

**Minutes of the meeting held on Tuesday 21<sup>st</sup> November 2017 at  
7:30pm at the South Marston Village Hall**

<b>Council Members present</b>	
Mr C McEwen (CM)	Mrs S Brown – Vice Chair (SB)
Mr B Thunder (BT)	Mr S Young (SY)
Mr K Millard (KM)	Mr T Leathart (TL)
Mr D Roberts (DR)	
Clerk & Responsible Officer:	Mrs C Penny (Clerk)
Members of the public present:	Mrs A Featherstone

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](http://www.SouthMarston.org.uk),

## Minutes:

<b>Agenda item &amp; minute number</b>	<b>Summary</b>	<b>Action</b>	<b>Supporting information</b>
Open 10 minutes 116/17	No questions	None	None
Apologies 117/17	None	None	None
Declarations of interest 118/17	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.  BT ask that it be noted that planning application S/HOU/17/1851 relates to address within same street. Not a conflict due to location of house.	None	See <a href="#">South Marston website</a>
To approve and sign the minutes of the Parish Council meeting held on Tuesday 17 <sup>th</sup> October 2017 119/17	Proposed: SB Seconded: BT Agreed: All  DR confirmed with Clerk that no response has been received from SBC to the hotel email. Clerk to chase	Clerk to chase SBC	See <a href="#">South Marston website</a>
Review of actions 120/17	Review of actions currently outstanding.	Existing actions updated on the action sheet.	<a href="#">Actions</a>
Review of Parish Council Calendar 121/17	The PC reviewed progress		<a href="#">Calendar</a>
Clerks Report 122/17	Clerks report discussed Consultation selection: PC discussed. Clerk to discuss with Chair and exercise		<a href="#">Report</a>

	<p>judgement as to whether to circulate to members or to a WG or an individual if they have a particular interest and whether to include it requires discussion in a full meeting.</p> <p>Cable installation: Clerk to speak to SBC liaison to reiterate PC keen to have broadband installed at same time if possible.</p>	Clerk to email SBC Liaison	
Correspondence Report 123/17	Correspondence report discussed Otters: Clerk to forward response to resident	Clerk to forward	<a href="#">Report</a>
Planning applications 124/17	<p>To discuss <b>planning applications</b>:</p> <p>S/17/1660 – Change of use to touring caravan and camping site at Carpenters Arms, Old Vicarage Lane Deadline date: 7th November (extension for PC until 21st November) PC have no adverse comments but have concerns about cars towing caravans turning onto the A420 and equally using Pound corner within the village.</p> <p>S/OUT/17/1821 - 1,650 dwellings and associated works at Kingsdown (Land To East Of A419) Deadline date: 27th November 2017 Will not directly affect our Parish. No comment</p> <p>S/HOU/17/1851 - Erection of 1 no. rear dormer window at 2 Rawlings Close, South Marston Deadline date: 29th November 2017 PC object. In comparison to the other house that have had conversions, it is tantamount to a three-storey house due to its scale and visibility. Out of keeping with the street scene and a danger of setting a precedent with other development in the area.</p>		<a href="#">SBC planning website</a>
To discuss and approve the updated Standing Orders 125/17	Clerk to accept changes and change working parties to working groups. BT propose, TL second, all approved. Will review at each Annual Meeting	Clerk to update	None
To discuss the response to Transport Requirements for Development consultation 126/17	PC discussion. SY attended presentation. He has CM note and will prepare draft response for circulation. Clerk to add to agenda for December.	SY to circulate notes Clerk to add to December agenda	
Reports from Working Groups 127/17	<p><b>Communications Working Group:</b> PC noted.</p> <p><b>Open Spaces Working Group:</b></p>		<p><a href="#">Report</a></p> <p><a href="#">Report</a></p>

	<p>Open Spaces structure: SB proposed PC accept proposal. TL seconded. All in favour</p> <p>Trees: PC approved £1000 for the report and survey from Cotswold Tree Surgeons but to include the Recreation Ground trees as will become part of the village centre. Clerk to action. Clerk to notify SMRA. DR proposed, KM second all approved.</p> <p>Community Payback: SB proposed PC accept recommendation for CPBT to deliver work at the village garden, hedging at Oak Tree Corner, and Oxleaze &amp; St Julians grass cutting. SY second. All approved. OSWG to draft agreement</p> <p><b>Allotments Working Group:</b></p> <p>Deposit: SB proposed PC accept recommendation to charge deposit of £50 for new tenants. KM seconded. All approved. AWG to update contracts.</p> <p>Allotment software: SB proposed purchase of 2 licences at £680 plus annual cost of £160 to be funded by the Allotment budget. PC approve purchase. KM second. All agreed. AWG to purchase.</p>	<p>Clerk to instruct tree surgeons Clerk to notify SMRA</p> <p>OSWG to draft agreement</p> <p>AWG to update contracts</p> <p>AWG to purchase.</p>	<p><a href="#">Report</a></p>
Reports relating to expansion 128/17	<p><b>Strategic Planning Working Group report:</b></p> <p>Clerk to add SB's summary of the conditions to HHT's permission to website</p>	<p>Clerk to add to website</p>	<p><a href="#">Report</a></p>
Other reports 129/17	<p><b>SMRA:</b> PC noted</p>		<p><a href="#">Report</a></p>
Finance 130/17	<p><b>Approved and signed by BT, KM &amp; SY:</b></p> <ul style="list-style-type: none"> <li>• Finance statement</li> <li>• Payments</li> </ul> <p>To approve a contractor from the <b>grass cutting service tender:</b> Contractor A approved for all grass cutting aside from allotments (no longer needed) and the Orchard meadow. Orchard meadow work to be offered to existing contractor due to ongoing projects. To approve a contractor from the <b>hedge cutting service tender:</b> Contractor A approved</p> <p>To approve a contractor from <b>waste management service tender:</b> Contractor A approved</p> <p><b>Approved spending requested in this meeting:</b></p> <ul style="list-style-type: none"> <li>• Open Spaces: Approved £1000 for tree report and survey</li> <li>• Allotments: Approved purchase of software - 2 licences at £680 and annual cost of £160</li> </ul>	<p>Clerk to action Clerk to draft contracts Clerk to add to agenda for December</p>	<p><a href="#">Finance statement</a></p>
Matters brought forward by or with	<p>DR raised about wreath laying and suggested that the PC should lay one each year. PC discussion about our focus on</p>		<p>None</p>

<p>the consent of the Chair 131/17</p>	<p>practical and agreed that work on improving the village garden will be our remembrance contribution.</p> <p>DR report on NALC activity and the need to consider Alzheimer sufferers in our community. PC discussion. Village Centre design and function should be of advantage to all and this is one of the needs to be considered.</p>		
<p>In Committee: Confidential pre-application for discussion 132/17</p>	<p>PC in committee discussion</p>		<p>None</p>
<p>Meeting closure:</p>	<p>10:00pm</p>		

## Actions:

<b>ACTIONS</b>					
<b>PC Meeting &amp; minute no</b>	<b>Area</b>	<b>Action</b>	<b>Progress update</b>	<b>Owner</b>	<b>Deadline</b>
Feb 17 233/16	SMRA Accounts	Clerk to circulate when received		Clerk	Completed
May 17 23/17	Transfer of Services	Clerk to look at War memorial refurbishment.	Awaiting test outcome. Due December	Clerk	22/12/17
Jun 17 41/17	Recreation Ground grant	Clerk to work with SB & SMRA to action	Carried due to workload	Clerk	22/12/17
Jun 17 42/17	Business cards	Communications Working Group to order business cards.	In progress	CWG	21/11/17
Jun 17 42/17	Signage	Communications Working Group to finalise signage.	In progress	CWG	21/11/17
Jun 17 42/17	Carving	BT to arrange placement of carving.		BT	Completed
July 17 56/17	St Julians	Clerk to add St Julian's to the agenda for August.		Clerk	Completed
Aug 17 70/17	Village Services	Clerk to action fly tip addendum.		Clerk	Completed
Aug 17 70/17	Village Services	Clerk to plan tender for November		Clerk	Completed
Sep 17 86/17	Waste bin contract	Clerk to action when required		Clerk	31/3/18
Sep 17 87/17	Parking issue	TL to speak to tenants and speak to PCSO Baker.		TL	Completed
Sep 17 87/17	Transport	Strategic Planning Working Group to contact Transport Team for meeting	In progress	Strategic Planning Working Group	21/11/17
Sep 17 90/17	Asset register	BT to give list of Open Spaces equipment to Clerk.		BT	21/11/17
Sep 17 91/17	Risk assessment	Clerk to document procedures	Carried due to workload.	Clerk	21/11/17
Sep 17 91/17	Risk assessment	Clerk to update risk assessment		Clerk	Completed
Sep 17 92/17	General Data Protection Regulations	Clerk to action	Carried due to workload	Clerk	21/11/17
Sep 17 95/17	SMRA	Clerk to arrange December meeting.		Clerk	Completed
Sep 17 95/17	SMRA	Clerk to add signing on updated MOU to December PC meeting agenda.		Clerk	Completed
Oct 17 101/17	Minutes	Clerk to correct Sept 17 minutes		Clerk	Completed
Oct 17 102/17	Hedge trimming	Clerk to write letters to all residents with homes		Clerk	Completed

		backing onto winter hedge trim route and ask them to contact if unhappy. Clerk to then action if not and authorise contractor if all ok.			
Oct 17 103/17	Calendar	Clerk to remove		Clerk	Completed
Oct 17 104/17	Electronic storage	Clerk to action storage increase	In progress	Clerk	21/11/17
Oct 17 104/17	Annual calendar	Clerk to update calendar process	In progress	Clerk	21/11/17
Oct 17 105/17	Covingham Flood Group	OSWG to action.	In progress	OSWG	21/11/17
Oct 17 105/17	Covingham Flood Group	Clerk to forward		Clerk	Completed
Oct 17 105/17	Cable installation	Clerk to email agent		Clerk	Completed
Oct 17 105/17	Cable installation	Clerk to email Planning Officer		Clerk	Completed
Oct 17 105/17	Police	Clerk to invite		Clerk	Completed
Oct 17 105/17	Highways event	Clerk to email organiser		Clerk	Completed
Oct 17 105/17	Otters	Clerk to email WWT		Clerk	Completed
Oct 17 106/17	S/17/1555 – Oaklands	Clerk to respond		Clerk	Completed
Oct 17 106/17	Consultation policy	Clerk to respond		Clerk	Completed
Oct 17 107/17	Tree management	Clerk to add Oak Tree		Clerk	Completed
Oct 17 107/17	Tree management	Clerk to add to November agenda		Clerk	Completed
Oct 17 107/17	Tree management	Clerk to continue tree work		Clerk	Completed
Oct 17 108/17	Emergency Plan	Clerk to update wording		Clerk	Completed
Oct 17 108/17	Emergency Plan	Clerk to update wording		Clerk	Completed
Oct 17 108/17	Emergency Plan	Clerk to post on website		Clerk	Completed
Oct 17 108/17	Standing Orders	CM & SB to circulate		CM & SB	Completed
Oct 17 108/17	Standing Orders	Clerk to add to November agenda		Clerk	Completed
Oct 17 113/17	SMRA	Clerk to email Councillors.		Clerk	Completed
Oct 17 113/17	Hedge trimming (SMRA)	Remove Recreation Ground hedges out completely from Hedge tender.		Clerk	Completed
Oct 17 113/17	Development & management companies	CM to write to Ward Councillors		CM	Completed

Oct 17 113/17	Transfer of services	CM to chase deed	Chased but no response. Clerk to escalate	Clerk	22/12/17
Oct 17 114/17	Finance meeting	Clerk to email to arrange meeting		Clerk	Completed
Oct 17 115/17	Dog fouling	TL to speak to dog warden		TL	Completed
Oct 17 115/17	Dog fouling	Clerk to contact email author		Clerk	Completed
<b>Added at this meeting</b>					
Nov 17 119/17	Hotel email	Clerk to chase SBC		Clerk	21/12/17
Nov 17 122/17	Cable installation	Clerk to email SBC Liaison		Clerk	5/12/17
Nov 17 123/17	Otters	Clerk to forward		Clerk	22/12/17
Nov 17 125/17	Standing orders	Clerk to update		Clerk	22/12/17
Nov 17 126/17	Transport Requirements for Development consultation	SY to circulate notes		SY	22/12/17
Nov 17 126/17	Transport Requirements for Development consultation	Clerk to add to December agenda		Clerk	22/12/17
Nov 17 127/17	Tree survey	Clerk to instruct tree surgeons		Clerk	22/12/17
Nov 17 127/17	Tree survey	Clerk to notify SMRA		Clerk	22/12/17
Nov 17 127/17	Community Payback	OSWG to draft agreement		Clerk	22/12/17
Nov 17 127/17	Allotment contracts	AWG to update contracts		AWG	22/12/17
Nov 17 127/17	Allotment software	AWG to purchase.		AWG	22/12/17
Nov 17 128/17	HHT summary	Clerk to add to website		Clerk	22/12/17
Nov 17 130/17	Tenders	Clerk to action		Clerk	22/12/17
Nov 17 130/17	Tenders	Clerk to draft contracts		Clerk	22/12/17
Nov 17 130/17	Tenders	Clerk to add to agenda for December		Clerk	22/12/17

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Calendar actions:

**OCTOBER**

<b>Main tasks:</b>	Allotment management; 2 <sup>nd</sup> quarter report; Produce Community News	
<b>Area:</b>	<b>Actions:</b>	<b>Progress made</b>
Allotments	Inspect allotments and notify holders of results/requirements	Done
Budget	Produce 2nd quarter budget report	Done
Budget	Set date of November & December meetings of Finance Working Group to review quarter reports and set budget and precept	Done
Community News	Produce November edition of Community News	Done
<b>Items for this month's agenda:</b>	Finance items: <ul style="list-style-type: none"> <li>Review and approve 2nd quarter budget report</li> </ul>	
<b>NOVEMBER</b>		
<b>Main tasks:</b>	Supplier contracts; Issue Community News	
<b>Area:</b>	<b>Actions:</b>	<b>Progress made</b>
Budget	Hold meeting of Finance Working Group to review quarter reports and assess budget requirements	Done
Supplier contracts	Review supplier contracts and seek replacement if required	Done
Community News	Issue November edition	Done
<b>Items for this month's agenda:</b>	Finance items: <ul style="list-style-type: none"> <li>Discuss and approve contractor services from tender/procurement/renewal process</li> </ul>	
<b>DECEMBER</b>		
<b>Main tasks:</b>	Set precept amount and budget; Draft and approve supplier contracts; Produce Community News	
<b>Area:</b>	<b>Actions:</b>	<b>Progress made</b>
Budget	Hold meeting of Finance Working Group to review quarter reports and set budget and precept	Due this week
Budget	Set date for January Finance working group	Done
Precept	Review and propose precept amount	
Supplier contracts	Clerk to draft contracts to new contractor services	
Supplier contracts	Clerk to circulate draft contracts to all parties for approval	
Community News	Produce January edition of Community News	
<b>Items for this month's agenda:</b>	Finance items: <ul style="list-style-type: none"> <li>Approval of supplier contracts</li> <li>Review and approve budget and precept recommendations</li> </ul>	

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## Clerks Report

**Report details**



Report Date:	17 <sup>th</sup> November 2017
Report written by:	Claire Penny, Clerk
Working Group meeting date:	N/A
Inclusion in PC meeting:	<i>November 2017</i>
Agenda item number:	7
Public or confidential:	<i>Public</i>

### Overview

Busy month with the focus on communications, open spaces and supporting development activity.

Item	Progress/activity update
Workload management	Work has been steady and manageable. The production of Community News saw the usual peak but hours have been balanced out to ensure I do not accrue too many.
Training	CiLCA continues well and will be completed on time for February end date. Although I have not managed to complete any in November I have cleared time in December to focus on it.
Consultation selection	<p>As a Parish Council, we often receive invitations to take part in consultations. However, not all will be relevant and as a very busy parish I do not wish to add more to our workload than necessary. A recent example of this is the "Swindon Borough Council Care leavers and Council Tax consultation" we have been invited to comment on.</p> <p>I would suggest that I work with the Chair to identify those consultations that are relevant and add to the agenda. Those which we feel are not relevant to the PC shall be shared via email with a note, allowing Councillors to comment if they disagree.</p>
Keypoint footpath work	I received reports that the footpath at Keypoint was being worked on. SBC confirmed that the work was being undertaken by contractors on behalf of the landowner and arose out of their inspection of their own property. The work involved replacing the timber edging with concrete kerbs flush with the surface on the outside edge of the black top surface and then reinstating the surface. I have written to L&G to thank them.
Substation work	Following the contact from the agent about the work to add a power line under Old Vicarage Lane and Highworth Road, I am in communication with them and other parties to find out a) if the Kingsdown substation is the closest to the hub and b) whether be used for just the Hub or for the other developments within the area. Updates will be provided once available.
Playground inspection	SMRA have confirmed that the annual inspection of the playground equipment has taken place.

### Actions or queries for consideration by the Council at PC meeting

Consultation selection: PC to discuss and confirm happy with process

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## Correspondence Report

### Report details

Report Date:	17 <sup>th</sup> November 2017
Inclusion in PC meeting:	November 2017
Agenda item number:	8

Item number	From	Date	Reference	Contents summary
1	Local resident	25 <sup>th</sup> October 2017	Wireless broadband	Resident informing that fibre is being installed up to industrial estate. Could it be extended?
<b>Image/Text</b>	<p>Just observed that Openreach were doing some major work along the road into the village today (25<sup>th</sup>.Oct) culminating at the industrial estate, so stopped to ask them if they were putting fibre into the village.</p> <p>They are, but only to the industrial estate !</p> <p>The engineer I spoke to said they would probably get round to residential in due course; so now might be a good time to apply some Village pressure to BT and the SBC cabinet councillor for broadband.</p> <p>I swapped over to the wireless Superfast when it launched but it is patchy and deteriorates significantly in the summer when the trees in line of site to the Catsbrain transmitter green up.</p>			
Item number	From	Date	Reference	Contents summary
2	Sam Howell, SBC	16 <sup>th</sup> November 2017	NEV Southern Connector	Invitation to attend NEV Southern Connector Road Information Event
<b>Image/Text</b>	<p>Dear Sir or Madam,</p> <p>Re: New Eastern Villages (NEV) Southern Connector Road – Information Event.</p> <p>I am writing to invite you to a NEV Southern Connector Road Information Event. This is an opportunity to meet representatives of the Council's NEV Programme Team and learn more about progress towards a preferred route alignment. The event will be held 3.30pm to 6.30pm on Wednesday 29<sup>th</sup> November at Hoopers Field Hall, Rotten Row, Wanborough.</p> <p>Please confirm attendance either by email or sending the reply slip attached to the above contact details. I look forward to meeting you and if you have any queries in the meantime, please do not hesitate to contact me</p>			
Item number	From	Date	Reference	Contents summary
3	Claire McGine, Network Rail	8 <sup>th</sup> November 2017	Footbridge	Update on creation of new footbridge
<b>Image/text</b>	<p>Good morning</p> <p>I'd like to update you on the latest plans for the construction of the new Marston footbridge.</p> <p>We are now due to start on site on 20 November. There is a final access agreement to be made but we are aiming for this date – I will let you know should anything change. This means our work should be finished by the end of February 2018.</p> <p>We don't anticipate significant disruption to neighbours during this time but our contractors are briefed to keep any unnecessary noise to a minimum. During work, we will have several deliveries to site and a 300-tonne crane will be needed to install the bridge. The latter will take place towards the end of January, beginning of February.</p> <p>During construction, access across Footpath 5 (the level crossing closest to Marston Farm B&amp;B) will be closed and pedestrians will be diverted to use the level crossing to the east (Footpath 6). As you are aware, when the new bridge is</p>			

complete, it will replace Footpath 5. Footpath 6 will then be permanently diverted to the bridge.

We will be writing to residents to advise them of the start date and our community relations team has already visited those most affected.

Please could you let me know the deadline for your next newsletter? We would like to provide an update if possible.

I understand Mike Blissett has previously been your contact on this project, but he no longer works for Network Rail, so please don't hesitate to contact me if you have any questions.

Kind regards

Claire

Item number	From	Date	Reference	Contents summary
4	Ben Adams, SBC	15 <sup>th</sup> November 2017	Road resurfacing	Road resurfacing – Byron Court

Image/text

Good Afternoon,

I am writing to let you know about some resurfacing works that have been provisionally programmed to take place in December 2017 and January 2018, weather permitting. Please see the table below detailing the roads and provisional programme dates:

Site Name    Resurfacing works estimated start and end dates

Haven Close 4/12/17 – 5/12/17 & 11/12/17 – 12/12/17

Juniper Close        6/12/17 & 11/12/17 – 12/12/17

Brooksby Way        07/12/17 – 12/12/17

Slade Drive & Heath Way 8/12/17 – 13/12/17

Byron Court 14/12/17

Melbourne Close 12/12/17 – 13/12/17 & 15/12/17

Goddard Avenue 18/12/17 – 19/12/17

Prospect Hill 20/12/17

Oakham Close 21/12/17

Redlynch Close 14/12/17 – 15/12/17 & 22/12/17

Churchward Avenue West 13/12/17 – 18/12/17

Windrush Road 19/12/17 – 20/12/17

The Broadway 21/12/17 – 22/12/17

Lining and gully emptying of all sites resurfaced in December 2017 14/12/17 – 22/12/17

Butts Road 09/01/18 – 11/01/18

Skidders Close 12/01/18

Magdelan Road area 15/01/18 – 16/01/18

Lining and gully emptying of all sites resurfaced in January 2018 15/01/18 – 17/01/18

The resurfacing works include planing and inlaying selected lengths of deteriorated flexible surfacing in order to improve the running surface, skid resistance and to extend the structural life of the carriageway.

Please be aware that the works will take place between 08:00 – 18:00 weekdays and will require road closures.

We apologise for any inconvenience that these works may cause and thank you in advance for your cooperation.

Should you have any queries, please feel free to contact me.

Kind Regards,

Ben Adams

**General correspondence received:**

Title	Produced by	Key points to note
Otters in South Marston	WWT	<p>Hello Claire, Many thanks for passing on, via Derek, details of the possible otter. They are present throughout the County now, in all the major river systems. There is no particular obligation should an otter be seen, though a report of a substantiated sighting is always useful to plot population trends. Sightings of live animals are often very brief, not always clear or conclusive, and it can be difficult without experience to distinguish an otter from a mink in such circumstances. A dead animal at least allows for a more thorough examination. The increase in road-kill specimens gives a clue to their increasing numbers generally, though it is not clear that this otter was such a fatality. Casualties can also result from territorial fighting, and extreme floods can be a danger especially to younger animals. It is very much the case that dead otters will be spotted more frequently, reflecting their increasing numbers.</p> <p>On the bright side, the possibility of getting a good view of a live otter in our rivers has seldom been better. Before pesticides exterminated them in most of England, populations were kept down, and individual animals made super-cautious, by hunting. Now their populations will approach optimum levels commensurate with what their habitat can sustain. So, keep your eyes peeled when near ponds, streams and rivers!</p> <p>Regards - Steve Smailes</p>

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
Members Bulletin	SBC	19.10.17 – None 26.10.17 – Public training sessions to be held on the planning system. 2.11.17 – None 9.11.17 – None
Dragonfly Magazine	Wilts & Berks Canal Trust	None

Newsletter – October 2017	WALC	Update on GDPR
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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.

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## Communications Working Group report:

Report details	
Report Date:	16 <sup>th</sup> November 2017
Report written by:	Sylvia Brown
Working Group meeting date:	14 <sup>th</sup> November 2017
Inclusion in PC meeting:	<i>November 2017</i>
Agenda item number:	<i>12</i>
Public or confidential:	<i>Public</i>
Overview	
Latest issue of Community News safely delivered with good feedback so far. Budget monitoring and preparation for next year progressing. Advertising rates reviewed.	
Item	Progress/activity update
Comms Working Group	Minutes of meeting on 14.11 reproduced below
Welcome Pack	Footpath map now ready for printing, and meeting with Orchard Press re work in progress to be arranged.
Noticeboards	Will discuss location at the SMRA/PC meeting on the 13th December. Not happy with Thornhill Rd location due to hedge/grass cutting.
Actions or queries for consideration by the Council at PC meeting	
None	

## SMPC Communications Working Group

Minutes of meeting 14 November 2017

Sylvia Brown SB  
 Claire Penny: CP  
 Alison Thunder: AT

Tony Leathart: TL  
 Barry Thunder: BT  
 Pam Jackson: PJ

**1. Welcome** – Pam was welcomed as a member of the Communications Working Group

**2. Actions from the last meeting 10 July**

- CP still negotiating with additional village contact to become a member of the group
- Noticeboard – wary of locating this adjacent to existing at Thornhill Rd entrance to Rec because it impedes hedge cutting. Consult SMRA at Dec meeting on mounting on bus shelter wall.

**3. Community News**

- **Review of Issue 12:** Good feedback already received. Loved the colour on every page, and the PC page stands out, particularly with solid green to break up the page. Points to note for future editions: Claire will insert a placeholder with correct blue colourwash and font colour into publisher, so difficulties with different colours on different computers can be avoided. Barry to sort out timely delivery by possibly reassigning volunteers. Noted that content submitted this time was shorter in many cases than anticipated and we had no large commissioned photo or bank of articles to fill up the space.. PCSO details incorrect on contact list. 'Where is it' article had too

short a submission date. Ensure at least a week between distribution and CWG meeting. Add 3x SM Farm deliveries to next edition's postal deliveries due to mud.

- **Advertising:** CP to contact all advertisers to commit to next year's advertising. Space for new (possibly) one quarter and an eighth page advert next year – CP to contact Mitchy Motors offering 1/8 page of existing proof copy in next two editions and offering 1/4 page in next year's editions. Also agreed that we contact Barnes Coaches to see if they would be interested in updated leaflet insert into each edition, freeing up one full page advert – CP to do costings and approach Barnes in time for next year. Two potential new advertisers mentioned (taxi + vets though vets currently clash)
- **Sponsorship:** BT still trying to contact potential sponsor on the basis of £2k for sponsorship section added to inside back cover. Agreed we should not seek more than one company on a sponsorship deal.

• <b>Timeline</b>	<b>Cut off date</b>	<b>To the printers</b>	<b>Distn date</b>	<b>CWG meeting</b>
	15 Dec	9 Jan	13/14 Jan	19 Jan, time tbc
	16 Feb	6 March	10/11/ March	(CP to email to confirm)

- **Forward plans for articles:** Jan edition: Front page article on Chapel restoration (BT/AT to contact Roy). CP to arrange CWG 'group' visit to Historic England library to research other historical articles. Articles on grant of planning permission for HHT; possible detailed application for hotel site. Xmas event reports. Network Rail consultation. **Future article bank suggestions** – AT/BT will contact John re article on Leaze Cottage paved footpath (Suggest CB to write up); Victorian wash house at Rowborough House (Richard will approach in the first instance). SB has photo of primary school 30 yr reunion. TL to ask David W about Ranikhet article.
- **Customer Survey** – Response rate so low with feedback form, so keep it simple. CP to write text for CN itself asking for feedback, but also do via Facebook and website. CP to email advertisers, distributors and regular groups for direct feedback.
- **Community News budget monitoring** – with anticipated salary costs expected to be the same as the first 6 months of the year and no other additional payments or income confirmed, it is anticipated that the year end will show:

<b>Opening balance April 2017</b>	<b>£1,100</b>	
Income from advertising	£818	
PC Budget subsidy	£3,700	
Clerk costs	£2,000	
Printing & postage costs	£3,250	Exc VAT
<b>Closing balance March 2018</b>	<b>£350</b>	

This shows the net loss on the year is expected to be approximately £750 for Community News. It was agreed that we should increase advertising rates, particularly for larger adverts, on the basis of 2 years of publishing, evidence of active readership, the high quality of the publication and competition for advertising space which we deliberately limit in comparison with text. Back page £300, full page £200, half page £150, quarter page £100, and eighth page £75, all for 6 issues in the year with changing content supplied by the advertiser if wanted.

It was also agreed that CP investigate a rate for supplying copies and posting to 'ex villagers' now living elsewhere who would like to receive Community News. This, together with the possible introduction of the insert leaflets and some sponsorship should move us further towards being self-financing. However, subsidy will still be needed from the PC as the printing costs will increase with new housing development, but there will be additional precept monies to pay for this.

There is no anticipated net expenditure on the Welcome Pack as initial run paid for by advertising, plus an input from the AEE fund, as previously agreed, to finance the Footpath Map.

The Comms budget this year only comprised the subsidy for Community News, but also paid for, or will pay for signage and other printing costs. It is hoped that this can be covered by the remaining funds in the Communications fund, but signage spending has been approved by the PC in any case. Possible additional budget allowance next year for non-Comm News communications activity?

The above information will be fed into the PC Finance budget work later this month.

#### 4. Welcome Pack

Footpath map now finalised and ready for printing. AT and SB to arrange time with Jason to ensure he knows the workplan. We need mock ups of inserts prior to agreeing format.

Remaining 1,000 folders need to be moved from 'ex printer' premises. 500 in V hall loft. CP to contact Jason to check if offer of storage of remainder is still open. Will pay for transport from printers if needed.

#### 5. Signage

No progress in activating this due to pressure of other work. SB will review the list ahead of meeting with Jason.

#### 6. Any other business

CWG to look at the basis of potential names for housing areas/roads as part of the historical research.

#### 7. Date of next meeting –19 January, time and location tbc

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## Open Spaces Working Group report:

Report details	
Report Date:	15 <sup>th</sup> November 2017
Report written by:	Barry Thunder & Clerk
Working Group meeting date:	Due November 2017
Inclusion in PC meeting:	<i>November 2017</i>
Agenda item number:	<i>12</i>
Public or confidential:	<i>Public</i>
Overview	
Focus this month has been on improving the way the Open Spaces Working Group (OSWG) works as well as continuing a wide range of work.	
Item	Progress/activity update
Working group structure	The OSWG are currently very busy with lots of work occurring in different areas. To help support this, we now plan to hold regular meetings and Anne Featherstone has joined existing members (Barry Thunder, Chris Brooks & Claire Penny) The working group will still operate as directed by the terms of reference but a more formal structure will allow us to manage our workload as well as allow members to work together more easily. We aim to recruit new members as needed.
Oak Tree Corner	No change since September report



St Julians Community Woodland and The Orchard	The management future on the woodland is still pending a meeting with Wiltshire Wildlife Trust scheduled for November 28th.
Parish Council trees	All the trees that the PC are responsible for have been identified and their positions recorded in a detailed report (completed by Chris Brooks) Claire has now sent to professional tree surgeons requesting their cost for completing an initial status report. We hope to provide a cost for this shortly.
Keypoint area	No updates
Sevor Solar Farm	Attempting to establish contact with the PR replacement at the moment. No other changes.
Oxleaze Woods	SBC/Community Forest Officer to be approached regarding the possibility of a written management agreement with SMPC. This aims to remind them of their responsibilities to the area and possible solutions for managing the area moving forward. However, this action will be on hold until resolution on the NEW GI issues with SBC and developers. The current intention is to move forward on this in early 2018. No change until then.
Parish Council Open Spaces Policy	The working group plan to review this and make recommendations to the PC for changes/completion of wording. This is a work in progress and to be discussed at the working group meeting scheduled before the Christmas break.
Volunteer events	The next community volunteer event is on Sunday 19th November. On the 31st October there were eight volunteers from Vets4Pets helping with bramble and brush clearance and opening up a new "window" alongside the brook in order to encourage life back into the banks and stream. Village volunteer numbers have increased and encouragement and support will hopefully make these events a regular social feature in the village.
Rights of way and SBC	Network Rail has told us the work on the footbridge over the rail line will commence on 20th November and continue up to February 2018. FP5 rail crossing point will be temporarily diverted to FP 6 crossing point until the work is completed. At that time FP 6 crossing will be closed and the FP6 diverted to join with FP5.
Community Payback Teams	<p>Community payback teams have carried out the following tasks since the last PC meeting:</p> <ul style="list-style-type: none"> <li>• Two path side grass cuts in Oxleaze wood</li> <li>• Path repair work in St Julians Wood and clearance work on the allotment site</li> </ul> <p>Following discussion, we have been able to get a draft agreement in place with the Community Payback Team and confirmation that they are able to commit to regular work within the village in return for the cost of some equipment (lawn mowers).</p> <p>We are recommending that in 2018/19 we pass the work in the areas below to this team:</p> <ul style="list-style-type: none"> <li>• Village Garden</li> <li>• Oak Tree Corner hedge cutting maintenance (not grass cutting)</li> <li>• Oxleaze and St Julian's grass cutting</li> </ul>



This will not only save money (cost of contractors v cost of lawnmowers) but will provide flexibility, allowing the PC to deliver projects to improve these areas using Community Payback as manpower and without being confined by contractor agreements and timings. We will also be able to use Community Payback in other areas, subject to the usual safety conditions of their work.

The Open Spaces Working Group will be working on a draft memorandum of understanding between us and will present the PC for approval as soon as complete. Please note that should the PC vote against the Open Spaces Working Group recommendation in November, the services for these areas can be added back onto the contractors workloads.

**Actions or queries for consideration by the Council at PC meeting**

Open Spaces structure: PC to confirm happy with plans

Trees: PC to approve tree report cost

Community payback: PC to approve principle of using Community payback for projects

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**Allotments Working Group report:**

**Report details**

Report Date: 15<sup>th</sup> November 2017

Report written by: Barry Thunder

Working Group meeting date: N/A

Inclusion in PC meeting: *November 2017*

Agenda item number: 12

Public or confidential: *Public*

**Overview**

Focus for this month is on improving the allotment accounting system and working on a revised tenant contract to reduce the impact of abandoned plots.

**Item**

**Progress/activity update**

Tenant changeovers  
We have taken on two new tenants who are both new residents in the village. Both have taken plots that were in a poor condition and required work to remove heavy weed growth and some rubbish. Clearance was carried out by a CPB team.

Contract change recommendations  
The abandonment of plots by tenants has been an issue for a number of years. Where a tenant resigns and the plot is in a very poor condition we either have to pay for the plot to be cleared or we have to re-let it to a new tenant at a reduced or free rate due to the poor condition. This continues despite a contract clause requiring plots to be left in a good state.

We are now recommending that a deposit should be paid by all new tenants when taking over a plot. This is standard practice for many allotments.

The deposit will be retained and returned when resigning their tenancy. If the plot or the shed is not left in a fit state (as defined in the tenancy contract) then the deposit will be

	<p>reduced accordingly. The proposal is to charge a £50 deposit. We recommend that this be effective immediately for all new tenants.</p> <p>For budgeting purposes, we recommend that the deposit be held in the allotment budget and rolled forward each year as needed.</p>
Software system	<p>We also propose that the cumbersome allotment accounting and reporting system is updated with new software. Advantages are, once set up, of time reduction for the parish clerk and others using the system. A simplified inspection reporting system. Invoices and reports emailed directly to tenants via the system rather than by copy to email.</p> <p>The system can control multiple sites and will allow simple control of the new allotment site that will come with the HHT development.</p> <p>Initial cost and the annual fee will all be covered from existing rental income and a reduction in the Clerks cross charge.</p> <p>Further details <a href="#">here</a></p>
<b>Actions or queries for consideration by the Council at PC meeting</b>	
Deposit: PC to approve amendment to tenant contracts to allow for a £50 deposit to be made to all new tenant contracts.	
Allotment software: To purchase the Allotment software at £680.00 for the first year and commit to £160 licence and support cover for the following year. Funds to be taken from the allotment income budget.	

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## Strategic Planning Working Group report:

Report details	
Report Date:	15 <sup>th</sup> November 2017
Report written by:	Colin McEwen & Sylvia Brown
Working Group meeting date:	N/A
Inclusion in PC meeting:	<i>November 2012</i>
Agenda item number:	<i>13</i>
Public or confidential:	<i>Public</i>
Overview	
<p>Neighbourhood Plan is now a full SBC development plan document. Progress this month on many planning fronts. The HHT application was granted with numerous conditions, and the Hotel site has been given planning permission for 70 houses and a detailed application is expected soon. The application to demolish the Madison hotel has been granted. New areas of negotiation over detailed build plans are now opened up. The Lotmead planning appeal is in progress. Great Stall East planning application is awaited.</p>	
Item	Progress/activity update
HHT	<p>Having first been submitted in November 2013, the application for 2,380 houses in South Marston and Rowborough was granted by SBC planning committee on 14. November.2017. The outline Planning Permission is constrained by a large number of planning conditions and subject to agreed financial obligations - the developer money required to fund essential infrastructure. The conditions also state where further work is required under reserved matters applications, prior to detailed planning applications coming forward across the site.</p> <p>The 98 page report by officers covered the history of the application and the range and nature of consultation responses</p>

that had shaped revisions to plans over the past three years. The Strategic Planning Group gave input to SBC officers in the last couple of weeks over the exact wording of the planning conditions. An example is the requirement for the new link road from Thornhill Rd to OVL to be in place prior to any building east of the village, to safeguard the village roads from construction traffic. On behalf of the Parish Council, The PC Chair spoke at the meeting in support of the grant of permission which allows everyone to move onto the next stages.

The headline conditions are:

- The housing at South Marston is restricted to 500 units, of which 23% will be affordable; at Rowborough it is restricted to 1830 units, of which 23% will be affordable
- The route of the link road between Thornhill Rd and OVL must be 'tortuous' to deter rat-running and run through the relevant housing parcels. Two roads will connect Rowborough with Old Vicarage Lane, but the most northerly must be designed to deter use of the link road as an alternative to the A420.
- Primary school provision will be via the expansion of the school site onto the existing Recreation Ground in exchange for compensatory land. The fall-back position of an additional new school south of the development will not be pursued unless the developers can show the preferred option cannot come forward in a timely fashion.
- The developers will transfer ownership of the field behind Bell Gardens plus the new allotments at South Marston and Rowborough to SMPC; a management strategy for other open space and green infrastructure will not preclude SMPC taking on further responsibilities should they wish
- The new eastern access tunnel from Rowborough to the A420 must be constructed and available for use when more than 1,200 houses are built at Rowborough.
- A 'Strategic' Design Code must be developed, consulted upon and agreed in advance of any 'reserved matters' planning applications. The Strategic Code is where proposals for the internal road layout, architectural character, landscaping and open space, foul and surface water drainage, rights of way and related matters can be developed in line with the SM Neighbourhood Plan. More detailed design codes for each housing area must then be submitted and agreed prior to any detailed planning applications being submitted.
- The design of the road junctions on Thornhill and OVL are subject to further work
- A phasing plan for completion of different aspects of construction must be submitted and agreed prior to any construction work taking place.
- Limits on development are subject to the timing for Thames Water to supply fresh water and capacity and infrastructure to cope with waste water and sewer disposal

- The developers have to ensure that the ‘noise issue’ from Steris has been solved to comply with the outline planning conditions.

The scale of financial planning obligations is more or less as required by the SBC Planning Obligations SPD, with the exception of a reduction in the number of affordable homes on the development and contribution to adult social care. The amount of funding offered towards developing the Village Centre at South Marston (£1.6 million) is significantly more than the figure required by the SPD.

Whilst two key points in particular – the trigger point at Rowborough for the tunnel and the second road from Rowborough to OVL - are not as we wish, the other conditions and the package of infrastructure obligations are better than we previously anticipated.

Hotel site	A detailed planning application is anticipated shortly. The proposals must comply with the original outline permission requiring the old vicarage to be retained and road entrances in place to connect to the Village Centre. The detailed plans will be subjected to full consultation and be posted up in the SBC planning portal.
NEV - Great Stall East	This is the large plot within the NEV south of the A420 behind Longleaze Farmhouse. The developers held an open event in the village hall and met with PC representatives as part of the pre-application process. A planning application has now been submitted to SBC and is undergoing validation before going out to consultation. We will be looking to see if the developers have taken on board the information we previously fed in to them as part of the pre-application process.
Lotmead Appeal	The long awaited Lotmead planning appeal over their ‘Phase 1’ (200 houses) and ‘Masterplan’ (2,600 houses) applications has now been convened at the Civic Offices and is anticipated to last 10 days. The developer appeal against SBC refusal has instigated the enquiry, and the inspector’s report will go direct to the Secretary of State for decision. On behalf of SMPC, SB gave evidence in relation to the prematurity of the application in that neither of the access north to the A420 can be brought into place for the development to proceed in a timely fashion. Other issues debated at the enquiry include the exact line of the protected route of the canal and that the application failed to properly assess the scale of flooding south of the A420.
School	A procedural meeting of stakeholders is being arranged by SBC NEV team to progress the expansion. In line with the previously granted authority, CM will attend.
Local plan meeting	CRM and TL attended a presentation by SBC on the combined approach of Wiltshire CC and SBC to reviewing their Local Plans to 2036. A comparatively low additional number of houses over the 2026 allocation is anticipated for Swindon. CM suggested that, strategically, a focus towards Oxford might be more appropriate. This may develop in the longer term, particularly as there is a policy forming to promote a “Golden Crescent” Cambridge/Oxford/Swindon.

**Actions or queries for consideration by the Council at PC meeting**

The Strategic Working Group to pursue direct discussions with developer re their Hotel Site application to ensure compliance with NP policies.

Strategic Planning group members to meet to consider the Great Stall East application when it is published and liaise with the developers and with SBC officers as necessary.

SBC to be reminded of the offer of a design consultant to support development of the Village Centre

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### SMRA report:

Report details	
Report Date:	9 <sup>th</sup> November 2017
Report written by:	Sylvia Brown
Working Group meeting date:	8th November 2017
Inclusion in PC meeting:	<i>November 2017</i>
Agenda item number:	<i>14</i>
Public or confidential:	<i>Public</i>
Overview	
Item	Progress/activity update
Play equipment repair	Contacts to report issues with play equipment and the process of regular and annual safety checks outlined in Comm News. Insurers say annual safety check has been done by them, but SMRA has not yet received their report.
Village Hall	Ivy appears to be the main cause of damp both in the shed and damage to tiles on the roof that required emergency repair. Survey and repairs in hand. Administrative matters re hall charges for block bookings dealt with.
Recreation Ground hedge cutting	School has confirmed they will ensure their contractor keeps 'school side' weeds in check and do front hedge. Also confirmed funding bid for higher safety railings around the site unlikely to succeed. F&E Harris Trust confirmed that seat under the oak tree likely to be progressed so that it can be in place for the Trust's 20th anniversary
SMRA SMPC Agreement	To be signed by SMRA on 13th December. Parish Councillors invited for cake and drinks at 7pm to formally sign and to discuss the location of the activity equipment.
Litter report	B&Q are investigating the rubbish identified as emanating from them that had been found on Thornhill Road.
Actions or queries for consideration by the Council at PC meeting	
Note the invitation to parish councillors for the 13 December at 7pm.	

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# Finance statement and payments for approval and signature

**Prepared for November 2017 Parish Council meeting on 17<sup>th</sup> November 2017**

## **Bank Account Statements Received**

Julian Hodge Bank at 30 <sup>th</sup> September 2017	£114902.78
Unity Trust Bank at 8 <sup>th</sup> November 2017	£15952.08
<b>Total:</b>	<b>£130854.86</b>

## **Multipay Card: Claire Penny**

<b>Purchase</b>	<b>VAT</b>	<b>Amount</b>
Land registry – deed purchase	£0.00	£6.00
Wilts & Berks Canal Trust - membership (via Paypal)	£0.00	£25.00
123-reg.co.uk – domain name renewal	£4.00	£23.98
Vonage – phone bill	£2.50	£15.00
Sainsburys – tea & coffee for BT & Clerk meeting	£0.00	£3.90
Monthly fee	£0.00	£3.00
<b>Totals:</b>	<b>£6.50</b>	<b>£76.88</b>
<b>Payment due:</b>		<b>£76.88</b>
<b>Available spend balance (maximum £250):</b>		<b>£173.12</b>

## **Expenditure: Cheques for Approval and Signature**

<b>Cheque Number</b>	<b>Our Ref</b>	<b>Payment</b>	<b>VAT</b>	<b>Amount</b>
BACS – 22.11.17	0098	Sylvia Brown – Neighbourhood plan expenses	£4.95	£29.68
BACS – 22.11.17	0099	Grove Information Systems – Google apps (Sep- Oct)	£8.58	£51.48
BACS – 22.11.17	0100	Grove Information Systems – Google apps (Aug -Sep)	£9.24	£55.44
BACS – 22.11.17	0101	Stratton Garden Contractors – Grass cutting (October)	£0.00	£544.82
DD – 16.11.17	0102	Multipay card balance	£0.00	£76.88
BACS – 22.11.17	0103	Grant Thornton – audit fee	£60.00	£360.00
BACS – 22.11.17	0104	AllBuild – waste management	£21.67	£130.00
BACS – 22.11.17	0105	Claire Penny – salary	£0.00	£1291.32
DD – 2.12.17	0106	Claire Penny – pension	£0.00	£141.54
BACS – 22.11.17	0107	HMRC – tax period 7	£0.00	£522.13
BACS – 22.11.17	0108	Grove Information Systems – Google apps (Nov - Dec)	£8.58	£51.48
		<b>TOTAL</b>	<b>£113.02</b>	<b>£3254.77</b>

## **Income: Invoices Raised to**

<b>Invoice</b>	<b>To</b>	<b>Amount</b>
	<b>TOTAL</b>	<b>£0.00</b>

## **Income: Other**

<b>Remittance</b>	<b>From</b>	<b>Amount</b>
Interest	Julian Hodge	£102.75
	<b>TOTAL</b>	<b>£102.75</b>

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