

South Marston Parish Council

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South Marston Parish Council

Draft Minutes of the meeting held on Tuesday 19th January 2016 at 7:30pm at the South Marston Village Hall

Council Members present	
Mr C McEwen – Chair (CM)	Mrs S Brown – Vice Chair (SB)
Mr T Leathart (TL)	Mr S Young (SY)
Mr K Millard (KM)	Mr D Roberts (DR)
Clerk & Responsible Officer:	Mrs C Penny (Clerk)
Members of the public present:	17 members of the public present

Acronyms used in these minutes:

SBC – Swindon Borough Council, PC – Parish Council, NP – Neighbourhood Plan, NPC – Neighbourhood Planning Committee, SMRA – South Marston Recreation Association, OPWG – Open Spaces Working Group, SM website – www.SouthMarston.org.uk,

Minutes:

Agenda item & minute number	Summary	Action	Supporting information
1. Open 10 minutes 1/16	<p>CM gave welcome to members of the public and confirmed that most were attending due to the hotel application. Summarised process for handling planning applications and highlighted that we will be looking for volunteers to help plan the village centre and hall shortly. Stated that these facilities will become even more important if we lose the hotel.</p> <p>SY gave presentation of the PC Planning groups view of the application. Listed reasons (as SM website) for concern.</p> <p>Mary Cooper queried if the NP said no three storey homes. CM confirmed no to 3 storey, yes to 2.5 storey as a focal point only.</p> <p>Des Fitzpatrick queried if the PC is objecting. SY confirmed that these are our points and the PC will discuss and decide in a moment.</p> <p>Ade Goodenough queried who will manage and maintain the drainage tanks. CM stated that we</p>		None

	<p>anticipate questioning whether the drainage system is adequate for the application and much more detail required. SB presented to public and explained she has looked at the drainage strategy as part of the NEV work. Summarised the concerns being raised by Ade Goodenough and talked through the trouble spots on the proposed development site.</p> <p>Mary Cooper queried where we were at with the defibrillator programme. Clerk confirmed believed it was with Anne Featherstone but that it had stalled. Clerk will look at it next week and email Mary.</p> <p>Adye shared images of almost flooding at Acorn Bridge on 11th January 2016. PC noted.</p>			<p>Clerk to update Mary Cooper with defibrillator progress.</p>
2. Apologies 2/16	BT	None	None	
3. Declarations of interest 3/16	<p>Members are reminded that any conflict of interest should be declared at the start of the meeting or item or, if not previously foreseeable, during any discussion of the matter concerned.</p> <p>KM declared an interest in the Carriers pub application and will abstain when discussed at a future meeting.</p> <p>SB requested that we acknowledge that she has an interest in the SMRA agreement item. However, as she is the chosen representative of the PC on SMRA CM and Clerk confirmed not a conflict of interest.</p>	None		<p>The Councils declaration of interests as recorded in the June & July 2014 minutes.</p>
4. To discuss planning applications: 4/16	<p><u>S/OUT/15/198 – Demolition of Mercure Hotel and creation of 75 dwellings</u> Submission deadline: 20th January (extension for Parish Council)</p> <p>The PC discussed the Planning Groups key points. SY reminded that PC can make any comments they wish but should put weight on those that meet planning requirements.</p> <p>KM queried if application meets SBC new parking standard? SB confirmed that the SBC planning officers would check when they assess the application.</p> <p>TL queried if we have highlighted the miscalculations in transport and traffic in our notes. Confirmed we have.</p> <p>DR queried if we had had any contact from the borough councillors with regards support and views. Clerk confirmed no.</p> <p>SB requested that PC decide if we are asking for issues to be addressed for revised plans or are we objecting? SY confirmed drainage, layout, three storey, incorrect assumptions re transport form large issues. Other issues are loss of amenities, lack of economic viability. SB feels we are in firm</p>	<p>Clerk to summarise PC response and submit to the Borough</p>		<p>SBC planning website</p>

	<p>planning grounds that the viability arguments needed further exploration and loss of amenity has not been addressed by the application. Drainage issues are a huge concern.</p> <p>TL noted that Old Vicarage is not formally listed but we can include it as it is specified as a Heritage Asset in the Neighbourhood Plan. .</p> <p>Des Fitzpatrick – support SB viability comments, the hotel should be marketed and we have we have seen no evidence.</p> <p>Mary Cooper – will it affect the green wedges? SB confirmed no.</p> <p>CM confirmed that following discussion, the PC will object to the application.</p> <p>Members of the public were invited to make final comments.</p> <p>Stephanie Blair queried lack of mention of density. SY confirmed mentioned in presentation. Expanded that the pre application advice from the borough was that the site was big enough for around 70 houses but this does not take into account of water storage, landscaping so not sure we can go on density as such.</p> <p>TL queried NP. Confirmed that this fits as around 30 per hectare. KM highlighted the lack of amenities for the elderly.</p> <p>Clerk will summarise points and submit response to the Borough.</p>		
5. To approve the minutes of the Parish Council meeting held on Tuesday 15th December 2015 5/16	<p>Proposed: DR</p> <p>Seconded: KM</p> <p>Agreed: All</p>	None	See South Marston website
6. To review and update Parish Council outstanding actions 6/16	<p>Review of actions currently outstanding.</p> <p>Actions updated on the action sheet.</p>	See actions	Actions
7. To review and discuss the Clerks Report 7/16	<p>Clerks report discussed</p> <p>Annual Calendar: TL requested draft copy of the Annual Calendar be circulated. Clerk confirms will do so</p> <p>Flood Forum & SSE support: PC identified that these opportunities should be used to allow us to create a comprehensive emergency plan. Clerk will send a summary to Anne Featherstone to see if she and KM would like to take the lead on this.</p> <p>Planning protocol: DR mentioned that we should add a standard sentence to all planning responses to the effect that the PC should be consulted on</p>	<p>Clerk to circulate draft Annual Calendar</p> <p>Clerk to send information to Anne Featherstone and cc Ken</p> <p>Clerk to liaise with CM & SB to create standard sentences</p>	Clerks Report

	<p>any community infrastructure allocation. Clerk to liaise with CM & SB to create.</p> <p>Training: PC confirm they would like to arrange SBC to deliver planning training for Councillors, alongside another council. Clerk to arrange</p> <p>Community Governance Review: PC will inform SBC that substantial expansion will take place in the future so we expect a substantial increase in councillor numbers required in due course.</p> <p>Parish Pilots: DR confirmed Stratton PC are holding a referendum. Clerk to reconfirm date for PC to review.</p>	<p>Clerk to arrange planning training session with another Parish Council</p> <p>Clerk to inform SBC</p> <p>Clerk to reconfirm date for PC to review.</p>	
<p>8. To review and discuss the Correspondence Report 8/16</p>	<p>Correspondence report discussed</p> <p>First responders: Clerk to include request on SM website, community newsletter and to Anne Featherstone and KM for the emergency plan work</p> <p>Playing Pitch strategy: Clerk confirmed request was sent late and extension has been requested. Queried who could complete. SB confirmed SMRA so send to Julie Hatherall. Clerk to send</p> <p>Royal Garden Party: PC decided to nominate SY. Clerk to send form to CM</p>	<p>Clerk to circulate emergency responders appeal</p> <p>Clerk to send Playing Pitch survey to Julie Hatherall</p> <p>Clerk to send form to CM</p>	<p>Correspondence Report</p>
<p>9. To discuss the Memorandum of Understanding between the Parish Council and the South Marston Recreation Association for 2016/17 9/16</p>	<p>Following a review of the memorandum and the attendance of Council members to a meeting of SMRA, the PC voted to accept the memorandum for 2016/2017</p> <p>Proposed: TL</p> <p>Seconded: KM</p> <p>Agreed: All</p> <p>SB to send signed copy of memorandum to Clerk to safe storage.</p>	<p>SB to send copy of signed memorandum to Clerk</p>	<p>None</p>
<p>10. To review and approve the Planning application process 10/16</p>	<p>Clerk summary of proposed changes. Agreed process will be adjusted for large applications or unusual applications.</p> <p>Proposed: SB</p> <p>Accepted: SY</p> <p>Agreed: All</p> <p>New process will be used from this point forward</p>	<p>None</p>	<p>None</p>
<p>11. To review procedures for dealing with the development of the village and the new Eastern Villages Area 11/16</p>	<p>CM proposed that we have an expansion heading to ensure that we cover everything to do with New Eastern Villages. Clerk confirmed that everything will have to be identified as who has done what. Any activity to do with the Expansion will now be recorded via reports under this heading within meetings. All confirmed happy with process.</p>	<p>None</p>	<p>None</p>
<p>12. Reports from Working Parties: 12/16</p>	<p>Finance Working Group: SB had recirculated the report with a recommendation by members of the Finance Committee for the precept for 16/17 at £61.90. 2.5% increase.</p> <p>Communications Working Group: Carolyn Page meeting moved. Her work will not interrupt production in Feb/Mar. Will bring report in Feb PC meeting.</p>		

<p>13. Other reports: 13/16</p>	<p>School: CM updated that we agreed to work through the schedule to sort things out before we had another meeting between PC and SBC. CM had met with Gareth Cheal from SBC and made good progress on the schedule. They are NOT going to provide a nursery facility so will we have to consider how we do this. Gareth is looking to have a public meeting to gather feedback on the school design in early April. He would like to meet with the PC before that. CM states his belief that we have made sufficient progress to move on to that and PC confirmed they agree. SBC will have plans and architect plans to show. Suggested week beginning 8th February. CM to arrange meeting. TL queried the changes to the path in the recreation ground due to the school expansion. CM explained that a new path will be constructed. CM clarified to Mary Cooper that the architect specifically said that the revised designs should be significantly quieter for neighbours CM will update the schedule and recirculate.</p> <p>Expansion report: New Eastern Villages: NP submitted 12.1.16. Acknowledged and accepted by SBC. SBC consultation will now be progressed by them (6 weeks). TL queried consultation process. CM explained SBC consultation, then Plan and any comments are passed for Examination. Referendum follows this.</p> <p>SBC has additional staff within NEV and it's vital that SMPC remain in strong contact. Rights of Way, sustainable urban drainage strategy and the infrastructure levy on developers are key areas. CM suggesting that we hold a public workshop meeting on the design of the village centre and the design of new village hall. We specifically invite the people that have been involved in the past to come along but also advertise more widely. Discussions will make basic assumptions about a) school location b) access road c) hotel backland planning permission given. Meeting on 1st February. Clerk to liaise with CM & SB to arrange.</p> <p>Expansion report: Noted New Eastern Villages Right of Way: Report noted South Marston Recreation Association report: Noted Swindon Area Committee of Local Councils report: We have received an application for the Broadband mast. Clerk to circulate the Greenbridge plans to Councillors. SBC lost the planning appeal re Barclay Farm at Wroughton as a result of government legislation on requiring 5 year land supply for housing.</p>	<p>CM to arrange meeting. CM will update the schedule and recirculate.</p> <p>Clerk to liaise with CM & SB to arrange.</p> <p>Clerk to circulate Greenbridge plans to Councillors</p>	<p>Verbal report</p> <p>Report</p> <p>Report</p> <p>Report</p> <p>Finance statement</p>
<p>14. Finance 14/16</p>	<p>To review and approve the budget and precept for 2016/2017. To include 2.5% increase Proposed: SB, seconded: SY. Agreed All.</p>	<p>Clerk to submit precept form to SBC</p>	<p>Finance statement</p>

	<p>Clerk to submit precept form to SBC</p> <p>To review and approve the 3rd quarter financial report. Clerk and SB confirmed 3rd quarter report delayed due to slow response from Bank. Clerk to submit report in February meeting.</p> <p>To review and approve Clerk funding for ICLA qualification. £118.80 Proposed: SB, Seconded: DR. Agreed: All. Clerk to arrange training</p> <p>To review and sign the Parish Gardening contract for 2016/2017. Approved and signed.</p> <p>Approved and signed by SY, CM & TL:</p> <ul style="list-style-type: none"> ○ Finance statement ○ Payments 	<p>Clerk to submit 3rd quarter report in February meeting.</p> <p>Clerk to arrange ICLA training.</p>	
<p>15. To discuss planning applications 15/16</p>	<p><u>S/15/2021 – Barn Conversion at Hay Barn, South Marston Farm</u> Submission deadline: 20th January 2016 Discussion on the application. Note that the proposed homes will not be on main sewage which goes against the NP. Concerns over access. Clerk to submit response to SBC</p> <p><u>S/ADV/15/1860 – Display of 1 non-illuminated sign at Land opposite Marston Farm</u> Submission deadline: 2nd February 2016 No objection from PC. Clerk to submit response to SBC</p> <p><u>S/PRE/15/2098 – Confidential pre-application relating to small local site</u> Submission deadline: 20th January 2016 (extension for Parish Council) This confidential application was discussed in committee with no members of the public present. One member of the PC declared an interest given the proximity to their property and left the meeting</p>	<p>Clerk to submit response to SBC</p> <p>Clerk to submit response to SBC</p>	<p>SBC planning website</p>
<p>16. Matters brought forward by or with the consent of the chair 16/16</p>	<p>None</p>	<p>None</p>	<p>None</p>
<p>Meeting closure:</p>	<p>9:40pm</p>		

Actions:

ACTIONS					
PC Meeting & minute no	Area	Action	Progress update	Owner	Deadline
August 15 099/15	Lotmead planning application	Lotmead – SB will produce a response by 1 st week of September and circulate to Councillors		CM & Clerk	Completed
September 15 123/15	Induction Pack	Clerk to check induction pack index is on the PC' s Google Drive	Carried to February. Date amended	Clerk	16/2/16
October 15 128/15	Dog fouling signs	BT requests additional dog fouling signs for Nightingale woods from CM	Carried to February. Date amended	CM	16/2/16
October 15 128/15	Overgrown hedges	Clerk to find out who's responsible for trimming the hedges overhanging and any issues surrounding the PC trimming them		Clerk	Completed
October 15 129/15	Insurance for volunteers	Clerk to check with insurers whether volunteers require PC presence	Email sent. Will add response in Clerks report	Clerk	Completed
October 15 129/15	NHS England	Clerk to get contact details for NHS England	Carried to February. Date amended	Clerk	16/2/16
October 15 129/15	Training	Clerk to update training record	Discussing with local clerks.	Clerk	16/2/16
October 15 129/15	Training	Clerk to book Councillors BT, KM & TL on updated Code of Conduct training		Clerk	Completed
November extraordinary 2015 124/15	Neighbourhood Plan	Clerk to share finalised NP with contact at SBC	Carried to February. Date amended	Clerk	16/2/16
November 2015 153/15	School Admission	Clerk to add consultation information to website.		Clerk	Completed
November 2015 153/15	School Admission	CM to contact Borough to highlight need for Parish involvement in admission discussions for new and existing schools.		CM	Completed
November 2015 156/15	Risk assessment and asset maintenance	Clerk to create list of training that is required for all councillors and clerk to allow us to monitor progress and gaps	Carried to February. Date amended	Clerk	16/2/16
November 2015 159/15	Open Spaces: Oak Tree Corner uses	Working group will create list of possible uses and pass to Clerk. Clerk will then allow residents to express their preference for their preferred option via website and newsletter.	Clerk to confirm what has happened with this	BT Clerk	16/2/16

November 2015 159/15	Oxleaze Wood	Clerk to chase SBC to get the date the last time any work was done on Oxleaze.		Clerk	Completed
November 2015 159/15	Open Spaces Working Group	BT to canvass for additional members to join Open Spaces Working Group	Carried to February. Date amended	BT	16/2/16
November 2015 160/15	Footpaths and Rights of way liaison	BT to contact Mike Enright as new liaison	Carried due to workload. Date amended	BT	Completed
December 2015 168/15	SuDS document	Clerk to circulate updated SuDS document		Clerk	Completed
December 2015 168/15	Electronic newsletters	Clerk to begin new process in January 2016		Clerk	Completed
December 2015 169/15	Fly tipping	Will review Greenfields in spring to see if there is still an issue. Clerk to add to her diary for April		Clerk	Completed
December 2015 170/15	Planning Application – Greenfields	Clerk to summarise and submit to SBC		Clerk	Completed
December 2015 172/15	SMRA meeting	Councillors to confirm attendance.		Councillors	Completed
December 2015 172/15	SMRA meeting	Clerk to add review and approval of the memorandum to the January PC meeting.		Clerk	Completed
December 2015 173/15	Finance	SB asks all PC members to review figures and email with queries		All Councillors	Completed
December 2015 173/15	Finance	Clerk to draft gardening contract for signature in January meeting.		Clerk	Completed
December 2015 174/15	Finance	Clerk to purchase new shredder		Clerk	Completed
December 2015 173/15	Finance	Clerk to issue dog bin contract		Clerk	Completed
December 2015 173/15	Finance	Clerk and BT to inform allotment holders		BT & Clerk	Completed
Added at this meeting:					
January 2015 1/16	Defibrillator	Clerk to update Mary Cooper with defibrillator progress.		Clerk	5/2/16
January 2016 4/16	Hotel planning application	Clerk to summarise PC response and submit to the Borough		Clerk	20/1/16
January 2016 7/16	Annual Calendar	Clerk to circulate draft Annual Calendar		Clerk	16/2/16
January 2016 7/16	Flood Forum & SSE Support	Clerk to send information to Anne Featherstone and cc KM		Clerk	16/2/16

January 2016 7/16	Planning protocol – standard CIL/s.106responses	Clerk to liaise with CM & SB to create standard sentences		Clerk	16/2/16
January 2016 7/16	Planning training	Clerk to arrange planning training session with another Parish Council		Clerk	16/2/16
January 2016 7/16	Community Governance Review	Clerk to inform SBC		Clerk	16/2/16
January 2016 7/16	Parish Pilots	Clerk to reconfirm date for PC to review.		Clerk	16/2/16
January 2016 8/16	Emergency First Responders	Clerk to circulate emergency responders appeal		Clerk	16/2/16
January 2016 8/16	Playing Pitch	Clerk to send Playing Pitch survey to Julie Hatherall		Clerk	16/2/16
January 2016 8/16	Royal Garden Party	Clerk to send form to CM		Clerk	26/1/16
January 2016 9/16	SMRA Memorandum	SB to send copy of signed memorandum to Clerk		SB	16/2/16
January 2016 13/6	School progress	CM to arrange meeting.		CM	1/2/16
January 2016 13/6	School progress	CM will update the schedule and recirculate.		CM	1/2/16
January 2016 13/6	Village Centre & Hall meeting	Clerk to liaise with CM & SB to arrange.		Clerk, CM & CB	1/2/16
January 2016 13/6	Greenbridge plans	Clerk to circulate Greenbridge plans to Councillors		Clerk	16/2/16
January 2016 14/16	3 rd Quarter finance report	Clerk to submit 3 rd quarter report in February meeting.		Clerk	16/2/16
January 2016 14/16	ICLA	Clerk to arrange ICLA training.		Clerk	16/2/16
January 2016 15/16	Planning application: S/15/2021	Clerk to submit response to SBC		Clerk	20/1/16
January 2016 15/16	Planning application: S/ADV/15/1860	Clerk to submit response to SBC		Clerk	20/1/16

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Clerk's report

Report details	
Report Date:	11 th January 2016
Inclusion in Parish Council meeting:	January 2016
Agenda item number:	6
Public or confidential:	Public

Overview	
December has seen a lot of work undertaken on the SouthMarston.org.uk website, updating the PC's calendar of annual jobs, preparation of the finances ready of the 3rd quarter finance report, allotment inspections and administration and catching up on PC administrative tasks. I also attended the quarterly Clerk's Forum.	
Area	Summary
Overgrown hedges & Oxleaze Wood	Following discussions in a previous PC meeting, I contacted SBC to find out the following: Overgrown hedges – Under the Highways Act, the SBC Highways Team have the power to enforce property owners to cut back vegetation if it is obstructing the

	<p>public highway. In reality, this means, if we see an offending hedge/tree that is obstructing the footway by at least a third of its width, they initially knock on the door to ask the owner to carry out trimming work. If no-one is in, they send a polite letter asking for the work to be done and if it is ignored, they send a second, slightly more strongly worded letter to the residence. If two weeks later still nothing has been done, they can begin formal enforcement procedures which could be that we would carry out the works and recharge the costs to the owner. Under the Highways Act, they cannot simply carry out the works without giving formal notice.</p> <p>They recommend that if we are experiencing problems, we should notify the Streetsmart team with the location and issue via streetsmart@swindon.gov.uk and the Inspectors can take a look and begin any necessary procedure</p> <p>Oxleaze wood - The last cut was carried out in Sept via the Community Forest with Streetsmart taking on this work from April this year.</p>
Complaints	<p>As referenced in previous Clerk reports, two complaints were received about the conduct of a member of the Parish Council. The complainants were referred to SBC as per the complaint process. Formal complaints were logged and were reviewed by the Standards Committee at SBC.</p> <p>I have been informed that the committee have decided that no formal action need be taken. The Committee noted that the remedy set out by the complainant mainly concerned the consultation process, rather than the conduct of the Councillor. As such, the Committee have asked me to refer the following comments to the PC for their consideration:</p> <p><i>"I think that the consultation for the Neighbourhood Plan is flawed. Given the mistakes that have been made in the latest round I think the exercise should be repeated. Given the poor quality of the consultation overall, I do not agree that the Neighbourhood Plan has been village led as stated in the document. I would like this statement removed. I would like the Parish Council to explain a) why they believe expanding the school on the existing site, adding to an already worrisome and dangerous traffic situation, is it in the best long term interest of the village. If they do not believe this to be the case I would like to know why they did not work to find other options and seek the views of the village. B) The consultation process they used. I do not understand how mistakes are still being made when other consultations have gone before"</i></p> <p>These points were made by the complainant in her response to the Neighbourhood Plan and dealt with within that process. Subject to the comments of Councillors I do not propose any further action.</p>
Clerk Training	<p>Following advice from WALC, I would like to begin the Introduction to Local Council Administration Qualification. Qualification is designed for new Clerks. Details here http://www.slcc.co.uk/content/introduction-to-local-council-administration/457/ . It cost £99 + VAT (£118.80)</p>
Gift received	<p>As a thank you for promoting the South Marston school Christmas Fayre, I received a Christmas pudding from Sara Hargreaves-Brown (worth £8).</p>
Annual jobs calendar	<p>There were a number of different versions of the PC's calendar of annual tasks and jobs so work has been done to produce one central copy. This can be seen by Councillors on the internal PC google drive in the folder marked Council Management. The calendar has been discussed with Colin and we will be trialling a version which is set by meeting dates rather than month end dates.</p>
Allotments	<p>Allotment inspections took place between Christmas and New Year and emails will be sent to all those requiring action. A New Year letter/email has been written to all allotment holders informing them of work done in 2015, the price increase in 2016 and other matters. All emails/letters are due to be sent week commencing 11th January.</p>
Planning application process	<p>Following requests from Councillors, I have documented the process for reviewing and responding to planning applications we receive notification of from SBC. Although the existing process is sound, it just required a little tightening to allow us</p>

	to easily track progress and refer back to it if needed. For discussion at this meeting as an agenda item.
Communications	Subject to the recommendations by Carolyn Page, I will be producing the next edition of the community newsletter with a view to landing on doorsteps at the start of March. I will also be working to create a more complimentary relationship between the website, welcome pack, newsletter and Facebook page.
Clerks Forum	<p>I attended the Clerks Forum at Haydon Wick with other local Clerks, representatives of SBC and other the Flood Forum and Scottish and Southern Energy (SSE).</p> <p>SSE Community Support: Presentation here. Nick from SSE gave a summary of the community services available to us. SSE are the network distributor for this area so all of us use their services although we may be paying for them via a third party provider. SSE operate a priority services register for residents that would class themselves as vulnerable in case of a power cut. The residents can register with SSE and if a power cut occurs, they will be treated as a priority and offered additional support (welfare checks, support packs with blankets, lights, nominated contacts for support, welfare vehicles etc). Flyers are available to advertise the service to residents. PC can also request stocks of LED glow sticks for storage for emergencies within the parish. SSE also offer a Community Resilience fund which offers grants of £500 to £200k for community projects that benefit residents and enhance welfare, services or communication. Funding can also be used for maintenance or expertise purchasing. SSE have templates for emergency plans we can have.</p> <p>Flood Forum: Presentation from Paul Cobbing, CEO. Flood resilience community pathfinder pilot project was run in Swindon and other locations and recently finished with success. Involved range of projects designed to improve flood resilience. Some cleared land and culverts, some brought together groups of agencies & landowners to create emergency plans and clear responsibility. SBC are working on a project to encourage young people to become more involved with emergency planning & understanding the issues. Confirmed that SSE Community Resilience Fund money can be used to undertake projects/work and confirmed with SBC that PC's can request that conditions of planning permission could be involvement with community resilience programmes. Paul Cobbing also confirmed that Flood forum can help support an assessment to find where issues could occur. SBC will be sending Clerk's the latest information they hold on emergency plans for their area. Separately, we have been contacted by the Wanborough Anti-Flood Group asking if we wish to approach the National Flood Forum as a wider Wanborough and South Marston Flood group.</p> <p>SBC planning: Andy Brown, SBC Planning gave updates. Swindon Plan is not printed yet in full colour but hoped to be done shortly. Eastern Villages updated not available but will be circulated with minutes. Community infrastructure Levy is currently being reviewed by the Government. SBC are submitting their comments before the 15th January deadline. A new planning protocol has been created for the borough. Key changes include the removal of the free service allowing Parish councils to get paper copies of planning applications. PC's are now expected to use electronic formats to review planning applications, print themselves or some exceptions may be made for exceptionally large applications.</p> <p>Training: Discussion on the training courses available to Councillors. Haydon Wick are hosting ethics training for those that missed it. Date to be confirmed but will be either Monday 8/2, 22/2, 29/2 or 2/3. Councillors to confirm attendance. SBC also confirmed that they do a planning training session for Councillors which gives details of whole process from end to end. Council to confirm if they would like to arrange.</p> <p>Community Governance Review: Council will need to summarise any predicted changes that will be needed (i.e. increase in Parish Councillors, boundaries etc) to Stephen.</p> <p>Parish Pilots: Haydon Wick have confirmed that they are taking on services and sub-contracting. Will follow progress. DR confirmed Stratton are holding a referendum.</p>

	SB confirmed that at SLAC meetings that we are not taking. CP to check when we are reviewing the Parish Pilots.
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Actions or queries for consideration by Parish Council at PC Meeting

Approval of £118.80 for Clerk training.

Councillors to confirm attendance for Ethics training. 8 th Feb.

Council to confirm if they would like to arrange a planning training session.

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Correspondence Report

Report details	
Report Date:	11 th January 2016
Inclusion in Parish Council meeting:	January 2016
Agenda item number:	8

Item number	From	Date	Reference	Contents summary
1	Brian McGlone, F&E Harris Trust	14 th December 2015	Invoice 1262	Letter containing cheque to cover the cost of the pavilion

Content	<p>Dear Claire,</p> <p><u>Ref: Grant request for purchase of a portacabin for recreation ground. Invoice number 1262 dated 6th October 2015</u></p> <p>With reference to email dated 24th October 2015 and attached invoice 1262. Enclosed is a cheque for £3800 granted to SMRA in payment for the portable unit previously paid for by South Marston Parish Council.</p> <p>A copy of this letter will be sent to SMRA for their records.</p> <p>Yours sincerely,</p> <p>Brian McGlone Secretary: F&E Harris Memorial Trust</p>			
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Item number	From	Date	Reference	Contents summary
2	Gary Sumner, Chair of Wanborough Parish Council	17 th December 2015	SBC Parish Plans	Wanborough Parish Council decision on Parish pilots project

Content	<p>From: Gary Sumner Date: 17 December 2015 at 17:24 Subject: RE: Letter from Swindon Labour Group Leader re: Swindon Council Parishes Plans To: Matthew Bradley and all Parish Council Chairs</p> <p>Dear Mr Bradley,</p> <p>Thank you for forwarding Cllr Grant's letter,</p> <p>Wanborough Parish Council agreed at our December meeting this week (unanimously) to proceed with taking over services suggested by Swindon Borough Council and we feel confident that we can provide an improved service for residents following our negotiations.</p> <p>We feel that the arrangement is one that will have to be accepted in the long term and therefore it is our view that it is prudent to establish a more efficient, localised way of serving our residents for those services which Swindon Borough Council wishes to devolve.</p> <p>Based on our detailed calculations we are happy with the move.</p> <p>Kind regards,</p> <p>Gary Sumner Chairman – Wanborough Parish Council</p> <p>From: Matthew Bradley Sent: 17 December 2015 14:51</p>			
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To: All Parish Council Chairs

Subject: Letter from Swindon Labour Group Leader re: Swindon Council Parishes Plans

Dear Sir/Madam

The Leader of the Swindon Labour Group, Councillor Jim Grant, has asked me to send you a letter from him in relation to your position as Chair of your respective Parish Council. This letter is regarding Swindon Council's current plans to devolve more services to existing parish councils.

Councillor Grant would be grateful if you could notify your other parish councillors of this letter.

I have assumed you are Chair of your Parish Council based on the information on the Swindon Borough Council website. If you are no longer the Chair of your parish council I would be very grateful if you could forward this letter to the person now in that position.

Best Wishes

Matt Bradley
Swindon Labour Group Political Assistant
Swindon Borough Council

Item number	From	Date	Reference	Contents summary
3	Dave Wilmot, South West Ambulance Service	22 nd December 2015	N/A	Ambulance Service Community First Responders - Swindon Borough

Good morning.

I apologise for the blanket email, but please bear with me.

As the county Responder Officer for the ambulance service in Wiltshire, I am responsible for recruiting, training and supporting all of Wiltshire's Community First Responders (CFRs). A Community First Responder scheme is made up of groups of volunteers (the CFRs) who within the community in which they live or work have been trained to attend emergency 999 calls on behalf of South Western Ambulance Service NHS Foundation Trust (SWASFT) and to provide basic care and if necessary life support until the arrival of an emergency ambulance, 24 hours a day 7 days a week. Every ambulance service in the UK works with volunteers in this way.

As volunteers and members of a Community First Responder Scheme, CFRs provide a totally community based service, and they do so enthusiastically and without pay. Their role is highly rewarding and offers opportunities to meet new people and learn valuable life and lifesaving skills through the on-going training and support provided by the Trust.

This is a link to an excellent video which gives a real flavour of what we do:

https://www.youtube.com/watch?v=r-ZkfbAbX3I&feature=player_detailpage

Within SWASFT's borders, CFRs are predominantly active in the less urban areas of the region. At the moment, we aren't recruiting for CFRs in central Swindon, but we are seeking new volunteers in a number of the Borough's satellite towns and villages, including Highworth, Royal Wootton Bassett, Wroughton, Chiseldon, Purton and Cricklade. We already have small numbers of volunteers in some of these communities, but not nearly enough.

It is difficult to recruit effectively in many areas without the active support of local government organisations, so I am writing to ask for your assistance with my work to recruit and sustain volunteers in these communities. If your community is one that would benefit from an active CFR scheme, there's lots that we can do together to either get one off the ground or make an existing group more resilient and effective. Please get in touch.

Content

	Very best wishes. Dave Wilmot			
Item number	From	Date	Reference	Contents summary
4	Richard Philipson, Philipson Knowle Limited	18 th December 2015	N/A	South Marston Community Building - Preliminary Floor Layout
Content	<p>Further to our meeting in the evening of 21st October regarding proposals for the South Marston Community Building, please find attached the preliminary Floor Layout drawing as promised. If you print this drawing out at A3, it will scale at 1:100. I believe the accommodation reflects the areas and arrangement of spaces as discussed with you.</p> <p>Based on current construction costs, the budget cost is circa £1.2m which is much higher than the consortia had in mind but, nevertheless, for the purposes of discussion, here it is.</p> <p>Please acknowledge receipt and if you have any comments please let me and Andy Birch or Nick Freer know.</p> <p>Best wishes for Christmas and the New Year.</p> <p>Richard Philipson</p>			
Item number	From	Date	Reference	Contents summary
5	Angela Clack, SBC	6 th January 2016	Playing Pitch Strategy	Request to survey the condition of local pitches for the SBC Playing pitch strategy
Content	<p><Clerk note: Extension requested for Parish Council meeting> Dear Parish / Town Council,</p> <p>Swindon Borough Council are currently undertaking a Playing Pitch Strategy of the Borough for the next 5 years to replace the former strategy which was undertaken in 2007. The strategy will cover the pitch based sports of football, rugby, cricket and hockey, and the Council, in partnership with Sport England and the national sport governing bodies (the FA, RFU, RFL, ECB and EH) will be surveying all clubs and providers to complete a full audit of pitch provision and teams that play within the Borough.</p> <p>Playing Pitch Strategies are vital for pitch-based sports as they set out a framework for the Local Authority to make decisions on the future management and provision of pitches. The strategy will provide robust evidence to support planning policy on the protection and enhancement of playing pitches and in particular will be applicable to development proposals that may affect playing pitch or propose new sports pitch provision. It will also help to identify sites which require investment, which sites and facilities need protecting, and any needs and deficiencies in pitch provision in the area, particularly given the significant projected population growth for the Borough.</p> <p>Swindon Borough Council will work with the NGBs to make strategic decisions on how to best deliver any recommendations set out within the playing pitch strategy (as part of the accompanying delivery plan) and your help in gathering information is a vital part of the process.</p> <p>On this basis, we would like to hear your views on the quality, quantity and accessibility of grass and artificial pitches and facilities owned or managed by your Parish / Town Council. We are particularly interested in hearing your views on whether there has been any significant changes (positive or negative) in the quantity, quality and accessibility of pitches since the last strategy was undertaken in 2007. Where appropriate, please could you include information on any former playing pitches, this is to ensure we comply with Sport England's guidance.</p>			

As part of this process, we would be very grateful if you could complete the online survey provided in the link below by no later than **Friday 15th January 2016**.

<http://swindon.parishpitches.sgizmo.com/s3>

By completing the survey you will help to ensure we obtain a complete picture of **all** pitches in the Borough – and if you have specific issues it will also be a great opportunity to raise them through this process.

Playing Pitch - Site Visits

Also as part of the process we will need to undertake playing pitch assessments for all sites including those owned or managed by the Parish / Town Council, which includes an assessment of any changing facilities available onsite.

Cricket site surveys have already taken place to capture site specific information before the end of the cricket season. The remaining site assessments for football, rugby, hockey and artificial pitches will take place before the end of the winter season (Feb / March 2016). We will therefore be in touch to arrange access to your playing pitches and changing facilities, at a time that is convenient – to assist us in this process it would be helpful to understand who the best point of contact would be to help arrange pitch surveys with Council Officers.

Many thanks for your assistance,

Any questions you have in the meantime, please do not hesitate to contact either Amy or I.

Angela Clack
NEV Infrastructure Co-ordinator

Item number	From	Date	Reference	Contents summary
6	Katie Fielding, WALC	5 th January 216	Garden Party	Invitation to nominate a councillor to attend Royal Garden Party

Content	<p>Dear Colleagues</p> <p>It is that time of year again when Wiltshire Association of Local Councils is offered places for a Royal Garden Party at Buckingham Palace.</p> <p>NALC has been requested by the Lord Chamberlain's office to inform member councils that Her Majesty will be hosting a Royal Garden Party at Buckingham Palace on Tuesday, 10th May 2016 and WALC has been allocated places for <u>two</u> councillors and their spouses/companions.</p> <p>WALC is seeking nominations of members with long service (and one accompanying guest). Those nominated must be willing and able to attend on 10th May 2016. Names will then go into a draw and will be drawn at random.</p> <p>The Lord Chamberlain had asked that the following be highlighted:</p> <p>Please read and comply with the following notes when completing the Garden Party Invitation.</p> <ul style="list-style-type: none"> • Invitations are in recognition of past service and it is therefore appropriate that outgoing members, rather than those newly elected, should be invited to attend • It is essential that all details given are correct as inaccuracies have, in the past, caused distress and embarrassment. • Ensure that all nominated guests are accompanied. However should any guest request to attend unaccompanied then please make certain that this option is clearly highlighted on the form. • Nominated or accompanying guests should NOT have previously attended a Garden Party.
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- Older people or disabled people who need assistance MUST be accompanied and this must be made clear on the form.
- Ensure that no one under the age of 18 years is nominated as a guest or to accompany a guest.
- All names and addresses must reflect each guests' form of identification that they will be asked to bring with them e.g. Passport, driving licence to allow them to gain access to the event. If in doubt, please check with the guests.
- All nominated guests must be British or European Union citizens, although their husbands, wives or companions may be of other nationalities.
- All guests, nominated or accompanying, must be resident in the United Kingdom.
- We have been asked to emphasise that late changes to nominations will not be entertained by the Palace.

Please complete the attached form to submit it to WALC at Unit C2, Beacon Business Centre, Hopton Park, Devizes, Wiltshire, SN10 2EY or email kfielding@communityfirst.org.uk by 12.00 noon on Monday 1st February 2016. Only forms with all completed information will be entered into the draw. Please note, we do not make any judgement of the value of nominees' service, and selection is based on a random draw.

With kind regards

Katie Fielding
County Secretary
Wiltshire Association of Local Councils

<Clerk note: Form saved in General Correspondence folder for this month>

Item number	From	Date	Reference	Contents summary
7	Anne Featherstone	11 th January 216	December PC Meeting	Enquiry about school admission and interpretation of PC meeting minutes

Content

Hi Anne,

Thanks for this. I've saved it as Correspondence for the PC.

With regards the admission policy consultation, this is run and organized by the Borough. I do know that they advertised it as normal via the Local Education Authority and the council website as a minimum. I did put a reminder up on the SouthMarston website up in December a few days before it closed but I'd recommend talking to Swindon about their advertising process.

With regards your other queries about the minutes, I'd recommend using the open 10 minutes at the start of the next meeting you can attend to request clarification of your understanding. This will allow those involved to answer your queries directly.

Hope you're having a lovely time in Oz. It's freezing here!

Thanks

Claire Penny
Clerk and Responsible Officer
South Marston Parish Council

From: Anne Featherstone [mailto:featherstone_anne@hotmail.com]
Sent: 11 January 2016 16:38
To: claire.penny@southmarston.org.uk
Cc: Anne Featherstone <featherstone_anne@hotmail.com>; tony leathart <tony.leathart@btinternet.com>
Subject: December PC meeting

Hi, Claire

I intended to share these observations sooner but I got highjacked by the demise of the hotel. I note a good response there. The village seems to have woken up.

I want to make three points about what was said in the December meeting. They are;

1. Admissions Policy for the school

(a) I was very pleased that CMcE raised the matter of the school admissions criteria. He made a very good case for PC intervention but SB suggested a different course of action. As far as I am aware the mechanism for managing school admissions is the Admissions Policy and the Borough will use his criteria when sorting school places. In my opinion it made sense to propose a change to the Policy **as well as** seek to put in place other safeguards if this is possible. Some of us are fearful about siblings of children out of catchment taking precedence over those residing in the village. Places will not be available for children moving into the village and traffic will be increased as a consequence of out of catchment parents driving into the village and residents having to drive out. I think a useful opportunity has been missed here and I will watch this space as will many others.

(b) the consultation period is now closed according to the website. Was the consultation open to residents? I know other schools and governing bodies are consulted. I am assuming residents could not contribute to the debate or the information would have been included in the magazine recently circulated, or on the notice boards, etc. Please confirm.

2. SB said that she would not be able to take part in some discussions coming up in the future because she will have to declare an interest. What was SB referring to? Was it the hotel site? I hope this is clarified in the final set of minutes.

3. TL volunteered to help CM and SB produce a document for the NP (this may have been in connection with 'compliance with basic conditions') and his offer was declined. It was suggested he help with the proof reading. This seemed to me to be another opportunity missed where ownership of the NP could be spread more widely amongst the group. I also noted that no one else was aware of this document/task.

I would find it really helpful if the chair reminded those in the public gallery of the protocol for those observing. I would have commented on the above at the time but I am never sure if comments are appropriate.

I am away as you know so look forward to seeing you all in February.

Best regards,

Anne

General correspondence received:

Title	Produced by	Key points to note
WALC meeting	Andrea Stanley	Agenda for WALC meeting on 14 th January. Includes minutes from meeting 19.11.15 and draft minutes from 17.12.15
Alive & Kicking Programme	Jon Dunn, SCB	Invitation for local children to attend a Live n Kicking programme to lose weight and improve health.
Wilts & Berks Canal Trust	Jonathan Till, Chief Executive Officer	Invitation to join the new Executive Committee or support team
Mecure planning application	Local residents	We received a number of emails from local residents regarding the planning application relating to the Mecure. All were informed how to respond to the application so please see the SBC planning portal for a summary of registered objections. Copies of the emails can be seen by Councillors in the general correspondence folder.

Newsletters received:

Title	Produced by	Key points to note
Members Bulletin 10.12.15	Swindon Borough Council	Training sessions: <ul style="list-style-type: none"> ▪ Understanding the capital budget session – 16th January 2016, 6pm. Swindon ▪ Using Neighbourhood Agreements to build strong and active communities at a time of austerity – 19th January 2016, 9:15am. London ▪ Future role of the Dorset & Wiltshire Fire and Rescue Service – 1st March 2016, 6pm. Swindon ▪ Community Engagement in the current climate seminar – 21st January 2016, 9:30am. London
Members Bulletin 17.12.15		
Members Bulletin 7.1.16		
Public Sector Today 8.1.16	Public Sector Today	None
WALC Newsletter December 2015	WALC	Updated information on transparency fund. Details on New Years Honours list.
Swindon CCG Patient and Public Involvement Newsletter December 2015	Swindon CCG Patient and Public Involvement Newsletter	None

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Expansion report: New Eastern Villages

Report details	
Report Date:	12 January 2016
Report written by:	S Brown and Colin McEwen
Working Group meeting date:	n/a
Inclusion in Parish Council meeting:	<i>Clerk to complete</i>
Agenda item number:	<i>Clerk to complete</i>
Public or confidential:	

Overview

Recent progress:

- **Draft Neighbourhood Plan finally submitted to Swindon Borough Council 12.1.2016**
- **New Eastern Villages Team in place within SBC – early communication over relevant issues**
- **NEV Rights of Way Strategy report submitted to NEV Team**
- **Early input to NEV Sustainable Drainage Strategy**
- **Contact resurrected with developers over new Community Hall ‘scoping’ exercise**

Recommendations to SMPC on taking forward NEV and village expansion issues as below

Item	Summary
Draft NP documents	<ul style="list-style-type: none"> • Work continued on writing the regulatory documents to accompany the plan version that was agreed in November 2015. This has been a long and complex exercise, but one that is necessary to satisfy the NP regulations when the plan goes before an examiner.

	<ul style="list-style-type: none"> • Work completed – thanks to work by CM, SB and TL. Printed ‘in house’ and professionally bound. • NP website now updated with the revised plan and the 11 Annexes. The Annex that probably is of most interest to parish councillors is the explanation of modifications made to the pre-submission draft plan at Appendix 11. • SBC will now review the document, and, provided there are no legal or regulatory issues that require changes, SBC will then start the 6-week statutory consultation – they will organise this. • At the same time, SBC has agreed to secure an independent examiner for the next stage of the process.
NEV team at SBC	<p>Sam Howell now has an expanded NEV department in place –a mix of planning case officers and those tackling the more strategic elements. Their challenge is to create an overall masterplan strategy for the NEV (Rights of Way, drainage, roads, services, infrastructure) within the next month, at the same time as working with individual planning applications that are coming through in piecemeal fashion.</p> <p>To ensure our continued involvement in their work, we have secured attendance at the start of an NEV team meeting on the 1 February to outline the role of the NP and our input to the wider NEV strategies. CRM and SB are available – third representative of the PC would be welcome.</p>
NEV Rights of Way Strategy	<p>We were informed that the NEV were already well into developing an overall ROW Strategy for the NEV using input at the end of last year from the Swindon Bicycle Users Group but without local input. Given the importance of ROW within our own NP and the relationship to ROW south of the A420, we took immediate action to ensure our views were considered.</p> <p>BT and CRM convened 3 meetings of the original SM ROW group to review the potential for ‘gateways’ and strategic routes south of the A420. A further meeting was held between this group and a representative of the Swindon Bicycle Users Group. A joint report was constructed, (see Annex to this report). A draft of the report was circulated to all parish councillors and the document was discussed with an NEV officer on 11.1.2016. SBC plans to hold a further formal meeting between BUGs and SMPC representatives in the next month.</p>
NEV Sustainable Urban Drainage Strategy	<p>Similarly, we were informed that a draft SuD Strategy was in development and would shortly go out for public consultation. We were able to obtain a draft of this which was circulated to parish councillors by the clerk, asking for input to SB. SB constructed a response, drawing on our existing knowledge of flood risk north of the A420, and known issues over the remainder of the NEV. This will hopefully ensure the eventual consultation document draws on more detailed knowledge of flood risk issues</p>
HHT contact	<p>As part of the series of meetings last autumn between representatives of the parish council and HHT, a design consultant was brought in by HHT to consider the specification for the new community hall. The importance of this is that as part of the decision on the HHT application, negotiations have to take place with SBC on potential Section 106 obligations for providing community facilities. The objective of the meeting was to scope out the likely cost of the facilities at the hall that were already part of the draft specification prepared by the Expansion Working Group in previous years. The ‘scoping’ outline of the hall facilities has now been received and a likely cost provided. We are now approaching the stage where we need to convene the Working Group plus other interested parties to discuss the requirements and layout of the village centre in more detail. It will be important to ensure communication on the likely cost and contributions is put in train so that SBC officers are aware of our requirements.</p>

Section 106 agreements	All the potential developments within the NP area will be accompanied by discussion on what would be included in a Section 106 agreement should an application be granted. Since these discussions start at a relatively early stage in considering an application, it will be vital that the requirements we have already included in the NP, particularly the community infrastructure, are part of the information bank on which those in SBC negotiating these arrangements can draw. Early engagement with the relevant officers is advised.
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Actions or queries for consideration by Parish Council at PC Meeting

Recommendations to the PC:

1. That the Expansion Working Party be reconvened to make recommendations to the parish council on the design and layout of the village centre. Membership could be expanded to include other residents who have now been inputting to work on the village expansion eg the ROW group. This work will start from some base assumptions about the road network, practicalities and priorities as identified within the NP.
2. Early contact is made with the Section 106 team at SBC regarding infrastructure requirements
3. PC representatives continue to seek and attend meetings with SBC officers to ensure full engagement with issues relevant to the expanded South Marston and the NEV. A cohort of three PC representatives will be sought to attend each meeting.
4. All matters concerning the NEV and expansion of South Marston will from now on, be reported to the PC under a single report.

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Expansion report: New Eastern Villages Rights of Way

Report details	
Report Date:	14 th January 2016
Report written by:	CM
Working Group meeting date:	N/A
Inclusion in Parish Council meeting:	January 2016
Agenda item number:	13
Public or confidential:	Public

Overview

Draft NEV ROW document available to view to Councillors

Aim:

To provide a network of foot and cycle rights of way (ROWs) to the East of Swindon and in particular the New Eastern Villages Strategic Development Area (NEV) in compliance with the following **Swindon Local Plan 2026** policies:

SD1: Sustainable Development Principles provides the overarching requirement that:

“...all development proposals will promote healthy, safe and inclusive communities; be accessible by walking, cycling and/or public transport”

This requirement is expanded in the following Policies:

CM2: Active, Healthy and Safe Lifestyles:

“Active, Healthy and Safe Lifestyles will be encouraged by increasing opportunities to walk and cycle and encouraging more sustainable lifestyle choices”

TR1: Sustainable Transport Networks:

“promoting and improving safety, security and healthy lifestyles through maximising opportunities to walk and cycle”

These policies are applied to the NEV in

Policy NC3b: New Eastern Villages – including Rowborough and South Marston Village Expansion

“The development shall provide sustainable transport links to include walking and cycleway improvements that integrate with existing networks and provide good connectivity within the development and to the surrounding area”

Additional reference will be made to:

the draft **Swindon Cycling Framework:**

http://www.swindontravelchoices.co.uk/media/78177/swindon_20cycling_20framework_draft10_2_.pdf

Cycling provision for the Eastern Villages: Swindon BUG 23 Nov 2015

Item	Summary
Meeting 20 th December 2015	<p>Present: Barry Thunder, Grev Commins, Chris Brooks, Colin McEwen. Apologies Des Fitzpatrick, Alan McElroy, Sylvia Brown</p> <ul style="list-style-type: none"> ▪ Noted that CRM had had initial contact with Dick Millard of the Swindon Bicycle Users Group who had agreed to share the report that he had submitted to Swindon Borough Council and with SBC. ▪ Agreed that we should seek to work with BUG and SBC and Wanborough PC. ▪ Noting the need for urgency in the light of developer applications in the NEV area. To be an effective input into the SBC Plan for the NEV the NEV element needs to be completed in draft before the end of January. ▪ Agreeing that CRM will seek an early meeting with SBC to establish a working relationship particularly based on the ROW report and resulting policy in the Neighbourhood Plan and seek an up to date map of the NEV and development areas. ▪ Agreeing that our output will be: <ol style="list-style-type: none"> 1. A justified ROW network policy and plan for the NEV area similar to the ROW policy and plan in the South Marston Neighbourhood Plan and based on a nodal analysis similar the ROW report that led to that Policy and Plan 2. A wider ROW network plan and implementation strategy for the hinterland to the east of Swindon from the Downs to the Thames to include with links into the urban area to the west and countryside to the east ▪ Noted that Grev may take a particular interest in 1. and that Chris will look towards establishing the current position on 2 via maps.
Meeting: 3 rd January 2016	<p>Present: Sylvia Brown, Grev Commins, Barry Thunder, Chris Brooks , Des Fitzpatrick, Alan McElroy, Colin McEwen</p> <ul style="list-style-type: none"> ▪ Draft report prepared by CRM and SB generally favourably received. ▪ Significant discussion as to categories of routes and requirements. ▪ Strategic routes - these were paths/cycleways (predominantly north/south and east/west through the NEV beginning and ending at gateway access points. Albeit with the potential and expectation of linking to areas outside the scope of our document e.g. the north/south route linking to the Thames path and the Ridgeway; the east/west linking to the town centre. Additionally a sub-set of this were sections of these routes identified as utility routes e.g east/west between the hub and residential developments; north/south from SM to the secondary school. ▪ Recreational routes - all other routes. ▪ The Park and Ride to the Great Stall Bridge would undoubtedly have both of these characteristics. FP5 north of the A420 should be lit (noting that lighting was not thought about when the NP ROW report was prepared) ▪ Additional strategic routes would be N-S and E-W. ▪ Other routes should, where practical, be routed external to developments. (noting that BUG were seeking 3m. ways on both sides of the principal roads. This group questions whether this is justified in the context of the volumes anticipated.) ▪ Noting the problems of taking a route north to Highworth given that it would have to cross a golf course if routed from Shrivenham. ▪ Discussing opening access to the Thames and Ridgeway. ▪ Agreeing that we should work with BUG but that our report can stand separate from the BUG report as they are largely complementary. ▪ Group content that SB re-draft the report with CRM and that CRM seeks to set up meeting with Dick Millard prior to seeking meeting with SBC officers next Monday/Tuesday. ▪ BT to give CRM the name of the SBC cycle liaison officer.

Actions or queries for consideration by Parish Council at PC Meeting

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South Marston Recreation Association report

Report details	
Report Date:	15.1.2016
Report written by:	Sylvia Brown
Working Group meeting date:	13.1.16
Inclusion in Parish Council meeting:	<i>January 2016</i>
Agenda item number:	<i>13</i>
Public or confidential:	<i>Public</i>

Overview	
Meeting on 13.1.2016 was annual joint meeting with PC representatives – BT/CRM and SB in attendance. Confirmed signature of agreement for coming year. Discussed likely implications of development in the village, including the hotel and progressing work on the design of the new village centre.	
Item	Summary
Changing Rooms	All working – power supply limits the number of showers able to be used at any one time.
Recreation Ground	Boundary at Thornhill Rd entrance now tidied up – grass mix will be sown in spring.
Oak Tree seat	Difficult shape for purchase of ‘off the shelf’ circular seat. Bespoke options being investigated.
Actions or queries for consideration by Parish Council at PC Meeting	
PC Chair to sign SMRA agreement for 2016/17	

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Swindon Area Committee of Local Councils report

Report details	
Report Date:	18.12.2015
Report written by:	Sylvia Brown
Working Group meeting date:	n/a
Inclusion in Parish Council meeting:	January 2016
Agenda item number:	13
Public or confidential:	Public

Overview	
Some interesting information from the discussions at the latest Borough Parish meeting held on the 17 December.	
Item	Summary
Broadband	Design & Build phase of project largely going to plan despite difficulties particularly in N Swindon Good feedback from Government's national oversight agency on progress Need to drive traffic to the Broadband website to get people signed into receive info so we can recruit champions and spread the word Range of 're-sellers' – the companies residents will sign contracts with – is increasing but will all at the moment be smaller local companies who pass due diligence.
Road infrastructure	Work starts on improving the Oxford Road approach to Greenbridge roundabout in March – extra filter lane and will be governed by 'intelligent' signalised junction that can recognise queue lengths. Start date might be affected by any overrun on Rail bridge work at Stratton
Lydiard House options	A report on options, including the possibility of privatising the house, will go to Cabinet in March or April
PCs taking on services from SBC	Some disquiet from parishes that the implications for the future do not have clarity, particularly any relationship to the parished/unparished areas and special expenses debate
Community Forest	21 years old since inception. 1 member of staff (Jonathan Wilshaw) dealing with all Forest initiatives in Swindon Borough. Discussion focussed on relationship with the planning system and whether areas of green infrastructure are still being designated as Community Forest – they are. If designated, there must be public access, but not necessarily public ownership. All areas of green infrastructure initiated through the planning system must have management and maintenance plans agreed.
Locality funding	Confused situation – the funding allocated by ward councillors under StreetSmart will disappear in April 2016. No proposal to stop community grants, but the regular localities meetings may cease.
Local Plan Review	Forward Planning Dept now organising the base data for the review which will take the plan forward to 2036 – involves strategic housing assessment (land availability and need). Also embarking on Employment Land Review – establishing need and suitability of existing sites – Thornhill Industrial Estate will come into this review.
The Hub	Is now renamed 'Symmetry Park'
Current EV applications	Extension to time limits for ALL current applications to end March 2015.
Neighbourhood Plans	Wroughton plan formal SBC consultation just concluded – timetable looks like examination in late Feb/ March, referendum in May
Planning info obtained	Outside the meeting itself, information obtained from Sarah Screen as follows: Allotments – if on developer land, developers cannot be required to transfer ownership to the PC Although a similar problem exists with play areas and other recreational facilities, they are covered by separate legislation and can be managed as part of the S 106

	<p>Still an issue over whether SMPC would be a signatory to the S106 together with the developers and SBC – pros and cons will need to be sorted out</p> <p>Cricket pitch – if built to county standard, requires correct orientation and within certain distance of the pavilion. Need to decide on whether we become one of SBC's 'cricket hubs'</p> <p>Lack of clarity over who has oversight in SBC on the S 106 negotiations, but whoever it is, SMPC needs to be in discussion with them about our requirements.</p>
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Actions or queries for consideration by Parish Council at PC Meeting

Broadband: Advertise on village website for residents to sign up for information bulletins from the Swindon broadband project

For future action: arrange for SBC Broadband event in the village around May/June in advance of broadband rollout planned for late July 2016

Neighbourhood Plan:

- Ensure infrastructure arrangements have clarity both within SBC and between SBC and SMPC
- In responding to the impending HHT planning application, need to consider appropriate locations for Community Forest land
- Need to plan for Expansion working party debate on layout of Village Centre when the current planning applications (HHT and Hotel) have more clarity

Finance Statement

Prepared for January 2016 Parish Council meeting Report prepared 11th January 2016

Bank Account Statements Received

Julian Hodge Bank at 8 th January 2016	£11290.47
Unity Trust Bank at 8 th January 2016	£11289.03
Total:	£22579.50

ALTO Card: Claire Penny

Purchase	VAT	Amount
Post Office Counter – Postage	£0.00	£22.79
Amazon – Shredder	£8.90	£53.40
Vonage – Phone bill	£2.77	£16.60
Totals:	£11.67	£92.79
Current card balance:		£19.66
Top-up required? Amount?	Yes	£180.34

Expenditure: Cheques for Approval and Signature

Cheque Number	Our Ref	Payment	VAT	Amount
300265	0071	Grove Information Systems – Google apps	£8.58	£51.48
300266	0072	AllBuild – Dog Bins	£15.60	£93.60
300267	0073	Claire Penny – Salary	£0.00	£1306.86
		TOTAL	£24.18	£1451.94

Income: Invoices Raised to

Invoice	To	Amount
ALT15003	Allotment Holder – Clearance services	£35.00
	TOTAL	£35.00

Income: Other

Remittance	From	Amount
	F&E Harris – Pavilion Payment	£3800.00
	Unity Trust interest	£3.07
	Julian Hodge interest	£155.91
	TOTAL	£3958.98