

TO ALL MEMBERS OF SWALLOWFIELD PARISH COUNCIL
NOTICE IS HEREBY GIVEN AND YOU ARE SUMMONED
TO ATTEND THE MEETING OF SWALLOWFIELD PARISH COUNCIL
ON TUESDAY 14TH APRIL 2026 AT 7.30PM
IN THE ROSE ROOM, SWALLOWFIELD PARISH HALL, RG7 1QX



Mrs. E. Halson, Clerk
09/04/26

Members: Mr. J. Anderson, Mr. R. Chapman, Mrs. C. Drew, Mrs. L. Edmonds,
Mr. J. McDermott, Mrs. M. McDonald, Mr. P. Schulz, Mrs. L. Smith, Mr. S. Taylor

Note: This meeting is open to the public and press who are welcome to attend.

A G E N D A

1 APOLOGIES FOR ABSENCE

To receive any apologies for absence.

2 DECLARATIONS OF INTEREST

To receive declarations of interest in any matters to be discussed by the Council at this meeting.

3 QUESTIONS OR COMMENTS FROM MEMBERS OF THE PUBLIC

To receive questions or comments from the public, including those on planning. Up to 20 minutes will be allocated for questions/comments from members of the public with a guideline of no more than 5 minutes per subject. If several members of the public wish to speak on the same subject, they are requested to nominate a spokesperson. Comments will be minuted. For more details please read the document *Guidelines for Public Participation at Parish Council Meetings* which is available on the Parish Council website or at the Parish Office.

4 CHAIR'S ANNOUNCEMENTS

- 4.1 Spring Litter Pick – to **NOTE** that the council would like to extend its gratitude to Peter and Claire Sampson for orchestrating the day which was a great success. Peter has indicated that he would be prepared to lead another litter pick in the Autumn.

5 MINUTES OF LAST MEETING

- 5.1 Minutes of the meeting held on 10th March - to **APPROVE** the minutes of this meeting.

6 CLERK'S UPDATE - available at the meeting

7 PLANNING

Chairman of Planning Committee: Cllr. Taylor

7.1 Current applications – for details see page 5.

7.1.1 260608 - Riseley Recreation Ground, Odiham Road, Riseley

7.1.2 260613 - Wyvols Court Farm, Basingstoke Road, Swallowfield RG7 1WY (Retrospective)

7.1.3 260674 - Kingsbridge Farm Lambs Lane Swallowfield RG7 1JE

7.1.4 260689 – Brandywell, Spring Lane, Swallowfield RG7 1SU

7.1.5 260815 – 3 Villa Place, The Street, Swallowfield RG7 1RG

7.2 Tree Protection Orders (for information only) – for details see page 5.

7.2.1 260599 - Glasspool Farm, Part Lane, Riseley RG7 1RU

7.3 Results – for details see page 6.

7.3.1 243207 - Standford End Farm, Barge Lane, Swallowfield RG7 1SY Approved

7.3.2 243208 - Standford End Farm, Barge Lane, Swallowfield RG7 1SY Approved

7.3.3 243249 - 4 Farley Court, Church Road, Farley Hill, Wokingham, RG7 1TT Approved

7.3.4 252790 - Rowes Farm Clubhouse, Farley Hall Equestrian Centre Church Road, Swallowfield RG7 1TJ (Retrospective) Approved

7.3.5 253127 - 6 School Road Riseley RG7 1XP (retrospective) Approved

7.3.6 260126 - Riseley Farm, Part Lane, Swallowfield RG7 1TB Approved

7.3.7 260139 - Riseley Farm, Part Lane Swallowfield RG7 1TB Approved

7.3.8 260351 – Glasspool Farm, Part Lane, Riseley RG7 1RU Split Decision

7.3.9 260352 – Glasspool Farm, Part Lane, Riseley RG7 1RU Split Decision

8 FINANCE

(Budgets/investments/reserves/grants/risk assessments/insurance)

Lead Councillor: Cllr. J. Anderson

8.1 Monthly Accounts

8.1.1 February 2026 – to **NOTE** that the accounts have been circulated. It is **PROPOSED** that these be accepted.

8.1.2 March 2026 – to **NOTE** that the draft end of year accounts have been circulated.

8.1.3 Bank Reconciliation Statements – to **APPROVE** the bank reconciliation statements.

9 BILLS LIST

9.1 Payments – to **APPROVE** payments. List to be provided at the meeting.

10 PROPERTY

(Buildings, Land)

Lead Councillor: Cllr. C. Drew

- 10.1 Riseley Memorial Hall and Sports Pavilion – it is **PROPOSED** that the council engage a contractor to clear the moss from the roofs of both parts of the building.

To **CONSIDER** the quotes received to carry out the work. Paper circulated.

11 HALLS

(Maintenance/website/involvement with users/Marketing and Entertainment Groups)

Lead Councillor: Cllr. M. McDonald

- 11.1 Clearance – it is **PROPOSED** that a contractor is engaged to clear the items which have been collected for disposal at a cost of £442.50 plus VAT. Paper circulated.

12 ENVIRONMENT

(The Marshes/Van Demans/Swallowfield Meadow/Community/Orchard/
Biodiversity/Footpaths/Waste/NAG/RCAG)

Lead Councillor: Cllr. L. Smith

- 12.1 Van Demans – to **NOTE** that the paperwork has been prepared for the submission to Natural England to declare Van Demans as a Local Nature Reserve (LNR). Circulated.

- 12.1.1 Sealing of the declaration – it is **PROPOSED** that the council approves the declaration of Van Demans as an Local Nature Reserve by affixing the council's seal.

- 12.1.2 Publication of Notice – it is **PROPOSED** that the notice is published in the Reading Chronicle at a cost of £533.11 plus VAT.

- 12.1 NAG – to **NOTE** that the last meeting was held on 9th April, Cllr. McDonald attended.

13 RESILIENCE

(Flooding/ditches/rivers/ Flood Resilience Group 'FRG')

Lead Councillor: Cllr. M. McDonald

- 13.1 Swallowfield Meadow Ditch – as **NOTED** at the last meeting several trees have fallen into the ditch which runs across Swallowfield Meadow. To **AGREE** on the option for removal. Paper circulated.

14 TRANSPORT

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

Lead Councillor: Cllr. S. Taylor

- 14.1 WBC Consultation on Speed Limits in the Parish – to **CONSIDER** the submission from the parish council.

15 HUMAN RESOURCES

(Appraisals/recruitment/staff training)
Lead Councillor: Cllr. C. Drew

- 15.1 HR Support – it is **PROPOSED** that the council subscribes to the LCPD service offered by Hampshire Association of Local Councils at a cost of £231 per annum. Information circulated.

16 RECREATION

(Play areas/skateboard park/recreation grounds/football pitches/mpg court)
Lead Councillor: Cllr. S. Taylor

- 16.1 Swallowfield Parish Allotment Association – to **NOTE** receipt of the minutes of the last meeting. Circulated.

17 CORRESPONDENCE

- 17.1 Fly-tipping – to **NOTE** receipt of an email regarding the use of CCTV to catch fly-tippers.
- 17.2 Potential Development, Sun Lane, Riseley – to **NOTE** receipt of an email regarding a leaflet delivered to houses in Riseley outlining a proposal to submit a planning application for 40 houses in a field at the end of Sun Lane.
- 17.3 Parish Hall – to **NOTE** receipt of an email from a resident regarding noise from the parish hall.

18 ITEMS FOR FUTURE AGENDAS

To note topics which the council would like to consider at future meetings. No discussion will take place on topics raised.

19 DATE OF NEXT MEETING

- 19.1 Tuesday 12th May 2026 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield. To **NOTE** that this will be the Annual Meeting of the Parish Council.

Appendix A

8 PLANNING

8.1 Current Applications

Agenda Ref	App No	Type	Address	Application
8.1.1	260674	Householder	Kingsbridge Farm Lambs Lane Swallowfield Wokingham RG7 1JE	Full application for the proposed erection of a detached single storey dwelling following demolition of 2 no. agricultural buildings.
8.1.2	260608	Full application	Riseley Recreation Ground, Odiham Road, Riseley	Full application for the erection of a height restriction barrier and associated works including installation of bollards and alteration of vehicular access arrangements at Riseley Recreation Ground.
8.1.3	260613	Full application for change of use (Retrospective)	Wyvols Court Farm, Basingstoke Road, Swallowfield RG7 1WY	Full application for the change of use of existing Unit 13 to Use Classes B2 (General Industrial) and B8 (Storage and Distribution). (Retrospective)
8.1.4	260689	Existing Lawful Certificate	Brandywell Spring Lane Swallowfield RG7 1SU	Application for a certificate of existing lawful development for the use of land as residential garden.
8.1.5	206815	Householder	3 Villa Place, The Street, Swallowfield RG7 1RG	Householder application for the proposed erection of a single storey rear extension.

8.2 Tree Protection Orders

Agenda Ref	App No	Type	Address	Application
8.2.1	260599	TPO – Work to a TPO tree	Glasspool Farm, Part Lane, Riseley RG7 1RU	APPLICATION FOR WORKS TO PROTECTED TREE(S) TPO 1836/2021. T1, Ash, fell to ground level.

8.3 Results

Agenda Ref	App No	Address	Application	Result
8.3.1	243207	Standford End Farm, Barge Lane, Swallowfield RG7 1SY	<p>Full application for the proposed erection of a single storey extension to the existing dwelling following demolition of existing structures, with landscaping and changes to fenestration, plus the installation of a new sewage treatment plant with associated drainage works.</p> <p>Swallowfield Parish Council objected to this application for the following reasons: size of the extension not in keeping with the surroundings and of detriment to the Grad II Listed farmhouse, loss of visual amenity.</p>	Approved
8.3.2	243208	Standford End Farm, Barge Lane, Swallowfield RG7 1SY	<p>Application for Listed Building consent for the proposed demolition of the existing attached outbuildings, barns and conservatory and the erection of a single storey extension to the existing dwelling; changes to fenestration and refurbishment.</p> <p>Swallowfield Parish Council objected to this application for the following reasons: size of the extension not in keeping with the surroundings and of detriment to the Grad II Listed farmhouse, loss of visual amenity.</p>	Approved
8.3.3	243249	4 Farley Court, Church Road, Farley Hill, RG7 1TT	<p>Application for Listed Building consent for the proposed replacement of 5 no. sash windows on the front elevation at first floor level.</p> <p>Swallowfield Parish Council did not comment on this application.</p>	Approved
8.3.4	252790	Rowes Farm Clubhouse Farley Hall Equestrian Centre Church Road Swallowfield RG7 1TJ	<p>Full application for the change of use of the building to a fitness / massage business (Use Class E). (Retrospective)</p> <p>Swallowfield Parish Council did not comment on this application.</p>	Approved
8.3.5	253127	6 School Road Riseley RG7 1XP	<p>Householder application for the proposed temporary stationing of a mobile home for use incidental to the main dwelling (retrospective).</p> <p>Swallowfield Parish Council did not comment on this application.</p>	Approved

Agenda Ref	App No	Address	Application	Result
8.3.6	260126	Riseley Farm Part Lane Swallowfield RG7 1TB	Application for the Listed Building Consent for the proposed repair and renovation of existing Grade II listed farmhouse, including chimney/fenestration alterations, internal alterations and external landscaping. Swallowfield Parish Council did not comment on this application.	Approved
8.3.7	260139	Riseley Farm Part Lane Swallowfield RG7 1TB	Full application for the proposed erection of a barn following demolition of existing barn. Swallowfield Parish Council asked that the applicant be required to confirm the material of the corrugated roof to ensure that it is dealt with appropriately.	Approved
8.3.8	260351	Glasspool Farm Part Lane Riseley RG7 1RU	Application for submission of details to comply with the following conditions of planning approval 253049 dated 02.02.2026. Condition 3 relates to preliminary risk assessment, 5 to asbestos refurbishment and demolition survey and removal plan. Condition No. 3 is approved (risk assessment) Condition No. 5 is refused (asbestos assessment/removal) Swallowfield Parish Council noted that the asbestos reports provided did not address the building in the application.	Split Decision
8.3.9	260352	Glasspool Farm Part Lane Riseley RG7 1RU	Application for submission of details to comply with the following conditions of planning approval 253094 dated 02.02.2026. Condition 3 relates to preliminary risk assessment, 5 to asbestos refurbishment and demolition survey and removal plan. Condition No. 3 is approved (risk assessment) Condition No. 5 is refused (asbestos assessment/removal) Swallowfield Parish Council did not comment on this application.	Split Decision