

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 11TH AUGUST 2026 AT 7.30PM
IN THE ROSE ROOM, SWALLOWFIELD PARISH HALL, RG7 1QX



Mrs. E. Halson, Clerk
06/08/26

Members: Mr. J. Anderson, Mr. R. Chapman, Mrs. C. Drew, Mrs. L. Edmonds, Mr. J. McDermott, Mrs. M. McDonald, 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 MINUTES OF LAST MEETING

4.1 Minutes of the meeting held on 14th July - to **APPROVE** the minutes of this meeting.

5 CLERK'S UPDATE - available at the meeting.

6 PLANNING

Chairman of Planning Committee: Cllr. S. Taylor

6.1 Current applications – for details see page 4.

6.1.1 260386 – Wyvols Court Farm, Basingstoke Road, Swallowfield RG7 1WY

6.1.2 261693 - 4 Beehive Cottages Trowes Lane Swallowfield Wokingham RG7 1RP

6.2 Appeals – for details see page 4

6.2.1 261508 – The Loft Part Lane, Swallowfield RG7 1TB

6.3 Results – for details see page 5

6.3.1 260457 – Land to the South West of 1 Norton Road Approved

6.3.2 260925 – Church Lodge, Church Road, Swallowfield RG7 1TH Approved

6.3.3 261171 – Charlton Lane, Swallowfield Refused

6.3.4 261342 – Land used for storage, Cheriton Farm, Jouldings Lane, Farley Hill Approved

6.4 Enforcement Investigations – to **NOTE** that there is one open investigation, and 3 have been closed (2 application submitted, 1 no breach).

6.5 CIL Consultation – to **CONSIDER** Wokingham Borough Council's Community Infrastructure Levy (CIL) Draft Charging Schedule.

7 COUNCIL

7.1 Use of Artificial Intelligence Policy – it is **PROPOSED** that the council **ADOPTS** the policy circulated.

8 FINANCE

(Budgets/investments/sinking fund/grants/risk assessments/insurance)

Lead Councillor: Cllr. J. Anderson

8.1 Monthly Accounts

8.1.1 June 2026 – it is **PROPOSED** that these accounts are approved.

8.1.2 July 2026 – to **NOTE** that the accounts have been circulated.

9 BILLS LIST

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

10 PROPERTY

(Buildings, Land)

Lead Councillor: Cllr. C. Drew

10.1 Request for permission to site a food van at Swallowfield Parish Hall – it is **PROPOSED** that due to commercial sensitivities the press and public be excluded during discussion of this item in accordance with the Local Government Act 1972 & Public Bodies (Admission to Meetings) Act 1960. Paper circulated.

11 HALLS

(Maintenance/website/involvement with users/Marketing and Entertainment Groups)
Lead Councillor: Cllr. M. McDonald

- 11.1 Hall User Group – to **NOTE** that a meeting was held on 13th July. Cllr. McDonald circulated notes.
- 11.2 Stage Lighting – it is **PROPOSED** that Henley Theatre Services be engaged to replace the dimmer outlets which control lights on the stage at a cost of £3,270.81 plus VAT. Paper circulated.

12 RECREATION

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

- 12.1 Swallowfield Parish Allotment Association
 - 12.1.1 AGM - to **NOTE** receipt of the minutes of the AGM.
 - 12.1.2 Water Provision – to **NOTE** that Cllr. Taylor and the Clerk met with representatives of SPAA to discuss potential changes to water provision on the allotment site.
- 12.2 Play Areas
 - 12.2.1 Interim Inspection – to **NOTE** that the interim inspection of all three play areas took place on 23rd July. The reports have been circulated.
 - 12.2.2 Annual Inspection – it is **PROPOSED** that the council appoint The Play Inspection Company to carry out annual inspections of the play areas a Swallowfield, Riseley and Farley Hill at a cost of £357.

13 CORRESPONDENCE

- 13.1 Traffic Measures on Charlton Lane – to **NOTE** receipt of a request that the council lobbies for a reduced speed limit on Charlton Lane.

14 ITEMS FOR FUTURE AGENDAS

15 DATE OF NEXT MEETING

- 15.1 Parish Council Meeting, Tuesday 8th September 2026 at 7.30 p.m. in the Rose Room, Swallowfield Parish Hall, Swallowfield Street, Swallowfield.

Appendix A

6 PLANNING

6.1 Current Applications

Agenda Ref	App No	Type	Address	Application
6.1.1	260386	Full application	Wyvols Court Farm, Basingstoke Road Swallowfield RG7 1WY	Full application for the erection of 3 no. commercial units, comprising use classes B2 (General Industrial) and B8 (Storage and Distribution), including associated landscaping and drainage infrastructure. This application was considered in March 2026, the council agreed that it would not comment. Since that time some updated documents have been submitted.
6.1.2	261693	Householder	4 Beehive Cottages, Trowes Lane Swallowfield RG7 1RP	Householder application for the proposed erection of a single storey rear extension.

6.2 Appeals

Agenda Ref	App No	Type	Address	Application
6.2.1	261508	Enforcement Appeal	The Loft Part Lane Swallowfield RG7 1TB	Breach alleged without planning permission, the material change of use of the Land for non-agricultural storage purposes, including but not limited to shipping containers, vehicles, caravans and building materials.

6.3 Results

Agenda Ref	App No	Address	Application	Result
6.3.1	260457	Land to the South West of 1 Norton Road, Riseley, RG7 1SH	Full application for the proposed erection of 1no. 4 bedroom detached dwelling to include rooflights and 7no. dormers plus double carport, parking and access.	Approved
6.3.2	260925	Church Lodge, Church Road, Swallowfield RG7 1TH	Householder application for the proposed erection of a single storey rear extension following demolition of conservatory.	Approved
6.3.3	261171	Charlton Lane, Swallowfield	Full application for the change of use of land to a caravan site for the proposed erection of 5no. gypsy and traveller pitches, each incorporating a static caravan, touring caravan, single-storey day room, bin store, associated parking, access, boundary treatment, hardstanding and hard and soft landscaping.	Refused
6.3.4	261342	Land used for storage, Cheriton Farm, Jouldings Lane, Farley Hill	Application for a certificate of existing lawful development for the use of land for waste management and recycling (Sui Generis).	Approved