement of all the information with regard to names of current occupants and current or last known freeholders
The nominator’s reasons for thinking that WBC should conclude that the land is of community value
Evidence that the nominator is eligible to make the nomination
The nominator should also be able to demonstrate that there is a continuing demand for the activity they are proposing and that the demand is likely to be sustained for at least 5 years
Before notifying WBC the nominator is asked to consider the its or the community’s capacity to raise the necessary capital and running costs within the six month window allowed by the regulations
It has now been suggested that the PC needs to discuss what, if any, assets it wishes to put forward, such as the following land of importance to the PC, but not owned by it – Riseley Community Orchard; Riseley Hall; the Allotments; Flat 1 Fieldfayre

AGENDA ITEM 6.1
Applications and results from 22nd Oct planning committee meeting
36/F/2013/1920 – Proposed two storey front and side extension following the demolition of the existing garage, Hatherley, Basingstoke Road, Riseley.
It was PROPOSED and seconded that the PC would object to the application on the basis of failure to comply with the Riseley VDS and the Borough Design Guide. All in favour.

37/F/2013/2022 – adjoining parish consultation – Proposed erection of a first floor rear extension, single storey rear and side extensions, new chimney and erection of a single storey rear extension to existing outhouse, Woodlands, Lambs Lane, Spencers Wood.
It was PROPOSED and seconded that the PC had no comment on this application. All in favour.

Results:
22/F/2013/1029 - Proposed reinstatement of dropped kerb for road crossing to allow access to field onto B3349 at adjoining property to south of Island House, Basingstoke Road, Swallowfield. PC had some concerns about sight lines and traffic speed and suggested extending 40 mph limit to cover this section.
PP refused Oct 2013 due to insufficient visibility splay.

30/F/2013/1547 – Proposed erection of two storey side and single storey rear extension plus detached single garage, 1 Villa Place, The Street, Swallowfield (PC had no objection).
PP refused due to size, scale and design and extension appearing to be subservient to the main dwelling, therefore not in keeping; and no bat survey.
33/F/2013/1297 – Change of use of ground floor of double garage to food preparation area for delivery in a jiffy van (retrospective application), 1 Handpost Cottages, Basingstoke Road, Swallowfield. PC strongly objected for several reasons. PP refused Oct 2013.

Prior Notification Application: HH/2013/1484
1 Lowlands, The Street, Swallowfield – single storey extension to the rear of the dwelling. WBC has confirmed that neighbour objections were received and WBC has therefore considered the details submitted and confirms that prior approval is required and IS GIVEN. The extension must be completed before 30 May 2016. Building regulations still needed to be complied with.

AGENDA ITEM 6.3
The PC wrote to WBC’s Chief Executive on 9th October with its concerns that the consultation paperwork did not include a separate tick box for Farley Hill, Swallowfield or Riseley residents while it did specifically ask for the identity of residents from other areas much further away and some not even within the Borough, such as Crowthorne, Bracknell, Twyford; and neither was there a specific question relating to the impact on Farley Hill, whereas there was in relation to Arborfield Cross.
A response had been received from WBC that –
- They acknowledge that it would have been sensible to include a tick box for Swallowfield and Farley Hill and they apologise that this was not the case
- However the issue can be easily addressed by collating the responses in the box ‘other – please specify’
- The impact on Arborfield Cross is specifically referenced in the Core Strategy which is why it was tested in the consultation
- Concerns about the impact on Farley Hill can be analysed by comparing the responses in questions 2 and 3 with responses provided in questions 5 and 6
- It is WBC’s intention to widely publicise the findings of the survey
- The PC’s attention was brought to the number of exhibitions and that already a large number of residents had been engaging with them and providing WBC with a large amount of detailed information to support its decision making on which route to select.
- WBC feels that at this time it would be unwise to lose this valuable contribution from residents to the work of the Council.

The PC has acknowledged this response from WBC, noting that it was aware of the exhibitions and indeed had helped publicise them in its Newsletter and also with a separate flyer sent to all households in the parish.

AGENDA ITEM 6.6
Loddon Court Farm Park Homes
The issues the residents still have include the following -
- businesses on site - not sure whether they have permission or licences
- Tent in a field being lived in without being licensed
- road still not in a good state
- speed bumps - only two have been put in and they are not close to each other so people still speed and speeding over the bumps make it noisy as well now
- two fire hydrants went missing recently and still haven't been replaced
- still no park rules or written contracts - he was told at the tribunal that he must give everyone a new contract
As a way forward the Council could perhaps request a meeting with the following people:
WBC environmental health officers (Mr. Thorneywork and Mary Glome)
WBC planning officer (Marcia Head)
WBC members – Stuart Munro and possibly one or two others
SPC – 2 members + clerk
LCFP Homes Residents Association – chairman and secretary

AGENDA ITEM 10.1
MPG court

The lines on the court need repainting and the PC agreed in October a maximum allowance for this work to be done of £500.

The quote I’d received was for £245 per set, but that a universal ‘D’ could be used at the ends to help keep the cost down. So we can paint tennis and football with this allowance.

I have spoken with Kevin, from Chiltern Sports who provided this quote and he also gave me the following information:

- It is not advisable to paint new lines on a dirty court because the dirt will soon spread onto them again
- They can’t paint new lines anyway now until March at the earliest because they have to use a water based paint which needs warm weather to harden

So he recommends that we have the court cleaned first and then the new lines painted on next spring. Cleaning the court will cost £320 + VAT.

Can the PC please approve this?

AGENDA ITEM 10.2
RSF Tennis Club has reported that there is still a small dip in the newly refurbished court. I discussed this with Kevin from Chiltern and he gave the following info – If they treated the dip now they couldn’t paint it (for the above reason) so it would be black and stand out more, so it is preferable to wait until the spring and look at it then. This will also mean that we can monitor it till then and see whether it is getting worse or not.

They are happy to come back and sort it out, although he evidently did give the tennis club several options and told them there was no guarantee just filling it would resolve the problem. He agreed to liaise with Mike Goldsmith over the matter.

We are still withholding the cheque for line painting but assuming the PC is happy with the above details I will send it off now.

AGENDA ITEM 10.3
Farley Hill play area – slide
At the annual inspection carried out by The Play Inspection Company it was noted that there was a problem with the slide and it was corroding under the platform. A quote has now been received for dismantling the slide from the platform, cutting away the defective metal foundation bar and replacing it with similar. The quote also includes all consumables and on-site fabrication works and was provided to us by AES Ltd via RBC’s playground technician (George Baptiste) who carries out our quarterly inspections.
AGENDA ITEM 10.4
Play area painting history -

<table>
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<th>Play area</th>
<th>Year</th>
<th>Contractor</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>SWALLOWFIELD</td>
<td>2005</td>
<td>Dead-Lock Services</td>
<td>£685 + vat</td>
</tr>
<tr>
<td>RISELEY</td>
<td>2006</td>
<td>Rob Dollery</td>
<td>£612.88</td>
</tr>
<tr>
<td>FARLEY HILL</td>
<td>2007</td>
<td>Rob Dollery</td>
<td>£622.88</td>
</tr>
</tbody>
</table>

New equipment has been installed at Swallowfield, but old multi play unit needs painting.
New equipment possibly being applied for soon at Riseley
No plans for new equipment at Farley Hill, so some painting needed there

Options:
1. Obtain quote for all equipment in need of repainting
2. Obtain quote only for such equipment at Farley Hill and Swallowfield

AGENDA ITEM 13.1
Charlton Lane and HGVs.
Notes of meeting with Springalls on 1st October circulated and the following actions noted:

Colin Hill and Chris Dakin will provide the Council with a list of the vehicles they use and other contractors who visit their business
The Council would ask Mr and Mrs Greenway for a copy of their videos so that the vehicles could be identified – requested 18th October 2013
The Council would carry out a survey of HGVs by placing loops in three locations along Charlton Lane, Part Lane and Trowes Lane to get an overall picture of HGV movements – installed 24th October 2013
The Council will investigate whether brown tourist signs can be located to point deliveries to Valley Produce away from Charlton Lane
The Parish Council would contact the land owner opposite Mr and Mrs Greenway to see if the junction to Charlton Lane could be made safer by widening the area.
The Council would investigate the use of restricted turns for HGVs only as an alternative to a weight restriction.

Subsequently –
Copy email from Ian Fullerton received and circulated – alleging that although loops are in place it appears traffic is accessing the farm via other routes, to avoid being logged
John Anderson has contacted the residents at The Croft who would not be willing to allow some of their land to be taken to widen the entrance
Email from Ed Handley with his concerns that -
1. A prohibition on Charlton Lane would divert traffic down longer routes which are barely more suitable and which would impact a lot more people.
2. A prohibition on all the routes would be pointless because every prohibition includes the wonderful words, except for access. WBC cannot ban heavy traffic from accessing Valley produce.
3. A ban on left turns into Charlton Lane from the Basingstoke Road would help, but only marginally. WBC have indicated that they cannot do this - rubbish. They can. They do not have to ban all traffic turning left, it can be limited to trucks.

AGENDA ITEM 13.2
Agreed in principle at last meeting and that funding would be considered at the budget meeting on 22nd October.

AGENDA ITEM 16.1
Our previous electrician used to provide certification for the alarm, but the new electrician doesn’t provide this service (and anyway the previous certification was actually for a dwelling not a village hall). This proposed agreement provides for
- Maintenance (two visits per year for fire alarm and one visit for emergency lighting systems), with relevant certification provided as required to BS standard
- Access to Westronics emergency callout

It does NOT cover visits to rectify faults to the system which will be charged

The fire alarm system operates in both the Memorial Hall and tennis clubhouse since the buildings are joined together – as it is important that if a fire were to break out in one building, that occupants in the adjacent building should be aware.