

**Minutes of the meeting held on Tuesday 16th April 2019 at 7:30pm at
the South Marston Village Hall**

Council Members present	
Mr C McEwen (CM) - Chair Mr R Hurley (RH) Mr B Thunder (BT)	Mrs S Brown (SB) – Vice Chair Mr S Young (SY) Mr T Leathart (TL)
Clerk & Responsible Officer:	Mr G Vickery (Clerk) / Mr K Morgan (Clerk)
Members of the public present:	Mrs A Featherstone Mr A Carter

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, CWG – Communications Working Group, SM website – www.SouthMarston.org.uk,

Minutes:

Agenda item & minute number	Summary	Action	Supporting information
Open 10 minutes 196/18-19	No matters raised	None	None
1. Apologies 197/18-19	KM - issues at home.	Noted and accepted by councillors	None
2. Declarations of interest 198/18-19	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 None reported	None	See South Marston website
3. To approve and sign the minutes of the Parish Council meeting held on Tuesday 19 th March 2019 199/18-19	Proposed: SB Seconded: BT Agreed: All	None	See South Marston website
4. Review of actions 200/18-19	Review of actions currently outstanding	Existing actions updated on the action sheet	Actions

5. Review of Parish Council Calendar 201/18-19	<p>The PC reviewed progress.</p> <p>Date agreed for yearly PC meeting – 21st May.</p> <p>Date agreed for yearly Parish meeting – 22nd May.</p>	Clerk to check availability of Village Hall for meetings	Calendar
6. Clerk's Report 202/18-19	<p>Clerk's report discussed.</p> <p>SBC confirmed no election for new councillors so co-option can proceed.</p>	Clerk to add co-option to yearly meeting agenda	Report
7. Correspondence Report 203/18-19	<p>Correspondence report discussed</p> <p>Item 1 Synergy landscaping. Discussed and agreed to contact borough councillors to encourage their intervention with developers.</p> <p>Item 2 Hotel site. Discussed and noted that the removal of leylandii and frontage trees is in compliance with their landscaping scheme. Planned replacement with fence and rural boundary hedging is consistent with our Neighbourhood Plan.</p>	Clerk to email borough councillors and highlight issues	Report
8. Planning applications 204/18-19	<p>To discuss planning applications: Ref –S/OUT/17/1990 Outline planning application for up to 1,700 homes; education provision including a 10 form entry secondary school and a 3 form entry primary school with attendant sports pitches; a sports hub and open space; a park and ride; a local centre up to 1,000sqm including classes A1, A2, A3, A4, A5 and D1 uses; public open space/green infrastructure; new informal and formal recreation spaces and the formation of two new accesses from the A420. Great Stall East - Land South Of The A420 South Marston Deadline date: 18th April 2019</p>		SBC planning website

	<p>Extensively discussed and SB draft response reviewed.</p> <p>Also official vote of thanks taken in recognition of SB's efforts in preparing response on behalf of PC.</p> <p>Proposed: BT Seconded: SY Agreed: All</p> <p>Noted rejection of Nightingale Lane Planning Application S/18/1483</p>	SB to submit response (action already recorded)	
<p>9. To review and approve Open Space Assessment by SWG 205/18-19</p>	<p>This was discussed and will be reviewed by SB and BT considering other demands on councillor's time.</p>	SB and BT to review & respond	
<p>10. Reports from Working Groups 206/18-19</p>	<p>Recruitment working Group:</p> <p>Noted appointments of bookkeeper and Clerk.</p> <p>Thanked Gary for his work for the PC and also thanked Alison Thunder for dealing with the recruitment process.</p> <p>Expenditure of up to £45 for gift for Alison approved by Clerk and Chair within their delegated authority to spend.</p> <p>Communications Working Group:</p> <p>Discussed upgrading website to remove advertising, aerial photography project and expenditure cover costs for this. Alternative option for photography was raised by RH but PC decided the existing option was to be preferred. It was agreed to:</p> <ul style="list-style-type: none"> - Upgrade website Wordpress version at cost of £4 per month - Proceed with aerial photography project - Approve costs up to £150 to cover the project <p>Proposed: SY Seconded: SB Approved: All</p>	None	<p>Report Report Report</p>

	<p>Open Spaces Working Group: Report discussed, no actions.</p> <p>Allotments Working Group: Report discussed.</p> <p>Costs of up to £220 for skip approved.</p> <p>Proposed: SY Seconded: SB Approved: All</p>		
11. Reports relating to expansion 207/18-19	<p>Strategic Planning Working Group: report discussed.</p> <p>CM mentioned that the information event before the Annual Parish Meeting may be impacted by availability of developer representatives. Agreed to shorten event to early evening in view of lack of new expansion information</p>	None	Report
12. Other reports 208/18-19	<p>SMRA: Provision of seating and signage discussed and acknowledged by PC.</p> <p>Issue of lighting of recreation ground car park raised. Agreed this was a PC responsibility. After discussion RH to investigate options.</p> <p>Swindon Parishes Report: New meetings to take place for Clerk/Chair.</p>	RH to investigate lighting.	Report
13. Finance 209/18-19	<p>To review and approve finance statement, bank statements and payments: SB, BT & TL signed and confirmed checked. PC approved.</p> <p>(Note added to statement attached to explain balance discrepancy due to timing of statements.)</p> <p>To approve the spending as requested in this meeting: The PC approved:</p> <ul style="list-style-type: none"> • £4 per month Wordpress upgrade • £150 expenses for aerial photography project • £220 for skip rental • Overtime of £16 x 8 hours for incoming clerk handover 		Finance statement
14. Matters brought forward by or	Ongoing issue with potholes and quality of repairs raised by RH.		

with the consent of the Chair 210/18-19	BT investigating signage/obstacles following parking of car on Orchard Meadow.		
15. Closed session – pre-application advice 211/18-19	Discussed by PC	Clerk to email SBC in response	
Meeting closure:	09:30pm		

Actions:

PC – Parish Council, OSWG _ Open Spaces Working Group, CWG – Communications Working Group, AWG – Allotments Working Group, SPWG – Strategic Planning Working Group, NPC – Neighbourhood Planning Committee, GDPR – General Data Protection Regulations, SBC – Swindon Borough Council, NP – Neighbourhood Plan, SMRA – South Marston Recreation Association, NEV – New Eastern Villages

ACTIONS					
PC Meeting & minute no	Area	Action	Progress update	Owner	Deadline
Sep 17 86/17	Waste bin contract	Clerk to action when required	Awaiting SBC service end	Clerk	31/03/2019
Dec 18 140/18-19	Rights of Way poor condition	SPWG to discuss how the poor condition of ROW's will impact NEV movement and possibility of bridleway 4 upgrade with hotel developers & NEV Team		SPWG	15/1/2019
Dec 18 145/18-19	High interest bank account	BT to investigate high interest account	On-going	BT	15/1/2019
Jan 19 146/18-19	Dennis Removals	Clerk to speak to Planning and Environment Health about burning waste on site.	In progress – awaiting response from SBC	Clerk	19/02/2019
Jan 19 152/18-19	SMRA MOU	CM to sign MOU	Done	CM	19/02/2019
Jan 19 159/18-19	Gym area	SB to share plans for seats and landscaping	Done	SB	19/02/2019
Jan 19 159/18-19	£200 donation to fete	SB to respond to SMRA.	Done	CM	19/02/2019
Jan 19 162/18-19	Building opposite Quarrybrook Close	Clerk to contact SBC to see if planning permission was granted	In progress – awaiting response from SBC	Clerk	31/01/2019
Feb 19 163/18-19	State of Dennis Removals' compound	Clerk to write polite letter to Dennis Removals with our concerns.	Done	Clerk	19/03/19
Feb 19 167/18-19	Roads and Highways	CM to brief RH on the SBC contract.		CM	21/05/19
Feb 19 168/18-19	Rental payment to Honda	Clerk to contact Honda	Awaiting response	Clerk	19/03/19
Feb 19 168/18-19	Grants Report	Clerk to review with SB		Clerk/SB	19/03/19
Feb 19 169/18-19	Stop Overdraft request	Clerk to inform Unity Bank	Done	Clerk	27/02/19
Feb 19 169/18-19	Assets	Clerk to contact insurer to check that latest eqpt. is insured.	Done	Clerk	06/03/19
Feb 19 170/18-19	HGV Application Thornhill Ind Est.	Clerk to feedback to Transport Planning	Done	Clerk	27/02/19

Feb 19 170/18-19	Review hedge cutting by hand v tractor	Clerk to note	Done	Clerk	19/03/19
Feb 19 171/18-19	S/ADV/19/0078 - new internally illuminated flexface signs. Dunelm	Clerk to respond	Done	Clerk	20/02/19
Feb 19 171/18-19	S/HOU/19/0098 - Erection of a two and single storey rear extension. Pigeon Farm Chapel Lane	Clerk to respond	Done	Clerk	25/02/19
Feb 19 171/18-19	S/RES/18/1145 Former Mercure Hotel	Clerk to seek clarity re. Pumping Station and car parking	Done	Clerk	20/02/19
Feb 19 171/18-19	S/18/1300 Demolition of former Hotel building (Old Vicarage) and erection of 1no. dwelling.	Clerk to seek clarity re. stone facade	Done	Clerk	20/02/19
Feb 19 171/18-19	S/19/0079 Erection of 2 no. dwellings with associated works. Ranikett Chapel Lane	Clerk to respond with objection	Done	Clerk	27/02/19
Feb 19 174/18-19	School expansion and recreation ground	Clerk to call a Special Meeting	Done	Clerk	20/02/19
Feb 19 177/18-19	Neighbourhood Watch	TL to contact Jill Quandri re. an article for C. News	Done	TL	19/03/19
Mar 19 178/18-19	Gravel under tree at School	Clerk to speak to school about gravel going onto public paths	Done	Clerk	17/04/19
Mar 19 184/18-19	Calendar	Move item in March, relating to Spring hedge trim, to June and amend to Summer	Done	Clerk	17/04/19
Mar 19 184/18-19	Calendar	Annual Meetings	In progress	Clerk to agree dates with Chair and Vice Chair	10/4/19
Mar 19 185/18-19	SMRA donation	Arrange payment of £250.00 to SMRA	Done	Clerk	17/04/19
Mar 19 185/18-19	Clerk's overtime	Arrange to pay Claire in April – 65 hours	Done	Clerk	15/04/19

Mar 19 186/18-19	Highworth Road	Respond to Resident	Done	Clerk	17/04/19
Mar 19 187/18-19	S/HOU/19/0185 Erection of a single storey side extension. 9 Bell Gardens	Respond to SBC	Done	Clerk	20/03/19
Mar 19 187/18-19	S/HOU/19/0208 Erection of pitched roof to existing garage (retrospective). 31 Greenfields	Respond to SBC	Done	Clerk	25/03/19
Mar 19 187/18-19	S/COND/19/0268 Discharge of conditions S/18/1579. Former South Marston Hotel	Respond to SBC	Done	Clerk	22/03/19
Mar 19 187/18-19	S/COND/19/0268 Discharge of conditions S/18/1579. Former South Marston Hotel	Pull of SUD maintenance document	Done	Clerk	01/04/19
Mar 19 187/18-19	Revised Consultation S/18/1483 Erection of 8no. dwellings, North of Nightingale Lane	Respond to SBC	Done	SB	26/03/19
Mar 19 190/18-19	Local Plan Review evidence based SMPC submissions.	Agree the recommendation on the revision to the settlement boundary	Done	SB to respond to SBC	05/04/19
Mar 19 190/18-19	Local Plan Review evidence based SMPC submissions.	Add the Open Space assessment to April's agenda	Done	Clerk	10/04/19
Mar 19 191/18-19	MOU for Oxleaze Woods	BT to arrange signing	In progress	BT	17/04/19
Mar 19 191/18-19	2 x generators	BT to report back on ownership and maintenance	Done	BT	10/04/19
Mar 19 192/18-19	Great Stall East	SB to put together thoughts for the Planning application received	In progress – draft reviewed	SB	10/04/19
Mar 19 195/18-19	Potential new Cllr.	BT to ask candidate to contact CM	Done	BT	17/04/19

Mar 19 195/18-19	New Cllrs.	Process for recruiting casual vacancy to be investigated	Done	Clerk	26/03/19
Added at this meeting					
Apr 19 200/18-19	Action Dec 18 140/18/19	Clerk to add ROW issues to agenda for next meeting		Clerk	15/05/19
Apr 19 200/18-19	Action Dec 18 145/18-19	Clerk to include high interest review on annual meeting agenda and for six monthly review on calendar		Clerk	15/05/19
Apr 19 200/18-19	Action Mar 19 191/18-19	Clerk to add generators to asset register at £0 value and consult with insurers		Clerk	15/05/19
Apr 19 201/18-19	Calendar	Clerk to check availability of village hall for yearly meetings and book		Clerk	23/04/19
Apr 19 202/18-19	Clerk's report	Clerk to add co-option of new councillor to yearly meeting agenda		Clerk	15/05/19
Apr 19 203/18-19	Correspondence report	Clerk to email ward councillors		Clerk	15/05/19
Apr 19 205/18-19	Open Space Assessment	SB and BT to review		SB/BT	21/05/19
Apr 19 208/18-19	SMRA	RH to investigate lighting options for car park		RH	21/05/19
Apr 19 211/18-19	Pre-application	Clerk to email SBC		Clerk	25/04/19

[Return to minutes](#)

Calendar actions:

MARCH 2019		
Responsibility:	Activity:	Progress
Communications Working Group	Issue March edition of Community News	Complete
Communications Working Group	Renew advertising agreements	Complete
Council administration	Remind all Council members to reset passwords	Complete
Council administration	Set date for Annual Meeting of the Council	At this meeting
Council administration	Set date for Annual Parish Meeting	At this meeting
Finance Working Group	Set date for meeting to review end of year reports	In progress
Open Spaces Working Group	Inspect trees	Not yet done

Agenda items:	<ul style="list-style-type: none"> • Set date for Annual Parish Meeting • Set date for Annual Meeting of the Council 	
APRIL 2018		
Responsibility:	Activity:	Progress
Allotment Working Group	Send invoices to tenants	Complete
Allotment Working Group	Inspect allotments and notify holders of results	
Communications Working Group	Produce May edition of Community News	In progress
Council administration	Marketing for new Councillors (pre-election)	Completed
Council administration	Create and post agenda for Annual Meeting	
Council administration	Clerk to prompt Chair to produce Annual report	
Council administration	FWG to review and approve year end figures and report ahead of audit.	
Council administration	Prepare for audit	
Council administration	Produce year end accounts	Complete
Council administration	Confirm precept income received	
Council administration	Publicise accounts once approved	
Council administration	Research insurance providers and get quotes	Complete
Council administration	Prepare VAT claim	Complete
Finance Working Group	Meeting to review end of year reports, review Financial Regulations, Code of Conduct etc	
MAY 2018		
Responsibility:	Activity:	Progress
Allotment Working Group	Chase outstanding allotment rents	
Communications Working Group	Issue May edition of Community News	
Council administration	Hold Annual Meeting of the Council	
Council administration	Hold Annual Parish Meeting	
Council administration	Liaise and send documentation off to internal auditor	
Council administration	Review insurance renewal and approve provider	Complete
Council administration	Restart minute numbers from Annual Meeting	
Council administration	Send off VAT Claim	Complete
Agenda items (PC meeting):	<ul style="list-style-type: none"> • Approve insurance provider 	
Agenda items (Annual Meeting):	<ul style="list-style-type: none"> • Appoint Chair, Vice Chair • Sign acceptances of office • Agree terms of reference for Working Groups • Appoint members to Working Groups and other positions • Adopt Financial Regulations, Code of Conduct, standing orders 	
Agenda items (Parish Meeting):	<ul style="list-style-type: none"> • Present Chair's report • Present financial report • Speaker/Presentation 	

[Return to minutes](#)

Clerks Report

Report details

Report Date:	10 th April 2019
Report written by:	Gary Vickery, Clerk
Working Group meeting date:	N/A
Inclusion in PC meeting:	April 2019
Agenda item number:	6
Public or confidential:	Public

Overview

Public Notice issued in relation to Councillor vacancies.
 All year-end financial reports complete, and P60s issued to employees.
 Kevin Morgan takes over as Clerk and RFO effective from 17/04/19.

Item	Progress/activity update
Casual Vacancies	Public Notice issued on 26/3/19. If less than 10 electors contact the Returning Officer, requesting an election to fill the two vacancies, then the PC must co-opt Councillors as soon as possible. Deadline for the election request is 15/04/19.
Financial	As per previous report, Clerk can confirm that £32,000 was transferred from Hodge Bank Account into the Unity Bank account on 4/4/19. All transactions up until 31/3/19 processed and complete on the RIALTAS system and figures reconciled. 2019/20 Budget prepared on RIALTAS and handed over to Mandy for creation on SAGE. Draft Annual Return complete. All Year End Management Reports complete and copied onto G Drive.
VAT Return	VAT return for the period 01/01/19 to 31/03/19 completed and submitted to HMRC.
Payroll	Payroll has been transferred over to Mandy Larcombe's Sage system effective from 6 th April 2019. P60's have been issued to both current employees from the previous HMRC system and P45 will be issued tomorrow for current Clerk, via the new Sage system.
Insurance	Ahead of the insurance renewal, Clerk contacted Zurich who confirmed, that last year, the PC signed a 3 year Long Term Agreement, in exchange for a discount on the premium. Therefore, the PC cannot go to market until 01/06/21.

Handover	New Clerk and RFO has been appointed effective from 17 th April. Kevin Morgan has already spent some time with current Clerk to understand systems/procedures. Final handover will take place on 17 th April.
Actions or queries for consideration by the Council at PC meeting	
FWG to review and approve year - end figures and report at next month's meeting.	

[Return to minutes](#)

Correspondence Report

Report details	
Report Date:	10 th April 2019
Inclusion in PC meeting:	April 2019
Agenda item number:	7

Item number	From	Date	Reference	Contents summary
1	Local Resident's complaint to SBC	29/03/19	Symmetry Park	Lack of activity by developers in regards to obligations under S/OUT/14/0253 to landscape certain areas. E-mail sent to Cllrs. 01/04/19 refers
Image/Text	<p>I'm appalled by your recent reply to my last email and these excuses are ridiculous with regard to the Park landscapers yet again dodging the planting season.</p> <p>How long are they allowed to ignore this? Especially after the trouble I went to to send you photos. Where was your landscape officer looking, did he even go to the site, and if so couldn't they have knocked on our door? he/she just had to cross from the corner of the site to our garden.</p> <p>The area around the Oak tree if you refer to the photos I sent, is not waterlogged at all and the conditions are, or were perfect for planting, so I believe that person was looking in entirely the wrong place if indeed they even made a site visit. It seems an unimportant matter to the council.</p> <p>They are planting all the time at intervals around the site but not here! Filling in gaps in the hedgerow is a separate issue to the very small waterlogged area by the pond which is not waterlogged now at all.</p> <p>It is just really a very poor excuse. This was the ideal time of year for planting trees and shrubs but again, you are allowing them to ignore their responsibilities. Phase one at the beginning of construction was when the landscaping was done in 2017 and several times I have seen further planting on the site but only round the sides that matters to Symmetry Park. This area at the back is for the most part ignored.</p> <p>Please don't take us for fools in saying that the ground conditions have been wrong for planting, when at least four times this has been promised but not implemented, then the excuse is used that 'sorry we missed the planting season' so it will be put off to the next one..then exactly the same thing happens again. Filling in the hedgerows was an obligation they have to do (S/OUT/14/0253) but</p>			

no one at the council has bothered about it.. only halfhearted responses when I try to follow it up. The corner of was promised to be landscaped on the boundary but still it's ignored

So repeatedly we are losing the time it takes plants to become established and the growth that would be expected in that time.

As for the fencing, again I am disgusted, especially as Symmetry Park had agreed to this request. We are only asking for approximately Six Metres and so whyobjected to that when we had received visits from the agent and agreed where it would go and the type of fencing. It was erected for our then neighbour but fell short in offering us atprivacy from the footpath.

Due to someone's mistake, the footpath was in the wrong place, so had to be altered..the landscapers then pulled up the plants and trees which benefitted our property but didn't replace any of them, They then damaged the protected Ash tree that overhangs out garden by crashing into it, breaking branches and cutting through roots with their heavy machinery. Why did the Borough Council not see to it that correct procedures were followed with protective fencing? The Oak further along was also disregarded and heavy machinery driven over the root system.

Our neighbour had fencing erected for privacy, so did the farm opposite the Symmetry Park entrance,the bungalow next to it and also Here we have had nothing to give us the privacy we are entitled to. The bund hides nothing at all from our viewpoint and now they are refusing the planting that they agreed to time and time again with endless ridiculous excuses.

I have no confidence at all this will be done and if I don't remind you yet again, it will be overlooked as happens each time.

The front of the building and sides have tall trees planted here and there but nothing like that at the back..just what remains of a wide expanse of dead twigs. The footpath will be used extensively with Iceland now moving into the premises and we should be at least compensated with some privacy as others have been. The wide expanse of windows on this side of the building directly overlooks our garden.

I intend to take this complaint further, it is a disgraceful way to treat residents who have lost so much, not just in privacy but also in the value of our property. We have even worse to come with the East Stall development and years ahead to look forward to with more traffic and road upheaval !

Item number	From	Date	Reference	Contents summary
2	Local Resident	03/04/19	Rec. boundary with former hotel site.	Concerned about removal of deciduous trees
Image/Text	<p>Chairman's Response</p> <p>The landscaping plan is on the Swindon planning Portal at S_RES_18_1145-SOFT_LANDSCAPE-730279.pdf</p> <p>So far as I am aware, they are complying with this. If you disagree, then please let me know.</p> <p>The plan was the subject of discussion some time ago and I do not recall the PC ending up disagreeing with it.</p> <p><i>Resident</i></p>			

I am concerned to see the wholesale removal of deciduous trees along part of the recreation ground boundary of the former hotel site.

I recall that, as part of the planning process, a tree survey was conducted and the deciduous trees were basically identified as sound and relevant to the future of the site.

Indeed, trees have been left in place along the south west boundary of the site overlooking manor farm. This prompts me to ask why the main of the village would not be offered such a courtesy?

I am asked writing to ask whether the Parish Council has taken a view on this matter? Will any action be taken to prevent further tree removal?

Item number	From	Date	Reference	Contents summary
3	Gavin Brewer Traffic Technician SBC	4/4/19	Application for HGV Operating Centre	Les Smith Haulage applying for a licence to operate 10 HGVs out of Swindon Storage, Unit 70, Thornhill Ind. Estate. South Marston

Image/text

Dear Clerk,

I write to advise you that we have received notification of an application for an HGV Operating Centre in your parish in the Applications and Decisions publication of 4th April 2019.

Details can be found via the DVSA website; <https://www.vehicle-operator-licensing.service.gov.uk/search/check-vehicle-operator-decisions-applications/>, using Operator Licence Number; OH1091064.

Any queries may be addressed to:

Office of the Traffic Commissioner
(West of England)
Hillcrest House
386 Harehills Lane
Leeds
LS9 6NF

Item number	From	Date	Reference	Contents summary
4	Gavin Brewer Traffic Technician SBC	4/4/19	Application for HGV Operating Centre	A & D CORPORATE GROUP LTD applying to extend a licence to operate 3 HGVs out of Unit 70, Thornhill Ind. Estate. South Marston

Image/text

Dear Clerk,

I write to advise you that we have received notification of an application for an HGV Operating Centre in your parish in the Applications and Decisions publication of 4th April 2019.

Details can be found via the DVSA website; <https://www.vehicle-operator-licensing.service.gov.uk/search/check-vehicle-operator-decisions-applications/>, using Operator Licence Number; OH1139992.

Any queries may be addressed to:

Office of the Traffic Commissioner
 (West of England)
 Hillcrest House
 386 Harehills Lane
 Leeds
 LS9 6NF

General correspondence received:

Title	Produced by	Key points to note
Volunteering opportunities for teams	Sam Fletcher Volunteer Centre Swindon	Involve Swindon are looking for opportunities that will allow teams of local employees to give something back to the community through volunteering. Activities include (but not limited to) painting, scrub clearance, decorating, gardening, bake sales and party planning.
Supplement: South Marston Appendix 1 to the agenda for Planning Committee,	SBC	The South Marston Village Centre Design Brief document has just been published and has been added to the agenda for Planning Committee, Tuesday, 9th April, 2019, 6.00 p.m.

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
Council's Members Bulletin - 960	SBC	None
NALC Chief Executive's Bulletin 22/3/19	NALC	The updated 2018/19 AGAR has been sent to external audit firms by Smaller Authorities Audit Appointments (SAAA). These are likely to be issued to local councils by their auditors from 25 March. Completed forms must be returned to the auditor by the statutory deadline of 30 June.
Council's Members Bulletin - 961	SBC	None
NALC Chief Executive's Bulletin 29/3/19	NALC	BBC Radio 4's consumer affairs programme, You and Yours, this week included a story on increases in local (parish and town) council precepts. You can listen again on BBC's iPlayer.

WALC	WALC	A number of useful guides around governance and accountability for smaller authorities

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](#)

Recruitment Working Group report:

Recruitment Working Group Report	
details	
Report Date:	12.04.2019
Report written by:	Sylvia Brown
Working Group meeting date:	
Inclusion in Parish Council meeting:	<i>April 2019</i>
Agenda item number:	<i>10a</i>
Public or confidential:	<i>Public</i>

Overview	
<p>The Recruitment Group was authorised to progress outsourcing of the financial activity and advertising and recruiting for a new clerk against a modified job description. Both exercises were successfully completed without spending up the majority of the advertising allowance previously authorised.</p>	
Outsourcing financial activity	<p>The group had sourced quotes for a variety of financial activity and from these, chose to negotiate in more detail with Mandy Larcombe. The choice was made on a value for money basis, plus the skills and processes being offered. Mandy lives in the village and has a full range of services based on the latest edition of SAGE accounting systems. She is appropriately qualified and insured and has backup with other qualified subcontractors if necessary and would charge very competitive rates. A rate was agreed per month for the first 6 months. A formal agreement is being created to ensure probity.</p> <p>After detailed discussions between the current clerk and the Chair of the Finance Working Group, the immediate process of migration of payroll and the majority of the accounting systems was agreed.</p> <ul style="list-style-type: none"> • The Clerk has to remain as the Responsible Finance Officer and have oversight of the accounts, and it is the clerk who would present Finance Statements to the Parish Council meetings. • The contractor must be allowed access to the bank accounts • Payroll, HMRC submissions etc has already been actioned as part of the outsourcing agreement. • The SAGE system will be located on Mandy's laptop, appropriately backed up, and she will undertake the majority of the work in the first instance. She will initially use one of her SAGE licences for PC work, but this is to be reviewed at a later date.

	<ul style="list-style-type: none"> • SAGE is more flexible on output formats and budgeting, and we see no reason to continue with the RIALTOS system which has proved unsatisfactory for our financial management requirements over the past year. • The budget information agreed by the PC in January is being input into SAGE and future transactions will be input to the system, producing reports that can be easily interrogated by the Finance Working Group and budget holders.
Recruitment Process	<p>The job description was reviewed by the group in the light of the outsourcing of financial activity. It was decided to offer 17 hours a week, but office hours must be spread over at least 4 days. The post was advertised on the website and social media and 6 candidates came forward. The process involved a structured shortlisting and a pre-interview task.</p> <p>Following interview and receipt of satisfactory references, the post was offered to Kevin Morgan. Kevin lives 15 minutes away in east Swindon, and can take over the clerk's job on Gary's departure. He is very interested in taking up the opportunity for gaining the clerk's qualification and has the time, flexibility and admin/IT skills to deliver the clerk's workload.</p> <p>We have agreed Kevin is paid for an additional 8 hours for time spent up to 17th April in getting to grips with the clerk's role.</p> <p>Kevin has already begun his induction, having been taken on a tour of the village and had meetings with both Gary and Tanya. He intends to come to this Parish Council meeting.</p> <p>The group would like to thank Gary for the work that he has put in in the last month to ensure a good handover with both the accounts and the new clerk.</p> <p>We would also like to formally thank Alison Thunder, who once again, fronted the recruitment process and dealt so efficiently with all applications. Her help and advice was invaluable.</p> <p>1.</p>
Cost	<p>The group was authorised to spend up to £1500 on the recruitment exercise. In the event, this proved unnecessary. However, we would like to spend up to £45 to cover costs incurred to complete the exercise.</p>
Recommendations/ Actions	
1.	Note the above delegated decisions on outsourcing and recruitment
2.	Congratulate Gary on the work that has been achieved, over the past month in particular, in getting the accounts and audit information up to date for the handover
3.	Offer the Parish Council's thanks to Alison Thunder for her support with the work
4.	Approve expenditure of up to £45 to cover expenses incurred in the process.

[Return to minutes](#)

Communications Working Group report:

Report details	
Report Date:	9.4.2019
Report written by:	Sylvia Brown
Working Group meeting date:	8.4.2019
Inclusion in Parish Council meeting:	<i>April 2019</i>
Agenda item number:	<i>10b</i>
Public or confidential:	<i>Public</i>

Overview	
<p>Tanya completed her first issue of Community News. Ideas discussed for next edition, including welcome to Kevin as new clerk. Discussed advertising renewals (mainly due in advance of next edition). Website has been improved, and some further immediate changes were proposed. Social media hits much increased in recent months with regular postings by Tanya. Proposal made for aerial photo record of NEV development.</p>	
Community News	Issue 20 reviewed. Considered interesting and colourful. Next issue articles include new clerk, fete history, Rec oak tree seat, stop press for information event at the end of May. Also further article on Neighbourhood Watch with JQ retiring as coordinator and need for replacement. Need greater awareness of image copyright. Process for increasing clarity of pdf copies investigated. Advertising renewals due – TG to send out letters. Encouraging more smaller adverts. Postal list reviewed – decided to include letter this time asking to convert to email receipt to save postage cost.
Welcome Pack	Two inserts now ready for completion with adverts – go ahead with production and look to complete two other inserts in coming months. .Need liaison with Bellway re hotel site development.
Website/social media	Improvements to front pages and TG has been inserting news items on regular basis. Discussed the current WORDpress 'offer'. We propose removing the advertising immediately as it seriously interferes with reading, particularly on a smartphone – the cost will be about £4/month. Eventually, we may need more storage space and index search capability if we wish to archive photos and articles etc.
Aerial photographs	CWG would like to propose organising a series of 'before and after' aerial photos covering the development of the NEV. Local resident has agreed to work on this using drones on the basis of cost of materials only. Barry obtaining likely costs to recommend to PC.
<p>Recommendations to PC</p> <ul style="list-style-type: none"> • Upgrade WORDpress for website to remove advertising at a cost of £4 per month • Approval of the concept of before/after aerial photographs as record of the NEV development. • Agree expenditure up to £150.00 for the NEV development aerial photography. 	

Open Spaces Working Group report:

Report details	
Report Date:	09.04.2019
Report written by:	Chris Brooks and Barry Thunder
Working Group meeting date:	Various
Inclusion in Parish Council meeting:	<i>April 2019</i>
Agenda item number:	<i>10c</i>
Public or confidential:	<i>Public</i>
Overview	
<p>Council to note that the reserve funds for the village garden upgrade need to be carried forward into the new financial year.</p> <p>Community Payback Loan Equipment purchase will be required in May/June once required items are finalised.</p>	
Item	Progress/activity update
Community Payback Teams	Grass cutting on going in woods and village garden
Oak Tree Corner	No updates.
Orchard Meadow	We are clearing the wildflower beds at the April volunteer day on 23 rd April and will sow wildflower seeds.
Oxleaze Woods	Isobel Hone has donated violets, hellebores and grape hyacinths that Chris has planted near the entrance. One of the bench seats to be repaired in April.
Parish Council tree report	We are looking for a contractor to carryout a follow up report on any high risk and medium risk trees identified in the initial report from 2018. This will be carried out later in 2019.
Parish Policy for Open Spaces	Remains a work in progress.
St Julians Community Woodland	WWT have dug a new pond and we now wait for nature to fill it up with water, plants and beasties. Some low posts with a rope between will be put in place between the path and the pond, temporarily to make walkers aware of the excavation. Hedging plants have been put in the gap by the entrance notice board. The remaining hedge lowering work has been completed. Isobel Hone donated a young oak that is now near the entrance notice board. An MOU between WWT & SMPC is to be discussed at the next Open Spaces meeting.
Rights of Way	No updates.
Sevor Solar Farm	No change.
Monthly Expenditure	We are now planning the next stage of the improvements for the village garden and will discuss with interested parties prior to a final plan.
Village Garden	Any current tidying needs will be looked at for a volunteer day in April.
Volunteers	Anne and Jodie are organising the Easter event at St Julian's (Saturday 20th April 2pm – 4pm).

Plans to be discussed for events at Summer, Halloween and Christmas as time allows.

Actions or queries for consideration by the Council at PC meeting

Note future actions.

[Return to minutes](#)

Allotments Working Group report:

Report details	
Report Date:	10 th April 2019
Report written by:	Barry Thunder
Working Group meeting date:	TBA
Inclusion in PC meeting:	<i>April 2019</i>
Agenda item number:	<i>10d</i>
Public or confidential:	<i>Public</i>
Overview	
Take up on vacant plots is slow this year. Rents outstanding are £136	
Item	Progress/activity update
Allotment software.	All in hand, with any invoices/tenancy agreements for new tenants etc being raised by BT and copied to Clerk. Payment mostly via BAC's. Later in the year the Rialtas system is to be reviewed with Kevin, the new clerk, and our accounting contractor.
Spring improvements.	Clearance on accumulated rubbish underway to tidy vacated plots and generally tidy the site.
Plot vacancies.	One plot let and five are vacant. Advertising is underway via community FB pages in the wider area. .
In parish rent concessions.	No changes. Continuing to charge new tenants a refundable £50 deposit. This can be withheld if a vacated plot is left in a poor condition.
Tenancy Agreement amendments.	None.
Allotment rental income.	At date of report there are outstanding rents from two tenants amounting to £136. Income & deposits received to date is £1661
Community Payback.	Work commenced clearing the wooded margins on the site and any vacated plots left with rubbish.
Grass cutting	Underway way via contractor and volunteers.
Donations and additional equipment	One generator is serviceable. PAT testing to be carried out on generator and cabling prior to any use.
Social Event BBQ	To be planned for summer 2019
Thames Water supply.	Application for mains water supply in hand. Awaiting initial cost from TW
Monthly/ Annual expenditure.	All costs will be contained within annual income figures together with carryover from 2018/19. A skip will be required to remove all accumulated rubbish. Estimated cost in the region of £220.

Approval for expenditure required at this meeting. Alternative quote from our contractor also requested.

Actions or queries for consideration by the Council at PC meeting

Approval for up to £220 for rubbish removal.

[Return to minutes](#)

Strategic Planning Working Group report:

Report details	
Report Date:	10.4.19
Report written by:	Colin McEwen
Working Group meeting date:	
Inclusion in Parish Council meeting:	April 2019
Agenda item number:	11
Public or confidential:	Public

Overview	
Hotel Site: Renamed. Progressing Steris Noise: Uncertain date School: Progressing Great Stall East	
Item	Summary
Hotel Site	To be named Magdelene Close in line with our suggestion. Trees now removed in line with landscaping plan. POS (green infrastructure) maintenance to be PC or management company.
Steris noise	The Borough are pressing for the remedial works to be carried out at Easter, but there is a lack of urgency on the part of Steris
School	One small issue on the Agreement for Lease to be sorted out between the school and Borough.
Great Stall East	Revised application received. Separate report will be circulated.
Exhibition	Borough Officers confirmed for 22 nd May. No response from Bellway.
Actions or queries for consideration by Parish Council at PC Meeting	
Response to revised Great Stall East application	

[Return to minutes](#)

SMRA report:

SMRA Report	
details	
Report Date:	12.04.2019
Report written by:	Sylvia Brown
Working Group meeting date:	10.4.2019
Inclusion in Parish Council meeting:	April 2019
Agenda item number:	12a
Public or confidential:	Public

Overview	
<p>The committee instituted an approach to having better oversight of SMRA's finances, so that all monthly transactions are available recorded in the minutes. The Recreation Ground grass is now being mowed regularly by Allbuild who also undertake pitch marking for the adult pitches. The committee made recommendations to the PC on completion of the gym project.</p>	
Electrics on the Rec/car park	Contractors had successfully repaired/replaced faulty electrical equipment at the garage/changing rooms. However, the street light in the car park has an underground fault with the supply and cannot easily be repaired at reasonable cost. The suggestion is that a solar light is the best solution at this location – PC views are requested
V Hall booking form/invoices	Both documents, including the terms and conditions of hire are being modified. In particular, the booking form will stress that deposits will be forfeited if cleaning the hall is necessary after use or if the hirer has overstayed, played music after the agreed time or otherwise not complied with the terms and conditions.
V Hall	Youth Club has now acquired extra storage at the rear of the hall – the previous shed has been dismantled and the drainage, which had been the cause of damp in this area, has been renovated. The missing 'Tower & Tap' photo is being reframed.
Recreation Ground grass cutting	Now being done by Allbuild, who also strims around goalposts and the new gym equipment. Query has arisen re the separate strimming around the existing play equipment and the boundary by the PC's contractor – the suggestion is that the contracts should be reviewed and possibly rationalised head of the next calendar year.
Gym equipment project	SMRA agreed recommendations on the completion of this project, including the supply and installation of two backless benches and a sign adjacent to the equipment (see report attached). This needs to be done within a year of the Lottery grant being given ie by the beginning of June. The suggested location does not impede grass cutting nor have any additional effect on neighbours. We have considered further landscaping around the gym project which was part of the original bid, but now consider that this is unnecessary. However,

	<p>there is the possibility of using grass matting below the benches to avoid deterioration of the grass surface.</p> <p>In addition, SMRA is planning to install a third bench seat inside the fenced toddlers play area – at the moment there is nowhere for carers to sit to watch children play. Whilst this does not form part of the gym project, the work would be done at the same time.</p>
Recommendations/ Actions	
1.	Consider the installation of a solar street light in the car park and determine whether this is a PC or SMRA responsibility.
2.	Timetable in a review of the strimming activity on the Recreation Ground when tenders are considered in the autumn
3.	Confirm the recommendations on the benches and signage in the attached report to enable completion of the gym project.

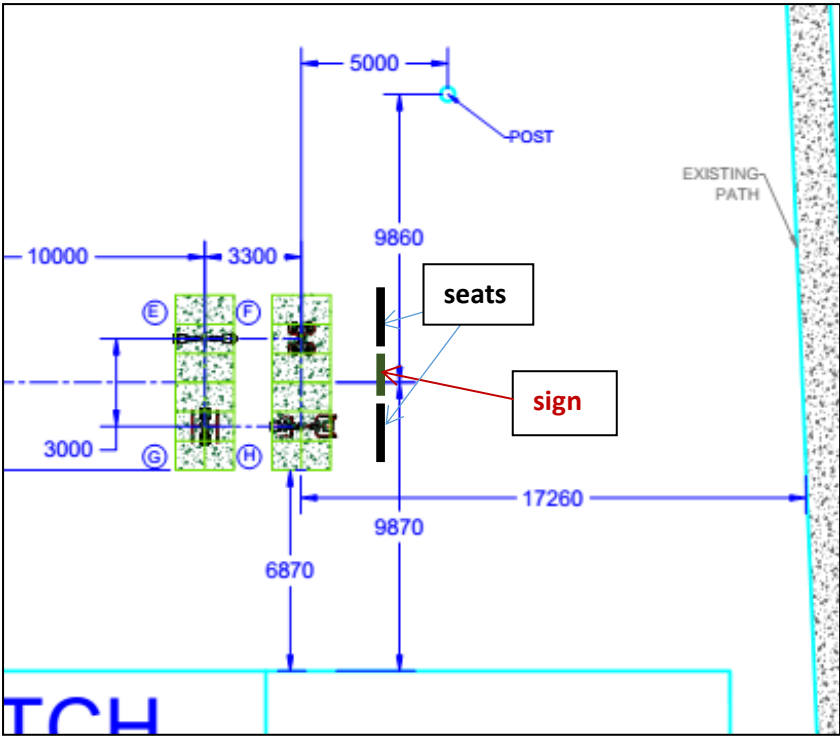
SMRA recommendation on Community Gym Seating & Signage



Eco Rest 1.8m long recycled bench (Glasdon UK) in black. Ready assembled, low maintenance, vandal-proof. Price: £256.96 exc VAT, free delivery. Ground fixing- varies between £18 to £30 per seat depending on type (eg below ground anchor, sinking in concrete).

Allbuild, the grass contractors, have been consulted and a meeting held with them onsite. They need 2.4 m clearance between grass matting and seat installation. Would charge from £150 to £400 for installation per seat depending on whether just concreting in the posts or complete concrete base. Delivery can be direct to Allbuild who would transport on site when the work can be done. . SMRA also believe the option of grass matting under the benches might be useful. The fixing method will be discussed again with them when the initial authorisation is approved by both the PC and SMRA

Proposed location adjacent to the group of four stations:



Signage

The proposed wording is as below. The sign proposed is from Enterprise Works in metal, and would match the colour of the existing green Rec ground sign at the entrance at the car park. However, to reduce potential damage, this will be on double metal posts and the fixings required should deter vandals. An addition is proposed in a side bar that indicates the required height of potential users.

The image shows a proposed sign for a 'Community Gym'. The sign has a dark green background. In the top left corner, there is a white rectangular box containing the South Marston Parish Council logo, which consists of three stylized reeds and the text 'SOUTH MARSTON PARISH COUNCIL'. To the right of the logo, the title 'Community Gym' is written in a large, white, sans-serif font. Below the title, there is a list of seven bullet points in white text, providing safety and usage instructions for the gym equipment.

**SOUTH MARSTON
PARISH COUNCIL**

Community Gym

- This equipment is designed for users taller than 1.4m
- It is not designed for younger children
- Users of this equipment do so at their own risk – keep safe and comply with the instructions on each piece of equipment
- Start your session with warm up exercises – start slowly and build up to more intensive activity
- If you have any doubt about your fitness to use this gym, seek advice from a medical professional before using
- If you see any damage to the equipment, please report it promptly to clerk@southmarston.org.uk

[Return to minutes](#)

Swindon Parish Council Meeting Reports: Swindon Parishes Report

Report details	
Report Date:	10.4.19
Report written by:	Colin McEwen
Working Group meeting date:	
Inclusion in Parish Council meeting:	April 2019
Agenda item number:	12b
Public or confidential:	Public

Overview	
Swindon Area Committee	
Item	Summary
Swindon Area Committee Attendance	Discussion that the new Chief Exec (CE) at the Borough and her deputy had entirely ignored the SAC and the Borough/Parish protocol in setting up the Clerk/Chair meetings. Chair to write to CE. CRM sent info from the Clerk/Chair meeting to him. SB/CRM sent comment to CE. The CE's decision seems to be that issues for the Clerks/Chairs meeting should come forward from a Clerks update and training meeting, which will be led by her deputy. We remain concerned that the senior officers seem not inclined towards co-operation with the Parishes.
Actions or queries for consideration by Parish Council at PC Meeting	

Finance statement and payments for approval and signature

April 2019

Account balances:

Account	Balance date	Balance
Julian Hodge	31/03/2019	£116,424.34
Unity Trust Bank	08/04/2019	£32,268.28
	TOTAL:	£148,692.62

(Added after the meeting) Clerk's note: Due to the difference in the statement end dates, the true balance as at 31/03/2019 is £117,366.07

Income:

Received and shown on statements:

From	Reason	Amount
Julian Hodge Bank	Interest received	£83.99
Allotments	D Francis	£29.10
Allotments	M Buck	£48.50

Allotments	J Lawlor-King	£29.10
Allotments	P Oxby	£29.10
Allotments	T Dobson	£58.20
Allotments	T Scragg	£58.20
Allotments	A Widdowson	£48.50
Allotments	B Thunder	£29.10
Allotments	L Heard	£58.20
Allotments	B Jones	£29.10
Allotments	L Coyle	£9.20
Allotments	P Young	£30.00
Allotments	I Hedges	£98.50
Allotments	R Milton	£79.10
Allotments	J Gibbs	£29.10
	TOTAL:	£746.99

Invoiced:

To	Reason	Amount
Fiona Hemmings	Dog fouling signs x 2	£50.00
	TOTAL:	£50.00

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Expenses for approval:

Pay method/ Chq No	SMPC ref	Payee	Reason	VAT	Total
BACS 17/04/19	0001	SMRA	Donation towards fete	£0.00	£250.00
BACS 17/04/19	0002	Grove Group	G suite monthly fee	£7.76	£46.56
BACS 17/04/19	0003	Orchard Press	Newsletters	£60.90	£3,306.40
BACS 17/04/19	0004	Allbuild	Waste collection & SMRA work on rec	£80.70	£484.20
BACS 17/04/19	0005	Stratton Garden Contractors	Grass cutting	£0.00	£341.50
BACS 17/04/19	0006	SMRA	1st qtr hall hire	£0.00	£59.50

BACS 04/04/19	0007	Claire Penny	Overtime payments	£0.00	£919.35
BACS 17/04/19	0008	HMRC	TAX and NI payments	£0.00	£381.07
BACS 17/04/19	0009	St James's Place	Pension contributions	£0.00	£171.02
BACS 17/04/19	0010	Barry Thunder	Expenses	£8.83	£52.99
BACS 17/04/19	0011	Orchard Press	Signage	£10.00	£60.00
DD 17/04/19	0012	Multicard	Credit card bill	£10.90	£139.30
BACS 17/04/19	0013	G. Vickery	Salary Mar/Apr	£0.00	£1,846.23
BACS 17/04/19	0014	T Jones	Salary Mar	£0.00	£240.00
BACS 17/04/19	0015	HMRC	Month 01	£0.00	£793.49
			TOTALS:	£179.09	£9,091.61

Credit card expenses:

Cardholder	SMPC ref	Payee	Reason	VAT	Total
B Thunder	MBT38	Wickes	Materials for St John's Wood	£4.17	£24.99
B Thunder	MBT39	Sainsburys	Fuel - Allotment grass cutting	£4.23	£25.36
B Thunder	MBT40	Homebase	Grass seed for Village Green	£0.00	£27.95
B Thunder	MBT41	Multipay	Monthly fee	£0.00	£3.00
G Vickery	GV08	ICO	Annual fee	£0.00	£40.00
G Vickery	GV09	Multipay	Monthly fee	£0.00	£3.00
G Vickery	GV07	Vonage	Phone bill	£2.50	£15.00
			TOTALS:	£10.90	£139.30
			Balance payment due:		£139.30

Financial reporting:

- Clerk's extra hours worked balance is 91 hours

[Return to minutes](#)

Supporting Notes released after agenda papers issued

SMPC notes re revised application for Great Stall East 16.4.2019

Design

- The housing proposed has decreased from 1800 to 1700 to allow for Park & Ride and more sports pitches. However, the quantum has been achieved by much higher density than anticipated by the Masterplan and has resulted in a bigger school (10 form entry).
- Overall, the site will provide a density of circa 46 dwellings per hectare (dph) however the form, design and density will reflect its location such as the village edge (35dph) or centre (up to 65pdh). The higher density development will be located around the central open space and along the access corridors. ***The Local Plan (text) for NCA states average density across the NEV at 35 dwellings per hectare.*** The proposal achieves this only at the 'village edges' which are defined as just two small areas of housing to the south of the site.
- The majority of building heights will be 2.5 storey development to compliment and vary the roofscape. Taller 3 storey development will be located along the eastern approach and village centre with 3.5 storey defining thresholds and key nodes.

The School and its location

- Playing fields are relocated to the level area of the site to 'minimise changes to topography and utilize land sterilised by Flood Zone' and School relocated to coincide with level playing fields and create potential for shared community/school use and 'free up development land to the north west'. Presumably the sports pitches and playing fields will not be available all-year round!
- Whilst it refers to the Policy NC3 quantum of 8,000 homes, it requires the provision of a 10 form entry secondary school including 16-18 provision, at Great Stall East rather than the 8 form entry school associated with 8,000 dwellings.
- There is now no 16-18 college provision, which has apparently been agreed by SBC. Primary school is 3 form entry as agreed with the Borough
- The school is still located further east than in the Masterplan, but its an improvement on the original application and the cycleway/footpath route from Footpath 5 now has clarity. ***Need a dedicated cycle lane from Symmetry Park cycleway through to the school.***

Flooding

- The route of the old canal is categorised as 'a network of drainage ditches that appears to flow northwards to South Marston Brook – yet we are familiar with the degree of flooding that happens around this site and its treatment appears rudimentary – there is one (albeit large) SUDs area proposed behind Longleaze.
- Allotments relocated away from the Flood Zone area, but most are now in surface water flooding area.
- Local Lead Flood Authority (SBC drainage Officer) says that he is still not satisfied that the applicants have demonstrated that flood risk has been appropriately analysed ***and recommends refusal.***

Road network

Road network appears to have evolved in discussion with SBC. Two signalled junctions onto the A420. The Western Access is primarily the construction entrance. 'Once the Eastern Access has reached capacity, residential traffic will utilise the Western Access or until such time as the link to DB Symmetry can be delivered'. 'With regard to the East West Core Express Bus Route it is necessary to consider that access to the west through Symmetry Park is not currently available. If this situation remains at the time that the East-West Bus Route is required from GSE, then it would be possible to use the western construction/emergency access until the connection through Symmetry Park is secured by Swindon Borough Council. ***The applicant will accept a condition in this regard.***

Sustainable transport/Footpaths

- Bus only section of spine road continuation means traffic accessing Symmetry park has to stay on the A420 until their main junction. Circular bus route loop on the masterplan is provided for.
- The site will 'incorporate a cycleway/footway running alongside (refer to section 6.1) the main distributor roads connecting the proposed Park & Ride with the local centre, school sites and sports hub and the wider residential areas together potentially linking the site via DB Symmetry should the route become available. In the meantime, within the Green Corridor along the A420, access will be provided to

Great Stall West and eventually onto Swindon via the proposed Great Stall Bridge over the A419 to the west.'

- Fig 20, page 37 in the D&A proposes a number of 'green corridors' for cycle and pedestrian permeability without specifying how these joint into a cohesive network. 'Green Routes will provide easy access and walking and cycling distances to the wider green infrastructure network, schools, local shops and facilities'.

Green Infrastructure Management

- All sports facilities are intended to be included in the school management by the Academy duly appointed, as it is based on shared use. Although it says 'the Outdoor Sports provision has been considered as a combination of independent public provision as well as a joint facility with the secondary school to help secure sustainable long-term management'
- 'Much of the major infrastructure constructed in the development, including public roads, underground drains, foul sewers, and the telecommunications, gas and electricity supply networks will be adopted by the relevant statutory undertakers. It is intended that the responsibility for the public open spaces, including recreational areas, retained landscape and ecological areas and surface water drainage features **will be adopted by existing community organisations, new community organisations or, alternatively by an experienced management company.** The environmental management requirements for the site during construction and in the longer-term will be included in a Construction Environmental Management Plan and a Site Environmental Management Plan (see Chapter 14).'
- No mention of management of the allotments.
- Comment from Housing officer : 'If a management company is to be employed to maintain green spaces (incurring an annual fee) **then this fee will need to be capped** at an agreed appropriate level.'

Ad hoc extracts

- Fibre connection to all houses.
- Historic England considered the development caused 'less than substantial harm' to the setting of Longleaze Farmhouse.
- 'Better landscaped buffer' for Longleaze Farmhouse.
- Development time estimated as 18 years. Phasing basically north to south, around the two main accesses first.

S Brown