

South Marston Parish Council

1 Brind Close, Swindon, SN3 5EJ
 Tel: 01793 686150 or 07804 4225571
 Email: clerksmpc@southmarston.org.uk

South Marston Parish Council

**Approved Minutes of the meeting held on Tuesday 16th February 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 B Thunder (BT)	Mr S Young (SY)
Mr K Millard (KM)	Mr D Roberts (DR)
Mr T Leathart (TL)	Mrs V Manchem (VM)
Clerk & Responsible Officer:	Mrs C Penny (Clerk)
Members of the public present:	Mrs A Featherstone, Mr A Goodenough

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, NFF - National Flood Forum

Minutes:

Agenda item & minute number	Summary	Action	Supporting information
1. Open 10 minutes 17/16	<p>Mrs Featherstone confirmed that following an email from the Clerk, she has a suggestion re emergency planning and is offering to pull a group together regarding flooding. TL stated that he feels that we are trying to do too much to respond to emergencies and that we should have a process for tapping into the emergency process from SBC. KM raised that SBC may not get to us initially as they will deal with Swindon arterial routes first of all so therefore plan is required.</p> <p>Clerk suggests that we tap we into the resources from National Flood Forum as flagged in January's clerk report. CP to pass details of National Flood Forum presentation and contact details to Mrs Featherstone to begin work. Mrs Featherstone to arrange meeting to understand more about the help the NFF can give to us and pass information to the PC to allow them to consider next steps.</p> <p>Mr Goodenough raised if and when we take over grass cutting as per the parish pilots project will that include ditches? CM pointed out that there is</p>		

	<p>a difference between ditch and culvert and we will not be making any decision until the Autumn 2016. Mr Goodenough also informed the PC that the Wanborough Flood Group has been given a grant from SBC.</p> <p>CM highlighted to Mrs Featherstone that Kingsdown is the flood area that overflows to Honda and then onto us and that information would be useful for the meeting with the NFF.</p>		
2. Apologies 18/16	None		
3. Declarations of interest 19/16	<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>BT acknowledge discussion on allotment as he rents an allotment plot. However, discussion will not impact him any more than other allotment holders so does not exclude him from the discussion.</p>	None	The Councils declaration of interests as recorded in the June & July 2014 minutes.
4. To approve the minutes of the Parish Council meeting held on Tuesday 19 th January 2016 and the extraordinary meeting held on Monday 1 st February 2016. 20/16	<p>Proposed: SY Seconded: SB Agreed: All</p>	None	See South Marston website
5. Review of actions 21/16	<p>Review of actions currently outstanding.</p> <p>Actions updated on the action sheet.</p>	<p>See actions</p> <p>New actions added: CP to pass details of National Flood Forum presentation and contact details to AF to begin work on arranging group meeting with locals and NFF.</p> <p>BT & VM to pick up defibrillator project and update PC on progress</p>	Actions
6. To approve the co-option of Vijaya Manchem as Councillor 22/16	<p>Proposed: BT Seconded: SB Agreed: All VM is welcomed to the PC by CM.</p>		
7. Clerks Report 23/16	<p>Clerks report discussed Council acknowledge new address of Parish Council to 1 Brind Close, Swindon, SN3 5EJ and approve notification to PC banks.</p>		Clerks Report

	PC confirm would like regular updates on anything useful learnt by Clerk as part of her training. VM volunteers to support BT with defibrillator project.		
8. Correspondence 24/16	Correspondence report discussed Berkeley Farm decision: CM raised impact on us as inspector discussed the relevance of the Wroughton NP which has reached the same stage that South Marstons. Explained that the issue is that the Borough cannot show that it has 5 years worth of houses the developers were able to force an application. PC will continue to watch for updates. Training record – updated and returned by Clerk Planning event invitation - noted Broadband – addressed in Broadband agenda item		Correspondence Report
9. Planning applications 25/16	<p>Planning applications: S/16/0128 – ‘Hot food trailer at Wellington Road’ Submission deadline: 18th February 2016</p> <p>Concerns raised about proposed location as it is a slip road for access/egress onto estate. No parking possible for customers. PC consider it totally unsuitable location. Also note that the van doesn’t comply with the food hygiene regulations.</p> <p>S/15/2118 – ‘Construction traffic access on Viscount Way’ Submission deadline: 1st March 2016 No objection.</p> <p>S/RES/15/1522 – ‘The Hub’ revised plans Submission deadline: 25th February 2016</p> <p>Concerns raised about the lack of safe crossing for pedestrians and cyclists. The South Marston NP highlights the critical need for cycleways/footpath connections between SM and other parts of the NEV as local residents will be crossing A420 to access schools/work. Cycle routes should have priority over vehicles turning into sites.</p> <p>SB & BT to summarise the PC concerns and submit to SBC.</p> <p>BT raised issues with viewing planning documents online now that SBC no longer provide hard copies free of charge. This means unable to show plans to PC during discussions. Clerk confirmed that plans are downloaded and saved on PC google drive. Clerk to add google drive links to agenda so all Councillors can see documents before meeting.</p>	<p>Clerk to submit PC response to SBC</p> <p>Clerk to submit PC response to SBC</p> <p>SB & BT to summarise the PC concerns and submit to SBC.</p> <p>Clerk to add google drive links to agenda so all Councillors can see documents before meeting.</p>	SBC planning website
10. To review and approve the Clerk amendments to the Ways of	PC discussion on the Ways of Working document and changes agreed. Clerk confirmed that the document should be an ongoing document that is amended by the PC as we develop.	Clerk to draft paragraph on social media and website usage.	

	<p>Clerk to check the specifics of the Orchard development section 106 agreement and check thresholds.</p> <p>BT queried if PC have other areas within the Parish that we would like the community payback team to work on. Suggestions made.</p> <p>TL informed PC about phone box about opposite Carriers Arms. Has arranged for it to be fixed but it has no door as BT policy is now to remove them if broken.</p> <p>CM stated that an energy company has presented to the PC about future plans for a development at keypoint in SM. Will be having a public consultation at the start of March and they will do a leaflet drop to let residents know. Clerk will await contact.</p>		
Meeting closure:	9:45pm		

Actions:

ACTIONS					
PC Meeting & minute no	Area	Action	Progress update	Owner	Deadline
September 15 123/15	Induction Pack	Clerk to check induction pack index is on the PC' s Google Drive	Done. Induction index on drive.	Clerk	Completed
October 15 128/15	Dog fouling signs	BT requests additional dog fouling signs for Nightingale woods from CM	Done. CM produced	CM	Completed
October 15 129/15	NHS England	Clerk to get contact details for NHS England	Response received. Details passed to CM	Clerk	Completed
October 15 129/15	Training	Clerk to update training record	No action taken yet. Will action shortly. Date amended	Clerk	30/03/16
November extraordinary 2015 124/15	Neighbourhood Plan	Clerk to share finalised NP with contact at SBC	Done. Shared with Phil Marlew (Service Manager – Transport Planning, Highways and Transport)	Clerk	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	No action taken yet. Will action shortly. Date amended	Clerk	30/3/16
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.	Work has begun. BT to discuss in Open Spaces report. BT will write up the recommendation. Date amended	BT Clerk	15/3/16
November 2015 159/15	Open Spaces Working Group	BT to canvass for additional members to join Open Spaces Working Group	Awaiting BT update. Date amended	BT	15/3/16
January 2015 1/16	Defibrillator	Clerk to update Mary Cooper with defibrillator progress.	Holding email sent. Discussion with BT re progress had and BT making enquiries. VM volunteered to assist with project. KM volunteers to attend first aid training. New action added.	Clerk	Completed
January 2016 4/16	Hotel planning application	Clerk to summarise PC response and submit to the Borough	Done	Clerk	Completed
January 2016 7/16	Annual Calendar	Clerk to circulate draft Annual Calendar	Done	Clerk	Completed
January 2016 7/16	Flood Forum & SSE Support	Clerk to send information to Anne Featherstone and cc KM	Done. Amended now as Mrs Featherston has offered to look at flooding.	Clerk	Completed
January 2016 7/16	Planning protocol – standard CIL/s.106responses	Clerk to liaise with CM & SB to create standard sentences	Done.	Clerk	Completed

January 2016 7/16	Planning training	Clerk to arrange planning training session with another Parish Council	Approach made to Covingham PC. Awaiting response after Covingham PC meeting.	Clerk	15/3/16
January 2016 7/16	Community Governance Review	Clerk to inform SBC	Done	Clerk	Completed
January 2016 7/16	Parish Pilots	Clerk to reconfirm date for PC to review.	Date moved to Autumn due to other Parish workload.	Clerk	Completed
January 2016 8/16	Emergency First Responders	Clerk to circulate emergency responders appeal	Added to newsletter. Will be added to website shortly.	Clerk	Completed
January 2016 8/16	Playing Pitch	Clerk to send Playing Pitch survey to Julie Hatherall	Done but no response. Will send to CM	Clerk	Completed
January 2016 8/16	Royal Garden Party	Clerk to send form to CM	Done	Clerk	Completed
January 2016 9/16	SMRA Memorandum	SB to send copy of signed memorandum to Clerk	Done	SB	Completed
January 2016 13/6	School progress	CM to arrange meeting.	Done	CM	Completed
January 2016 13/6	School progress	CM will update the schedule and recirculate.	Done	CM	Completed
January 2016 13/6	Village Centre & Hall meeting	Clerk to liaise with CM & SB to arrange.	Done	Clerk, CM & CB	Completed
January 2016 13/6	Greenbridge plans	Clerk to circulate Greenbridge plans to Councillors	Done	Clerk	Completed
January 2016 14/16	3 rd Quarter finance report	Clerk to submit 3 rd quarter report in February meeting.	Done	Clerk	Completed
January 2016 14/16	ICLA	Clerk to arrange ICLA training.	Done. Beginning next week	Clerk	Completed
January 2016 15/16	Planning application: S/15/2021	Clerk to submit response to SBC	Done	Clerk	Completed
January 2016 15/16	Planning application: S/ADV/15/1860	Clerk to submit response to SBC	Done	Clerk	Completed
Added at this meeting:					
February 16 17/16	Emergency planning: Flooding	CP to pass details of National Flood Forum presentation and contact details to AF to begin work on arranging group meeting with locals and NFF.		CP	15/3/16
February 16 20/16	Defibrillator	BT & VM to pick up defibrillator project and update PC on progress		BT VM	15/3/16
February 16 25/16	Planning application: S/16/0128 – 'Hot food trailer at Wellington Road'	Clerk to submit response to SBC		Clerk	18/2/16
February 16 25/16	Planning application: S/15/2118 –	Clerk to submit response to SBC		Clerk	1/3/16

	'Construction traffic access on Viscount Way'				
February 16 25/16	Planning application: S/RES/15/1522 – 'The Hub' revised plans	SB & BT to summarise the PC concerns and submit to SBC.		BT SB	25/2/16
February 16 25/16	Planning applications	Clerk to add google drive links to agenda so all Councillors can see documents before meeting.		Clerk	15/3/16
February 16 25/16	Ways of working	Clerk to draft paragraph on social media and website usage.		Clerk	15/3/16
February 16 27/16	Finance Working Group	Clerk to update annual calendar		Clerk	15/3/16
February 16 28/16	Superfast Broadband	Clerk to contact James Alred re timescales and website updates		Clerk	15/3/16
February 16 29/16	Oxleaze Wood	BT to check with SBC ok to do three cuts of woods and arrange for community payback to complete.		BT	15/3/16
February 16 29/16	Allotment shed/glasshouse rental	BT & Clerk to prepare contract draft for next PC meeting.		BT Clerk	15/3/16
February 16 29/16	Communications project plan	Working group to begin implementing project plan.		SB BT TL Clerk	15/4/16
February 16 30/16	SBC arranged public meeting re school	Clerk now has a copy of the SBC flyer advertising this. Will post on the website shortly.		Clerk	19/2/16
February 16 33/16	Orchard development section 106	Clerk to check the specifics of the Orchard development section 106 agreement and check thresholds.		Clerk	15/3/16

[Return to minutes](#)

Clerks Report

Report details	
Report Date:	12 th February 2016
Inclusion in Parish Council meeting:	16 th February 2016
Agenda item number:	6
Public or confidential:	Public

Overview	
Area	Summary
New Parish Council address	On Friday 5 th February, I moved home and as such the new address for South Marston Parish Council will be 1 Brind Close, Covingham, Swindon, SN3 5EJ. The telephone number and email address remain unchanged. The website and letterheads have been updated. Main contacts have been informed. Clerk requests account signatories approve and sign letter to two banks to update their records.
Clerk Training	I am now registered on the Introduction to Local Council Administration course and will begin studying shortly. Council to confirm if they would like ongoing updates or a summary of the course at the end.
Website	Work to update the website has been continuing to ensure it is up to date and easy to use
Community newsletter	The next edition of the community newsletter is being prepared and will be distributed at the end of the month. I attended a meeting with the Communications Working Group to discuss our plans for the future (See Communications Working Group report).
Administration	Work has been ongoing to tidy and streamline the admin processes to reduce time taken to complete tasks. This has included storing paperwork in both electronic and hard copy formats
Defibrillator	Following a query from a resident last month, I have checked the status of the defibrillator project. The project has stalled with no one currently leading it. Due to my workload, I am unable to take it forward but Barry Thunder has offered to undertake the research to find out what will be needed to complete it. We will require another Councillor to support him with this due to the volume of work.
Actions or queries for consideration by Parish Council at PC Meeting	
Clerk requests account signatories approve and sign letter to two banks to update their records re new address.	
Council to confirm if they would like ongoing updates or a summary of the clerk training course at the end.	
Additional volunteer to support Barry with defibrillator project.	

[Return to minutes](#)

Correspondence Report

Report details	
Report Date:	10 th February 2016
Inclusion in Parish Council meeting:	February 2016
Agenda item number:	7

Item number	From	Date	Reference	Contents summary
1	Vicki Yull, SBC	28 th January 2016	Berkley Farm	Copy of inspectorate appeal decision

Content	<p>Dear colleagues,</p> <p>At the Parish and Town Clerks meeting on 13 January 2016, it was agreed that a copy of the Planning Inspectorate Appeal Decision on Berkeley Farm would be circulated to you all once it was available. Please find that information attached which I am sending on behalf of Andy Brown from the Planning Team at the Borough Council.</p> <p>Kind regards Vicki</p> <p>Vicki Yull Committee Officer</p> <p><i>Note to Councillors – a copy of the decision can be seen in the correspondence folder here</i></p>			
----------------	---	--	--	--

Item number	From	Date	Reference	Contents summary
2	Vicki Yull, SBC	10 th February 2016	Training	Training record for standards committee

Content	<p>Dear colleagues</p> <p>The annual list of Ethical Framework and Charing Skills training given to Parish and Town councillors is due to be reported to the Standards Committee at its next meeting in March.</p> <p>As such, please can you populate the attached document with your figures and send it back to me by no later than 26 February 2016. The period it covers is 6 February 2015 to 26 February 2016.</p>			
----------------	---	--	--	--

Item number	From	Date	Reference	Contents summary
3	Vicky Yull, SBC	9 th February 2016	NP Planning event	Invitation to attend a planning event

Content	<p>Dear colleagues noted</p> <p>Please see the email below and the attached flier regarding a Wiltshire Neighbourhood Planning event for your information. If any of your councillors would like to attend you need to register attendance at this link:</p> <p>www.eventbrite.co.uk/e/wiltshire-neighbourhood-planning-roadshow-tickets-21202687810</p> <p>Kind regards Vicki</p> <p>From: Alex North Sent: 01 February 2016 13:13</p>			
----------------	---	--	--	--

To: Alex North
Cc: David Potts
Subject: Wiltshire Neighbourhood Planning Roadshow

Good afternoon all,

Please see attached a flier for the Neighbourhood Planning event on March 16th.

If you could circulate this to your networks ASAP that would be much appreciated. The focus is on current steering group members and groups interested in embarking on a Neighbourhood Plan, however, if you are aware of any groups that have completed a plan and would be willing to attend and share their experience they would be very welcome. This offer extends to any local consultants or organisations that offer advice or support to groups.

If I could ask everyone to register for the event at www.eventbrite.co.uk/e/wiltshire-neighbourhood-planning-roadshow-tickets-21202687810

Do get in touch with any thoughts or queries.

Regards,

Alex

Note to Councillors – a copy of the flyer can be seen in the correspondence folder [here](#)

Item number	From	Date	Reference	Contents summary
4	Russel Holland	11 th February 2016	Superfast broadband	Response to Colin McEwen's email to Justin Tomlinson, MP, re superfast broadband

From: Russell Holland
Date: 10 February 2016 at 23:09
Subject: RE: Broadband for the villages

Hi Colin,

The latest I have heard about this is that UKBD are planning to start the process in the rural areas so hopefully this will still be going ahead in rural areas.

Best wishes

Russell

Date: Wed, 10 Feb 2016 20:26:13 +0000
Subject: Broadband for the villages
From: colin
To: Justin tomlinson

Justin:

I was immensely disappointed to read that the prospect of fast broadband for the villages has been scuppered by the recent vote of the planning committee.

I was even more disappointed by the comments attributed to you:

'North Swindon MP Justin Tomlinson was against the application, and said he was "100% opposed to the outdated 4G scheme".

Mr Tomlinson said he would like to see the contract cancelled and the "money re-allocated" to laying fibre optic cables.

"I believe North Swindon residents deserve nothing less than fibre," he said.

As it was explained to us, the main purpose of the scheme was to deliver fast broadband to rural areas in the borough that stand no realistic chance of having a cable system installed because we are too remote from exchanges and have too low a population density.

I appreciate that there are fewer votes in the villages than the urban areas, but the internet means that they can be a source of wealth and productivity that should be cultivated, not ignored. Your quotes show no appreciation of this or concern for the unreliable service that we have to put up with.

I have just run a test showing 2.9mb/s download, 1mb/s upload. This is not good enough

Colin McEwen, Church Farm House, South Marston

General correspondence received:

Title	Produced by	Key points to note
A420 objection	Local resident	Query from local resident about how to object to A420 development proposals. Gave details of the Hub application, directions to SBC website and recommended contacting SBC planning.

All general correspondence is stored electronically for Councillors to view on the internal Parish Council google drive in the PC Meeting Folders, in the folder for that year's meetings.

Newsletters received:

Title	Produced by	Key points to note
Community First	Community First	None
Members Bulletin – 28.1.16	SBC	None

All newsletters are stored electronically for Councillors to view on the internal Parish Council google drive in the PC Meeting Folders, in the folder for that year's meetings.

[Return to minutes](#)

Open Spaces Report

Report details	
Report Date:	10.02.2016
Report written by:	Barry Thunder
Working Group meeting date:	Only me now!
Inclusion in Parish Council meeting:	<i>February 2016</i>
Agenda item number:	13
Public or confidential:	<i>Public</i>

Overview	
Due to recent holiday this month's report is very limited. Oxleaze wood future to be discussed.	
Item	Summary
Oak Tree Corner	The old hedge stumps have been cut back by Chris Brooks. On-going maintenance by community payback teams will control weed growth until more work in started in Spring 2016
St Julians Community Woodland	An invoice for £250 has been sent to WWT to reclaim grass cutting costs for July/Dec 2016. This arrangement with continue for the growing season in 2016. Discussions to take place on use of St Julians share from the Heritage Lottery grant under the Wild Connections project.
Allotments	Allotment review due in March 2016. A large amount of waste metal needs to be disposed of after large scale clearance by Community payback teams. Unless other suggestions come to light we will require a large skip for the disposal.
Bodleian Book Store	Intention is to recommence dialogue with the University regarding the planting scheme and unfinished sections on the bunding. Prior to Spring planting time.
Sevor Solar Farm	No changes
Oxleaze Woods	We need to reconnect with SBC on long term maintenance and development for the woodland. PC to consider our commitment to the woodland and the cost implications for doing this.
Parish Policy for Open Spaces	We HAVE STARTED to produce a draft document on what such a policy may look like. This may well be delayed due to Councillor changes. Pending time to work on this in February/March 2016.
Volunteers	Look to using funds for Open spaces from AEE funds in new year.
Footpaths Liaison with SBC	In light of recent work with SBC planning team on RoW and Cycleways throughout the NEV I intend to represent the PC at future meeting with the RoW officers at SBC.
Actions or queries for consideration by Parish Council at PC Meeting	
SMPC intentions for Oxleaze Woodlands and cost implications. Discuss!	
Proposal to use recently cleared allotment space to create rental plots for allotment holders to erect sehds/glasshouses. PC to discuss.	

[Return to minutes](#)

Communications Working Group Report

Report details	
Report Date:	11 February 2016
Report written by:	S Brown
Working Group meeting date:	9.2.2016
Inclusion in Parish Council meeting:	16 February 2016
Agenda item number:	13: Working Group report
Public or confidential:	Public

Overview

The Communications group met with Carolyn Page to review her research and to brainstorm the future of communication media in the village. The remit was community communication, not just PC information. The potential for the website, electronic newsletter and hard copy magazine/newsletter distribution were all discussed. The key criteria were 'reach' that could be achieved, cost of production when offset by advertising and the burden on paid and volunteer staff that was needed to ensure success. Our aim was to address both current needs and how an approach could be scaled up to servicing up to 2500 households or more with consequent impact on the need for volunteers. Thanks are due to Carolyn, whose research into 4 local community magazines/newsletters of varying print runs/production values helped determine options for printed media in particular.

Item	Summary
Website	<p>An essential tool for communication in the expanded village, albeit acknowledging that we would never achieve 100% reach with electronic transfer of information. Website is due to be revamped, but the key factors for the future were thought to be:</p> <p>An attractive home page – simplicity so that users requiring specific information had a simple click-through pathway to access the information they required, rather than a cluttered list of options.</p> <p>Audience was:</p> <ul style="list-style-type: none"> external viewers eg users wanting to know something about South Marston perhaps with a view to living here, to include links to history of the village and surrounding area residents searching for key information such as, parish council, school and community group info and contacts, village hall availability, recycling days, transport options users wanting to download key documents such as parish council minutes, planning information users wishing to be kept up to date with news and forward activities users wishing to actively engage and share eg through comments, questions and promoting ideas. Strategy needs to be devised for appropriate level of moderation of comments etc
Magazine	<p>Publications in Highworth, Wanborough, Aldbourne and Shrivenham were researched. Each varied in the level and responsibility for editorship – some had committees, others were largely one-person enterprises. Experience shows that the timescale and effort needed in for delivery is reduced if already stapled, folded and bundled by printer.</p> <p>Lessons learned from the research showed that:</p> <ul style="list-style-type: none"> the publication that charged 25p per copy appeared to achieve less reach and many villagers obtained it for free by picking up from shop/post office etc – all others researched were free. All achieved

	<p>significant income from advertising which sustained production– some useful pointers to maximising this.</p> <ul style="list-style-type: none"> • house to house distribution is possible if sufficient volunteers were available – no more than 25 houses per agent was thought acceptable – each agent having a patch neighbouring where they live. Outliers would still have to be posted. Free of charge publication would be easier to handle and reduce the workload of agents and accountability over monies collected. • alternative to blanket house- to- house delivery was to establish collection points – new village hall, pubs, even the phone box were suggested. Those still wishing to receive house deliveries could request this. This option required the publication to be free of charge, but minimises the need for recruitment of delivery agents • Production timing was a crucial factor. To be effective in producing forward content (news of forthcoming events and meetings) a monthly publication was necessary. However, the workload involved was significant and required much chasing of content. Unless significant ‘volunteer’ editors were available, this was a tall order. It was felt that the community focus could be better achieved by a bi-monthly publication, creating a forward bank of articles that were not so time-dependent. Proposed a concept of ‘winklers’- volunteers whose role it was to seek out interesting contributions from residents and perhaps support the copywriting. Adopting a magazine focus means that an alternative for ‘immediate’ news broadcast has to be sought (see newsletter below) • Recruit photographers and cartoonists to ensure attractive publication and relieve editorial workload. • B5 size (halfway between A4 and A5 size) was easiest to handle – avoiding difficulties in handling through letterboxes whilst giving wider scope for the layout of the pages than A5 size. • Highworth Link production is via a design/publisher in Highworth who also produces magazines for other villages – further research being undertaken to see if this is a viable approach to subcontracting the work.
<p>Electronic Newsletter</p>	<p>If a bi-monthly magazine approach is used, a separate vehicle is still required for immediate forward news. For regular website users, this could be an e-newsletter type format on a regular (monthly?) basis. Possible e- registration to deliver newsletter to subscribers, which then also allows the potential for special notifications when the news requires more immediate delivery.</p> <p>If kept short and punchy, the newsletter could be provided in hard copy at collection points and on notice boards as for magazine above.</p> <p>Customer databases would be required and compliance with appropriate CRM and data protection regulation and best practice and it was noted that admin effort will be required in managing this.</p>
<p>Further potential for website development</p>	<p>Existing Wordpress system has add-on modules that enable more functionality.</p> <p>Thoughts were that we could have a paywall capacity – relieving the task of collecting booking fees, allotment rents, 100 club subscriptions etc. Accounts would be automatically produced for the relevant bodies and failure to pay</p>

	<p>would be highlighted by exception. Although this would replace much of the need for multiple small cheque payments and the mixture of BACS, cheque and cash handling, SMRA noted at their meeting that this might also decrease face-to-face interaction between relevant groups and villagers.</p>
<p>Actions or queries for consideration by Parish Council at PC Meeting</p>	
<p>The following project plan is recommended for adoption, to be overseen, at this stage, by the existing Communications Group (SB, BT, TL and the Clerk).</p>	
<p>Immediate:</p> <ol style="list-style-type: none"> 1. Continue with a regular (bi-monthly?) interim 'Community Newsletter' format, prepared by the Clerk and continue to tidy up the format and content of the village website 2. Seek out additional volunteers for house-to-house delivery, with the aim of minimising the number of households they each serve 3. Seek out key residents who are interested in collaborating over future magazine content – particularly 'winklers', copy editors, photographers and cartoonists 4. Research costs of future production, either through design agency or in-house software 5. Develop strategy for advertising and promote local business interest 6. Start using collection point concept and website download in addition to household delivery. 	
<p>Medium term</p> <ol style="list-style-type: none"> 1. Review progress with PC and other stakeholders, including likely income and expenditure 2. Develop regular electronic newsletter format to be made available for download 3. Revamp website home page and structure 4. Develop editorial team and set up appropriate responsibilities and structure 5. Investigate setting up subscriber database 6. Agree moderation strategy 7. Develop forward bank of topic-based articles. 	
<p>Longer term</p> <ol style="list-style-type: none"> 1. Review progress, including forward financial plan and estimate of Clerk's time 2. Investigate e-commerce add-on modules and engage with likely users (allotments, village hall, SMRA) 3. If insufficient delivery agents available, review feasibility of household delivery of magazine 'by request/exception', relying more on collection points and download versions. 	

[Return to minutes](#)

Expansion: School

Report details	
Report Date:	10.02.16
Report written by:	C. McEwen
Working Group meeting date:	N/A
Inclusion in Parish Council meeting:	<i>February 2016</i>
Agenda item number:	<i>14</i>
Public or confidential:	<i>Public</i>

Overview	
Two meetings held: One with governors and one with SBC	
Item	Summary
Governors meeting	I had a useful meeting with governor representatives as set out in my agreed note, previously circulated and attached. Subject to agreeing the proportion of maintenance costs to be paid by the Governors and the exact wording of an agreement, the issues of use seem to have been resolved.
SBC meeting	SBC admissions officer Gareth Cheal and architect Tony Currivan gave a presentation of the proposed layout and new building elevation to the PC in advance of a public exhibition on the 23 rd February. The new layout met many of our previously raised concerns. PC members raised issues of surface and foul water disposal and emphasised that plans for entrances, cycle storage and field use should be planned in conjunction with the village centre and new residential areas. GC is to liaise with the NEV team on hall sizes.
Actions or queries for consideration by Parish Council at PC Meeting	

[Return to minutes](#)

Expansion: Overall

Report details	
Report Date:	12 February 2016
Report written by:	S Brown and C McEwen
Working Group meeting date:	n/a
Inclusion in Parish Council meeting:	<i>February 2016</i>
Agenda item number:	<i>15</i>
Public or confidential:	<i>Public</i>

Overview	
<p>Recent progress:</p> <ul style="list-style-type: none"> • Draft Neighbourhood Plan ‘accepted’ by SBC. Statutory consultation period ends 10 March • New Eastern Villages Team (12 officers) benefited from a short presentation of the South Marston NP to ensure they are familiar with its content and role in planning decisions • Joint meeting between selected NEV officers , SMPC and Wanborough PC representatives to discuss progress with applications, phasing and infrastructure provision • Liaison now happening between SMPC and Angela Clack from SBC to ensure appropriate community infrastructure is enshrined within the S106 agreements with local developers. • Further meeting between SMPC representatives, NEV officers and Bicycle Users group to discuss the NEV Rights of Way Strategy • SMPC representatives met with Gareth Cheal (SBC education) and the architect for the expanded school to discuss school footprint and car park layout. Moving towards public exhibition of the plans prior to submission of planning application March/April. • Early discussions with the School Governors over potential content of licence agreement for school use of Recreation Ground and maintenance of parish-owned car park at the school • Open invitation issued to residents to participate in village centre workshop on 1st February – 30 attenders - and outcomes report produced and distributed. 	
Item	Summary
Draft NP and liaison with SBC officers in the New Eastern Villages Team	<ul style="list-style-type: none"> • Draft Neighbourhood Plan ‘accepted’ by SBC. Statutory consultation period ends 10 March. NP website now updated with the revised plan and the 11 Annexes and how to respond. Copy of NP and Appendices on noticeboard inside the Village Hall. • New Eastern Villages Team (12 officers) benefited from a short presentation of the South Marston NP by CRM and SB to ensure they are familiar with its content and role in planning decisions • Joint meeting between selected NEV officers , SMPC and Wanborough PC representatives to discuss progress with applications, phasing and infrastructure provision • Liaison now happening between SMPC and Angela Clack from SBC to ensure appropriate community infrastructure is enshrined within the S106 agreements with local developments within the NP area
NEV Rights of Way Strategy	Meeting re input to Rights of Way within the draft NEV masterplan with Sam Howell, Ed Snook, Rob Rossiter from the NEV team, with BT and CRM from SMPC together with the Swindon Bicycle Users Group representative. Although not requiring detailed input at this stage (eg the content of the NEV Rights of Way strategy the PC produced recently by SMPC), we highlighted the need to include the required connections from South Marston and Rowborough villages north of the A420 to the south and to the east towards Swindon.
School expansion (see separate report)	<ul style="list-style-type: none"> • SMPC representatives met with Gareth Cheal (SBC education) and the architect for the expanded school to discuss school footprint and car park

	<p>layout. Moving towards public exhibition of the plans 23rd February prior to submission of planning application March/April.</p> <ul style="list-style-type: none"> • Early discussions with the School Governors over potential content of licence agreement for school use of Recreation Ground and maintenance of parish-owned car park at the school.
Village Centre Design Workshop for residents	<ul style="list-style-type: none"> • Open invitation issued to residents to participate in village centre design workshop on 1st February – 30 attenders who worked in three groups to discuss material available. Significant validation of earlier consultation outcomes over facilities required and layout options. Report produced and distributed to participants. • It has been stressed that we are not, at this stage, finalising the building design or village centre layout. The immediate requirement of this work is to ensure there is an aspirational plan that can feed into negotiations with SBC and with the developers over the costs of infrastructure provision to be included in any S106 agreement. • Design criteria developed at the workshop were subsequently reviewed by 2 residents, Ian Sullivan and Nigel Beckett, who offered more in-depth professional expertise. HHT architect/designer will be asked to draw up concept plans in preparation for a second feedback meeting for workshop attendees, to validate the outcomes.
Actions or queries for consideration by Parish Council at PC Meeting	
Recommendations to the PC:	
<ul style="list-style-type: none"> • To note progress • To note the large number of formal consultations or exhibitions by both SBC and developers that may be happening in the coming months 	

[Return to minutes](#)

SMRA

Report details	
Report Date:	11.02.2016
Report written by:	Sylvia Brown
Working Group meeting date:	
Inclusion in Parish Council meeting:	16 February 2016
Agenda item number:	15: other Reports
Public or confidential:	Public

Overview	
<p>Meeting on 10.2.2016 discussed improvements to the v hall and disposal of old chairs & old shed. Also discussed the impact of, and forward plan for the school expansion with the information made available by SBC at their meeting with the PC earlier in the week.</p>	
Item	Summary
Changing Rooms	Letter of thanks sent to F&E Harris Trust for the new shower block.
Recreation Ground	Hedge cutting completed and invoice paid - £240. Circular seat around oak tree still under investigation – some useful pointers to overcoming the issue of ground levels/splay of the tree trunk. Reviewed insurance cover – form now more complex to complete.
Village Hall	Agreed to purchase of two replacement urns of appropriate size (30 and 20 litres) – one of the existing ones is no longer operational. Post box now outside hall is 'officially' registered by Post Office - will be regularly opened by V Hall manager, but PC Clerk also has a key if we use it for responses to consultations etc Will aim to dispose of old shed and contents (chairs) which are now rotten.
School expansion	SB outlined the plan of action proposed by SBC/PC regarding retaining use of the changing rooms/storage within the school expansion plans. SBC commit to replacing like-for-like in terms of facilities required at an early stage, relocating further into the field adjacent to the extended car park. Block built structure may result in replacement pre-fab unit for toilets etc – existing container storage may be able to be re-sited. May be issues with utilities supply to be overcome. Query about the future of the existing trees. Further negotiation with SMRA required when project proceeds. SMPC have stressed the need to devise the plan in the context of the expanded recreation ground and the need for cycleway/footpath accesses.
SMRA AGM	Booked for 23 March at 7.30 in the village hall
Fete	Booked for 9 th July
Actions or queries for consideration by Parish Council at PC Meeting	
PC may like to consider impact on trees outside the changing rooms – will these need to be replaced	

[Return to minutes](#)

Finance report

Prepared 12th February 2016

Bank Account Statements Received

Julian Hodge Bank at 8 th February 2016	£112,246.60
Unity Trust Bank at 8 th February 2016	£9923.57
Total:	£122,170.17

ALTO Card: Claire Penny

Purchase	VAT	Amount
Post Office – Postage	£0.00	£2.84
Vonage – Phone bill	£2.77	£16.60
Totals:	£2.77	£19.44
Current card balance:		£0.22
Top-up required? Amount?	No*	

*Top up approved last month but not actioned due to banking access issues. Being completed this month

Expenditure: Cheques for Approval and Signature

Cheque Number	Our Ref	Payment	VAT	Amount
300268	0074	Claire Penny - expenses – Post office postage	£0.00	£18.63
300269	0075	UK Office Direct – Stationery order	£19.10	£114.62
300270	0076	South Marston Primary School – room hire	£0.00	£15.00
300271	0077	Claire Penny – Clerk salary	£0.00	£1277.64
300272	0078	Phil Benson – Allotment hedge trimming	£28.00	£168.00
300273	0079	All Build – Dog Bins	£15.60	£93.60
300274	0080	Community Payback Team – allotment work	£60.00	£360.00
300275	0081	Claire Penny – Printing costs (Neighbourhood plan)	£8.98	£53.90
300276	0082	Sylvia Brown - Parking & printing (Public meeting prep)	£18.28	£112.62
300277	0083	Sylvia Brown – Parking & printing (Public meeting prep)	£4.77	£31.60
		TOTAL	£154.73	£2245.61

Income: Invoices Raised to

Invoice	To	Amount
	TOTAL	£0.00

Income: Other

Remittance	From	Amount
	Julian Hodge interest	£156.13
	ALT15003 Allotment clearance	£35.00
	TOTAL	£191.13

Approved by Council:

.....
Colin McEwen (Chair)

Date:

.....

[Return to minutes](#)