



Arborfield & Newland Parish Council

Minutes of the Council

Held on Tuesday 14th June 2022

At Arborfield Pavilion, Swallowfield Road:

At Arborfield Pavilion, Swallowfield Road: 7.30pm

Minutes - Tuesday 14th June 2022

Present: Cllrs Clint, Starkey, Kaiser, McIntosh, Strong, Stevens, Hughes and the Clerk

Absent: Cllr Murphy

Also Present: N/A

14/23 To receive and accept any apologies for absence

Cllr Murphy sent his apologies

15/23 To receive any declarations of interest on items on the Agenda

None.

16/23 Election of Chair, Vice Chair and the committee chairs

Following the recent resignation with immediate effect from Cllr Picken elections were held for Chairman and the rest of the Council positions.

Following an initial vote in which Cllr Stevens was elected as Vice Chair of Planning, Cllr Kaiser raised an objection regarding a potential conflict of interest between the post on the planning committee and Cllr Stevens' leading role with the local pressure group SOLVE Hall Farm. Following a discussion, the vote was re-run and Cllr Murphy was elected as Vice Chair of Planning.

The following Councillors were elected as follows:

Cllr Clint – Chair of the Parish Council

Cllr Murphy – Vice Chair of the Parish Council, Chair of Finance and General Purpose, and, Planning Vice Chair.

Cllr McIntosh – Planning Chair

Cllr Kaiser – Parks Vice Chair

Cllr Starkey to remain as Parks Chair

17/23 Minutes of Council Meeting – the minutes of the Council meetings held on Tuesday 15th March 2022 were approved by the Council and signed by Cllr Clint.

18/23 Public Participation

No members of the public were present.

19/23 Clerks Report

Following the discovery of a key for the Pavilion Park Gates on the windowsill of the disabled toilet, it was decided that there should be a key safe for these. Action put on Handyman Derek Norris to buy and put this up. It was also decided that a copy of the height bar key

should be kept together with the Park Gate key and anybody hiring the Pavilion should be made aware of these keys.

It was decided that the latest Assets Register, dated November 2020, should be rolled forwards to the current year. This action is to be ratified at the next full Council meeting on 19th July 2022.

Cllr Clint confirmed funding is available for Clerk training courses.

20/23 Reports from external bodies:

- Borough Council
- Police

There were no reports for any of the above.

Reports from meetings attended by Councillors, if any:

- Arborfield Green Community Liaison Group – Cllr Murphy
- Borough Parish Liaison Group – Cllr Starkey
- Fields NAG – Cllr Stevens

There were no reports for any of the above.

21/23 Arborfield Village Improvements – Progress and Plans

It was confirmed that School Road was going to be managed as a Temporary Traffic Road Order (TTRO), to avoid any objections. Work on School Road will be carried out during the School Summer holiday.

Information from Cllr Murphy (via email)

We have finally agreed all of the plans and timescales for this work, subject to a couple of minor issues that require confirming. Caroline Lavelle will be reporting on this at the APM but, in brief, all the parts of the scheme are now agreed and the following delivery plan has been drafted:

- Church Lane (27th & 28th June)
- Swallowfield Road (29th & 30th June)
- Reading Road (2nd – 5th July)
- Mole Road (6th & 7th July)
- Eversley Road (8th – 22nd July)
- School Road (25th July – 19th August)

Cllr Kaiser is going to obtain the information regarding the closure to School Road from Barkham Parish Council and the Clerk will post this on Facebook – on both the Arborfield Parish FB page and the Arborfield Community FB site.

22/23 Planning

- **To discuss planning applications received by the date of the meeting – to include:**

Householder Consultation

Application Number: 221267

Parish: Arborfield and Newland

Site Address: 42 Attwood Drive, Arborfield, Wokingham, RG2 9FE

Proposal: Householder application for the proposed single storey front extension forming enlarged canopy.

Council agreed: no objections

Householder Adjoining Parish Consultation

Application Number: 221081

Parish: Winnersh

Site Address: 2 Upper Terrace, Bearwood Road, Wokingham, Berkshire, RG41 5BT

Proposal: Householder application for the proposed single storey rear extension with pitched roof and installation of 4no. rooflights, following demolition of existing conservatory and link feature.

Council agreed: no reason to object or respond.

Full Planning Approval Consultation

Application Number: 221250

Parish: Arborfield and Newland

Site Address: Land at Highfield Mobile Home Park, Eversley Road, Arborfield Cross, Berks, RG2 9PR

Proposal: Full application for the proposed additional 6No mobile pitches and rearrangement of existing pitches.

The following response was agreed and submitted: "The PC notes that this is similar to a planning application that was approved in 2015 but was never implemented. As a result, we offer no objection but, request that a maximum limit for the roof pitch height of the units is restricted to the minimum."

APPLICATION TO RENEW STREET TRADING CONSENT

APPLICATION NO: ST33

APPLICANT: Mr Bilal Boztepe

TRADING SITE: Royal British Legion, Arborfield

TRADING TIMES; Monday to Sunday 17:00 to Midnight

Council agreed: no comment necessary.

Full Planning Approval Consultation

Application Number: 221245

Parish: Arborfield

Site Address: Lockey Farm, Sindlesham Road, Arborfield, Wokingham, RG2 9JH

Proposal: Full application for the erection of buildings and fenestration alterations to accommodate the single storey extension to farm shop/café. Single storey infill and extension to create a hair salon. Siting of a Portacabin for use as an Architects office. Siting of a shipping container for use as a florist. Storage of caravans (RETROSPECTIVE).

Response agreed and submitted: "We are disappointed that an established local business should need to make a retrospective planning application. However, we offer no objection

provided that the appearance is maintained in keeping with its rural setting and the requirements of our Neighbourhood plan are met.

We further request that these conditions are set within the approval for both this and any subsequent changes and/or applications for this site. “

Cllr Murphy raised concerns – via email how all of this will look and how much increased traffic movement it might cause; also an element if this is retrospective and has concerns how this sits within our Neighbourhood plan. Cllr Kaiser commented that we don't want Locky Farm to turn in to a major commercial establishment. They have now shut the café and turned it in to a pizza place. Cllr Clint also commented they have just added a fish monger there; need to avoid over commercialisation.

NOTIFICATION OF DECISION

Application Number: 221127

Site Address: Silver Birches, Mole Road, Sindlesham, Wokingham, RG41 5DJ

Proposal: Householder application for the proposed insertion of a Juliet balcony to the side of the property.

The decision that has been taken having regard to all of the material considerations was to **approve** the proposal.

Works to a TPO tree Consultation

Application Number: 221484

Parish:

Site Address: Coombes Lane and Cole Lane Byway from Arborfield Roundabout to Bearwood Road, Barkham, RG2 9JG

Proposal: APPLICATION FOR WORKS TO PROTECTED TREE(S) TPO

0016/1971 WOODLAND 1, TPO 0371/1988 WOODLAND 1, TPO 1679/2019

WOODLAND 1, 2 and 3 and TPO 1684/2019 WOODLAND 1 and 2

W3, Mixed species - Coppice/reduce or remove (if condition requires), all stems overhanging the PRow on south side of W3.

T1, Birch - Fell to enable PRow upgrade works.

G2, Mixed Species - Fell to enable PRow upgrade works.

W1/2, Mixed Species - Remove all dead trees within 2m of the PRow. W1/2, Mixed Species - Crown lift and/or laterally reduce all overhanging branches and vegetation to ensure 4m height clearance of PRow and 0.5-1m clearance from PRow edge.

T3, Sweet Chestnut - Remove due to condition.

T4, Sweet Chestnut - Remove due to condition.

T5, Oak - Fell to enable PRow upgrade works.

T6, Oak - Fell to enable PRow upgrade works.

G16, Holly - Remove collapsed/snapped stem and branches. Prune back growth to ensure 0.5-1m clearance of PRow.

General - 1) Upgrade Coombes Lane PRow to hard surfaced pathway through W1/2 including re-instating drainage ditches.

2) Upgrade Cole Lane PRow to hard surfaced pathway adjacent W3 including reinstating drainage ditches.

The following response was agreed and submitted: *Although we fully support the creation of a Greenway, we are always opposed to the destruction of mature trees. However, in this instance we can appreciate that is necessary but, request that you double check to ensure that the destruction is limited to only that which is absolutely essential.*

Householder Consultation

Application Number: 221517

Parish: Arborfield

Site Address: 26 Bramshill Close, Arborfield, Wokingham, RG2 9PL

Proposal: Householder application for the proposed erection of a single storey detached garage and vegetation screening. (part-retrospective)

From Cllr Murphy via email proposes the following response. - "In principle, we can see no reason to object this application but request that the precise ownership of the land within the redline is made clear because its exact position potentially impacts on other issues related to Baird Road and the surrounding area."

NOTIFICATION OF COMMITTEE DATE

Application Number: 220391

Site Address: Parcel P, Arborfield Garrison, Arborfield, Reading

Proposal: Application for approval of Reserved Matters pursuant to Outline Planning Consent O/2014/2280 dated 02/04/2015. The Reserved Matters (access, appearance, landscaping, layout and scale) comprise details of 43 dwellings within Parcel P with access via Princess Marina Drive, associated internal access roads, parking, landscaping, open space, footpaths, and drainage.

Comment from Cllr Murphy via email

This is a reserved matters proposal in respect of 43 houses previously approved for parcel P together with full landscape and an Ecology management plan. It is also an adjoining Parish application (Barkham) **Agreed:** no comment or attendance necessary

Proposed Garden Neighbourhood at Ducks Nest Farm, Arborfield

David Wilson Homes are bringing forward plans for around 275 homes.

The Council agreed the following email response to Emily Bell; offering to meet us with regards their proposal at Ducks Nest Farm; as suggested by Cllr Murphy:

"Dear Emily

We thank you for your offer to meet with the parish councillors to discuss your proposals. However, we respectfully decline your offer.

The parish council and the vast majority of our residents are totally opposed to any further housing development within our parish or in those parishes adjoining ours. Your proposal is outside of the "Red Line" and fails to meet the requirements of the Core Strategy or our

Neighbourhood plan. We have already taken a decision to challenge and object to any applications that do not meet this criteria.'

Agreed: the above response should be emailed to Emily Bell.

NOTIFICATION OF DECISION

Application Number: 221035

Site Address: The Old Swan, Eversley Road, Arborfield, Wokingham, RG2 9PQ

Proposal: Householder application for the proposed erection of a wooden picket fence and gate, replacement of 1no. rear door plus removal of tarmac and provision of hard and soft landscaping.

The decision that has been taken having regard to all of the material considerations was to **approve** the proposal.

WBC Live Enforcement Cases for Arborfield Parish – presented prior to the meeting.

WBC Previous Month Closed Enforcement Cases for Arborfield Parish – presented prior to the meeting.

Application number: 220391

Parcel P, Arborfield Garrison

Taylor Wimpey's Reserved Matters application for the approval of 43 new high quality homes at Parcel P, Arborfield Garrison.

Comments from Cllr Murphy (email)

This is a reserved matters proposal in respect of 43 houses previously approved for parcel P together with full landscape and an Ecology management plan. It is also an adjoining Parish application (Barkham)

Agreed: no comment or attendance necessary

220421

Parcel V2n Biggs Lane, Arborfield Garrison

Application for approval of Reserved Matters pursuant to Consent No. 0/2014/2280 for the erection of 73 dwellings with associated roads, parking, landscaping footpaths & drainage. Application for approval of Reserved Matters pursuant to OPC

Comments from Cllr Murphy (email)

Another reserved matters proposal in respect of 73 dwellings previously approved together with other detail. –

Agreed: no comment or response necessary

PN Class R Agri to Flex COU Notification

Application Number: 221726

Parish: Arborfield and Newland

Site Address: Bartletts Farm, Swallowfield Road, Aborfield, Wokingham, RG2 9JX

Proposal: Prior approval submission for proposed change of use from an agricultural building to a flexible use falling within Storage and Distribution (Use Class B8).

- **Any Planning matters considered urgent – none.**

F&GP

- **F&GP Report**

Alan Harland – queried where latest Assets Register is, as meant to be produced annually. Latest asset register in Assets Register folder (cloud) is dated Nov 2020.

Cllr Clint has received an email from the auditor, Cllr Clint to deal with this.

Cllrs Clint, Murphy and the Clerk to discuss who is actioning payments on the Unity Trust online banking. The Clerk needs to have access to online banking. Annabel Wood is now recognised as the Parish Clerk and Responsible Financial Officer.

Cllr Picken needs to be removed from the Parish online banking. Barbara is to remain on the banking system at the moment as we are still relying on Barbara to make payments. Cllrs Hughes and Strong have agreed to prepare payments to be paid online, Barbara to potentially provide the training for this. Both Cllrs Clint and Stevens can approve online payments. Cllrs Stevens, Murphy, Starkey and Clint are all signatories of the Unity Trust account.

Survey Monkey now up for renewal – Council decided not to renew this service. The Clerk will ensure this is not renewed.

Castle Water recently sent a bill for over £7000, this is thought to be completely inaccurate. Clerk to submit meter reading.

- **Arson and vandalism** – update on arson in the park and vandalism
Cllr Clint to contact the Community Police Support Officer next week regarding the recent arson of the wooden gazebo, to get an update of any further information. The Clerk to give Cllr Clint the number for the PCSO. The loss adjuster will be visiting the site on 23/06/2022. Cllrs Kaiser and Strong may be available then to meet the loss adjuster. Cllr Clint suggested, firstly the loss adjuster needs to visit, secondly, the site needs to be cleared, and the supporting metal poles in the ground need to be capped. Cllr Kaiser to take full responsibility for overseeing the replacement of the gazebo.

There has been a substantial quantity of graffiti on the play equipment and on the shelter in the park as there also is in the underpass.

The Clerk suggested that along with any replacement of the gazebo, CCTV should be installed. The Council agreed, Cllr Strong is going to find out how CCTV could be installed and give feedback.

Cllr Kaiser suggested anti-graffiti paint is painted on to any replacement structure and will find out from Wokingham Borough Council where they obtain it as both WBC and Wokingham Town Council use it.

- **Any F&GP matters considered urgent - none**

Parks

- **Parks Report** – for information only

SCS did not put caps over post holes after removal of goal posts, received a complaint about this by email, and also mentioned on Arborfield Community FB Page. This has now been done by SCS.

Following a conversation between the Clerk and Diane Thorne (regarding the two trees in the park that are infected with fungus numbers 1 and 4, number 4 has fallen down), Di has suggested that the wood from these trees could be used to make an ornamental sculpture in memory of Katie Cowen, the late wife of the Borough Councillor Gary Cowen. The Clerk is to contact Ray Norton and check this is a possibility.

- **Any Parks matters considered urgent – none.**

Risk Management

- **Risk Management Report** – for information only.

There needs to be a list of who carries out which Risk Assessment (RA) and how often each RA needs to be carried out.

- **Any RM matters considered urgent – none.**

23/23 Accounts – payments were agreed and signed for May 2022

Arborfield & Newland Parish Council May 2022 Payments

Type	Payee	Amount	Description
Cheque	Berkshire Conservation Volunteers	92.00	Clearing, falling trees, planting, coppicing, tidying.
BACS	Sunshine Commercial Services Ltd.	1,197.85	Grounds Maintenance for Preceding Month
BACS	BALC	664.29	BALC and NALC Subscriptions
DD	Opus (Electric)	29.38	Pavilion utilities
DD	BT	133.58	Office running expenses
DD	Lloyds Bank	303.98	Credit Card Statement for April
DD	Waste Managed	120.00	Park Bin Emptying
DD	CF Corporate	70.04	Office running expense

DD	British Gas Lite	40.74	Pavilion utilities 10-04-22 to 15-05-22
	Subtotal - Bills & Invoices	2,651.86	
	Subtotal Wages May	633.23	
	Total	3,285.09	

24/23 Correspondence

10/23 Correspondence list for Council 14th June 2022

Date received	Sender	Content	Meeting Date	Minute item
01/05/2022	SLCC	The Clerk Magazine	14/06/2022	24/23
01/05/2022	Clerks and Councils Direct	Clerks and Councils Direct	14/06/2022	24/23
08/06/2022	David Wilson Homes	Ducks Nest Farm Development	14/06/2022	24/23
08/06/2022	MailChimp	Close of account	14/06/2022	24/23
13/06/2022	The Countryside Charity	Membership Letter	14/06/2022	24/23

25/23 Action list – No Action List at the meeting, Clerk to start a new action list.

26/23 Any items for consideration to include items for the next meeting agenda – information only

26/23 Date of next meeting – The next meeting will be Tuesday 19th July.