

## Notice of meeting

**14<sup>th</sup> March 2024**

Councillors are summoned to a meeting of South Marston Parish Council on **Tuesday 19<sup>th</sup> March 2024 at 7:30pm** in the Village Hall. Members of the public are welcome to join the meeting.

*Kevin Morgan*, South Marston Parish Council

| Agenda item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Supporting info                      | Start time |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|------------|
| <b>Open 10 minutes</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | None                                 | 7:30pm     |
| 1. <b>Apologies</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | None                                 | 7:45pm     |
| 2. <b>Declarations of interest</b><br>Members are reminded that they should declare any interest they have in an agenda item at the start of the meeting or, if not previously foreseeable, during any discussion of the matter concerned.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | None                                 | 7:45pm     |
| 3. To approve the minutes of the <b>Parish Council Meeting held on Tuesday 20<sup>th</sup> February 2024</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Website                              | 7:45pm     |
| 4. To review and update the <b>Parish Council actions</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <a href="#">Actions</a>              | 7:45pm     |
| 5. To review and update the <b>Parish Council calendar</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <a href="#">Timeline</a>             | 8:00pm     |
| 6. To review and discuss the <b>Clerk's Report</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <a href="#">Report</a>               | 8:05pm     |
| 7. To review and comment on <b>Planning matters:</b><br><br><b>S/OUT/23/0456</b><br>Re: Outline planning permission for up to 275 dwellings (use class C3) including the provision of affordable homes, together with pedestrian and cycle connections, etc<br>At: Land East Of Wanborough Road , New Eastern Villages Wanborough<br>Deadline: 15 <sup>th</sup> March 2024<br><br><b>S/OUT/24/0128</b><br>Re: Outline application for the erection of up to 57 no. dwellings with access from Thornhill Road, footpath improvements and public open space (Means of access not reserved).<br>At: Crown Trading Estate, Thornhill Road South Marston Swindon<br>Deadline: 13 <sup>th</sup> March extended to 22 <sup>nd</sup> March<br><br><b>HGV Application</b><br>For 5 HGVs and trailers at Crown Timber. | <a href="#">SBC planning website</a> | 8:15pm     |
| 8. To consider funding request for <b>Party in the Park</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                      | 8:30pm     |

|                                                                                                                                                                                                                                                                                                                                   |                                   |        |
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| <b>9. Reports from Working Groups</b><br>a) Communications<br>b) Open Spaces<br>c) Allotments<br>d) Rights of Way                                                                                                                                                                                                                 | <a href="#">Reports</a>           | 8:40pm |
| <b>10. Reports relating to Expansion</b><br>Strategic Planning Working Group                                                                                                                                                                                                                                                      | <a href="#">Report</a>            | 8:50pm |
| <b>11. Other reports</b><br>a) SMRA<br>b) Recreation Ground Landscaping<br>c) Parish/Borough Liaison                                                                                                                                                                                                                              | <a href="#">Reports</a>           | 9:00pm |
| <b>12. Finance</b><br>- To review and approve <b>finance statement and payments</b>                                                                                                                                                                                                                                               | <a href="#">Finance Statement</a> | 9:15pm |
| <b>13. Exclusion of press and public</b><br><br>To resolve in accordance with Standing Order 3 (d) that ‘in view of the confidential nature of the business about to be transacted and in the public interest, that the press and public be temporarily excluded, and they be instructed to withdraw’. Reason: staff remuneration |                                   | 9:20pm |
| <b>14. To discuss staff remuneration</b>                                                                                                                                                                                                                                                                                          |                                   | 9:20pm |
| <b>15. Matters brought forward by or with the consent of the Chair</b>                                                                                                                                                                                                                                                            | None                              | 9:30pm |

*This meeting may be recorded by the Council or members of the press or public. Such recording should be in accordance with the Council's Recording Policy – this is available on the website and a copy will be made available at meetings.*

## Actions:

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

*In Progress – started but no significant progress yet*

*Progressing – some notable progress has been achieved*

*Done\* - means that action is complete but there may be a need for a follow-up.*

| Meeting & minute    | Area                    | Action                                                                                 | Progress update | Owner              | Review date |
|---------------------|-------------------------|----------------------------------------------------------------------------------------|-----------------|--------------------|-------------|
| May 22<br>21/22-23  | Working Groups          | Allotment water installation. New date scheduled in Feb.                               | Progressing     | BT                 | Ongoing     |
| May 23<br>18/23-24  | Working Groups          | Morse Lane 'kerb creep' works. BT and Allbuild to follow up.                           | Progressing     | BT                 | Ongoing     |
| July 23<br>48/23-24 | Clerk's report          | Youth club - RM to continue efforts including at HYS event                             | Progressing     | RM                 | Ongoing     |
| Aug 23<br>65/23-24  | Working Groups          | Add council's aims to website                                                          | Progressing     | Clerk & editor     | Ongoing     |
| Aug 23<br>69/23-24  | Matters brought forward | CIL liability for dwellings on Chapel Lane. CIL officer investigating lack of payment. | Progressing     | Clerk              | Mar 24      |
| Sep 23<br>79/23-24  | Working Party - RoW     | Footpaths 6 and 15. Further correspondence sent to SBC 27 <sup>th</sup> Feb.           | Progressing     | AC/LCA/<br>Clerk   | Apr 24      |
| Sep 23<br>80/23-24  | Play Working Group      | New play equipment ordered – installation due in early 2024 once conditions allow      | Progressing     | Play Working Group | Mar 24      |
| Oct 23<br>89/23-24  | Clerk's Report          | Additional roadside signage – form submitted                                           | Progressing     | Clerk              | Apr 24      |
| Nov 23<br>102/23-24 | Clerk's report          | Purchased gift for retiring contractor- to be delivered                                | Progressing     | Clerk/BT           |             |
| Jan 24<br>134/23-24 | Working Groups          | Morses Lane – BT to contact SBC and obtain written agreement to funding.               |                 | BT                 | Feb 24      |
| Jan 24<br>136/23-24 | SMRA                    | Official portrait of HRH Charles III ordered, awaiting delivery.                       | Progressing     | Clerk              | April 24    |

| Added in February 2024 |                            |                                                                                      |             |       |        |
|------------------------|----------------------------|--------------------------------------------------------------------------------------|-------------|-------|--------|
| Feb 24<br>145/23-24    | Working<br>Groups          | Highworth Road Hedges –<br>landowners contacted                                      | Progressing | Clerk | Apr 24 |
| Feb 24<br>146/23-24    | Planning                   | S/23/1500 Application off<br>Nightingale Lane – SB to finish<br>and submit response. | Done        | SB    |        |
| Feb 24<br>147/23-24    | Ward<br>Boundary<br>Review | SPWG to prepare response and<br>submit.                                              |             | SPWG  |        |

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## Calendar:

| FEBRUARY 2024                |                                                                                          |          |
|------------------------------|------------------------------------------------------------------------------------------|----------|
| Responsibility:              | Activity:                                                                                | Progress |
| Communications Working Group | Produce March edition of Community News                                                  | Done     |
| Council administration       | Confirm appointment of internal auditor                                                  | Done     |
| Council administration       | Verify road sweeping (15 <sup>th</sup> February)                                         |          |
| Agenda items:                | Finance:<br>- Approve appointment of internal auditor                                    |          |
| MARCH 2024                   |                                                                                          |          |
| Responsibility:              | Activity:                                                                                | Progress |
| Council administration       | Receive SMRA accounts and circulate to PC                                                |          |
| Council administration       | Set date for Annual Meeting of the Council                                               |          |
| Council administration       | Set date for Annual Parish Meeting                                                       |          |
| Finance Working Group        | Set date for meeting to review end of year reports                                       |          |
| Agenda items:                | - Set date for Annual Parish Meeting<br>- Set date for Annual Meeting of the Council     |          |
| APRIL 2024                   |                                                                                          |          |
| Responsibility:              | Activity:                                                                                | Progress |
| Allotment Working Group      | Send invoices to tenants                                                                 |          |
| Allotment Working Group      | Inspect allotments and notify holders of results                                         |          |
| Communications Working Group | Produce May edition of Community News                                                    |          |
| Council administration       | Create and post agenda for Annual Meeting                                                |          |
| Council administration       | Clerk to prompt Chair to produce Annual report                                           |          |
| Council administration       | Clerk to prompt FWG Chair to produce Finance report                                      |          |
| Council administration       | Prepare for audit                                                                        |          |
| Council administration       | Produce year end accounts                                                                |          |
| Council administration       | Confirm precept income received                                                          |          |
| Council administration       | Publicise accounts once approved                                                         |          |
| Council administration       | Insurance review – research providers if expiry due                                      |          |
| Finance Working Group        | Meeting to review end of year reports, review Financial Regulations, Code of Conduct etc |          |
| Agenda items:                | - Approve end of year accounts                                                           |          |

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## Clerk's Report:

| Report details                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Report Date:                                     | March 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Report written by:                               | Clerk                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Inclusion in PC meeting:                         | March 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Agenda item number:                              | 6                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Public or confidential:                          | Public                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Overview                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Highworth Road hedges<br>Thames Water<br>Signage |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Item                                             | Progress/activity update                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Hedges along Highworth Road                      | <p>After trying multiple approaches I finally obtained contact details for the main SM business park and raised concerns about the hedges on Highworth Road. The management company is JLL, the same company that manages Keypoint but through a different office and personnel.</p> <p>They have visited and checked the locations and will feed back anything they believe needs doing.</p>                                                                                                                                                                                                                                        |
| Expenses and payments                            | The clerk has circulated an email covering expenses and payments.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Portrait of King                                 | Has been ordered, awaiting delivery.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Additional pension payment                       | An additional payment of £123.56 for Clerk's pension is included in this month's payments – this covers additional premiums for 2023 that arise from last year's salary increase. It was deemed easier to pay this way at the end of the financial year rather than adjust the monthly amount.                                                                                                                                                                                                                                                                                                                                       |
| Thames Water – Thornhill Road                    | <p>Cllr Hole has requested that we contact Thames Water to enquire about the regular repairs that are required to the water pipes along Thornhill Road. Issues with the current pipes have led to works three times over the last year with associated disruption.</p> <p>This raises concerns that any works on the 20mph zone (or any resurfacing) may need to be dug up or disrupted if the situation remains the same and these issues keep occurring.</p> <p>An email to be sent to Thames Water raising these concerns and suggesting that the existing legacy pipework is replaced by more modern and resilient pipework.</p> |
| Borough Consultations and contacts               | Ward boundary review – response to be submitted prior to meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

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|----------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| GDPR/Data Protection Fee                                                                                                               | Annual fee of £40 has been paid by card to the Information Commissioner's Office.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Correspondence                                                                                                                         | <p>A resident has asked for permission to park in the car park intermittently during the day and overnight while having no parking at their property because of property maintenance.</p> <p>This has been agreed but under the understanding that all risk lies with the resident, they will park as far from the school entrance as possible during the daytime and they will inform the clerk when parking and give registration details.</p>                                                                                                                                                                                         |
| Signage for Pound Corner and Hodinott's Corner                                                                                         | Form has now been completed and submitted. Note there is a potential admin fee of £25 per item (£125 for five signs) to add to the cost of signs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Supermarine Bowls Club                                                                                                                 | <p>We were contacted asking us if we could help advertise the bowls club's open day they are holding in May. Mentioned to CRM and SB and agreed that we could put posts on social media advertising the event. There is also a possibility of a small article in CN about it – editor to follow up.</p> <p>They also asked if the PC could donate towards costs given the proximity to the village and potential benefit to residents – they requested a grant to help cover costs of £65 for printing posters advertising the event.</p> <p>They would list us as a sponsor at the event and have invited councillors to the event.</p> |
| Defibrillator Units                                                                                                                    | The service providing defibrillators is changing – see report below prepared by Cllr Thunder.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Actions or queries for consideration by the Council at PC meeting</b>                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p>To discuss and decide on grant for bowls club open day.</p> <p>Council asked to approve arrangements for defibrillator support.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

## **Proposal for the future of the village Defibrillator units.**

For eight or more years the village has been operating two locations containing publicly accessible outdoor storage units, each containing a Rescue Ready defibrillator.

These are managed on a four-year lease from the South Western Ambulance Service, (SWAS). All replacement parts, along with the storage units, are replaced under this agreement, if required, which also includes one annual public training session and on call support as required.

Tony Leathart and a team of volunteers regularly check that the units are rescue ready and any defects are promptly reported to SWAS.

Full funding has been provided for the four yearly leasing costs by the F&E Harris Memorial Trust.

Live electrical power to the units is provided via the Carriers Arms and the Village Hall.

What is changing?

SWAS are discontinuing this service and have offered us three options going forward.

1. An offer to pass both units and cabinets to the PC free of all charges. This would leave the PC to manage all the services currently provided under the leasing agreement including all replacements and repairs. The decision whether to insure the units or not? To maintain the Rescue Ready status onto the national emergency data base.
2. To discontinue the service at the cessation of the current lease and pass all equipment back to SWAS.
3. To renew the four-year lease from April 2024, under similar terms to the current agreement. The cost for this is unconfirmed at present, but is likely to be some 20% higher than the last cost four years ago, giving an estimated cost of £3500 net of VAT. We are speaking to the Trustees of the F&E Harris Memorial Trust to seek their views on funding this village service for a further four-year term.

#### **The proposal to the Parish Council:**

That we continue with the current leasing agreement with SWAS to maintain the current well run and maintained system.

Provided that:

- Funding for the NET cost is agreed via the F&E Harris Memorial Trust.
- That the current unit locations are retained until an option to relocate a unit is available further South, to service new build housing.
- That during the new leasing term, consideration is given to the longevity of the current volunteer servicing arrangements.
- Councillors are requested to approve these proposals.

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## Communications Working Group report:

| Report details                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Report Date:                                                                                                                                                                                                                | 11 <sup>th</sup> March 2024                                                                                                                                                                                                                                                                                                                                         |
| Report written by:                                                                                                                                                                                                          | Sylvia brown                                                                                                                                                                                                                                                                                                                                                        |
| Working Group meeting date:                                                                                                                                                                                                 | N/A                                                                                                                                                                                                                                                                                                                                                                 |
| Inclusion in PC meeting:                                                                                                                                                                                                    | March 2024                                                                                                                                                                                                                                                                                                                                                          |
| Agenda item number:                                                                                                                                                                                                         | 9                                                                                                                                                                                                                                                                                                                                                                   |
| Public or confidential:                                                                                                                                                                                                     | Public                                                                                                                                                                                                                                                                                                                                                              |
| Overview                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                     |
| <p>50<sup>th</sup> edition of CN published, with good spread of community content.</p> <p>Facebook delivered the turnout of volunteers on tree planting day and Facebook 'thank you' note had a very positive reaction.</p> |                                                                                                                                                                                                                                                                                                                                                                     |
| Item                                                                                                                                                                                                                        | Progress/activity update                                                                                                                                                                                                                                                                                                                                            |
| Community News                                                                                                                                                                                                              | 50 <sup>th</sup> edition featured the Rec development tree planting with picture spread. The edition was 'liked' and shared on Facebook. Good mix of articles and pictures from community groups/activity. The work of the Communications Working Group over the past years was acknowledged and a page devoted to the 50 <sup>th</sup> edition landmark.           |
| Communications Officer                                                                                                                                                                                                      | Sharon has been kept very busy since the new year with both CN and website/Facebook posts – as a result, she has gone over her allocated hours and is owed holiday. The 'hours' problem will reduce from 1 April when her extra monthly hours take effect. In the meantime, she is claiming overtime this month and holiday due has been carried over to next year. |
| Facebook                                                                                                                                                                                                                    | Facebook page was the main focus of efforts to bring in volunteers for planting day and appears to have been very successful with 40 participants on site, many new to volunteering in the village. A 'thank-you note' was posted up after the event and acquired a record number of 'likes'.                                                                       |
| Actions or queries for consideration by the Council at PC meeting                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                     |
| Councillors to note the above                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                     |

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## Open Spaces Working Group report:

| Report details                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                             |
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| Report Date:                                                                                                                                                                                                                           | 12 <sup>th</sup> March 2024                                                                                                                                                                                                                                                                                                                 |
| Report written by:                                                                                                                                                                                                                     | Barry Thunder                                                                                                                                                                                                                                                                                                                               |
| Working Group meeting date:                                                                                                                                                                                                            | n/a                                                                                                                                                                                                                                                                                                                                         |
| Inclusion in PC meeting:                                                                                                                                                                                                               | March 2024                                                                                                                                                                                                                                                                                                                                  |
| Agenda item number:                                                                                                                                                                                                                    | 9                                                                                                                                                                                                                                                                                                                                           |
| Public or confidential:                                                                                                                                                                                                                | Public                                                                                                                                                                                                                                                                                                                                      |
| Overview                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                             |
| Oxleaze Wood-Morses Lane<br>Village garden tasks                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                             |
| Progress/activity update                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                             |
| Community Payback teams                                                                                                                                                                                                                | Sunday 10 <sup>th</sup> March, team of 4 strimmed allotment grass area and cleared cut tree branches.                                                                                                                                                                                                                                       |
| Orchard Meadow                                                                                                                                                                                                                         | Fruit tree pruning to be undertaken by Mark R when conditions permit.                                                                                                                                                                                                                                                                       |
| Oxleaze Woods & Morses Lane                                                                                                                                                                                                            | Completion of report to Community Forest @ SBC delayed. On a recent inspection of the wood, it was noted that some 40% of the footpath within the wood was badly flooded and muddy underfoot. A discussion with CF is to be requested to determine what, if any, action should be taken to promote all year-round use of the internal path. |
| St Julians Woodland                                                                                                                                                                                                                    | Mark to become involved in some of the maintenance activity. Initially replacing the damaged mosaic and support frame and light tree work. Also rehang the field gate.                                                                                                                                                                      |
| Village garden                                                                                                                                                                                                                         | Mark to become involved with some small tree pruning and one dead tree to be removed. As the weather improves replanting some of the central flower bed.                                                                                                                                                                                    |
| Recent hedge planting on Rec field.                                                                                                                                                                                                    | Some small tasks around the new hedge planting to be undertaken once all materials are to hand. Mark to assist.                                                                                                                                                                                                                             |
| Engagement of village 'lengthsman'                                                                                                                                                                                                     | All proceeding to plan. PPE up to date and an introduction to key village area planned for March 15 <sup>th</sup>                                                                                                                                                                                                                           |
| Coats and branding                                                                                                                                                                                                                     | Safety clothing for key volunteers working on various open spaces tasks is included in the current budget. It is requested that up to £250 is approved to purchase waterproof jackets and add logos to these and existing hi viz waistcoats. Quotations available if required.                                                              |
| First aid training                                                                                                                                                                                                                     | It was hoped that a suitable one-day course would be available locally during March, but not the case. Now planning to arrange a course in April for 4 volunteers @ £80 each. Therefore, a request for an additional £160 to add to the approved funds awarded at the February meeting.                                                     |
| Actions or queries for consideration by the Council at PC meeting                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                             |
| <p>Councillors are requested to approve up to £250 for Hi Viz clothing and adding logos to new and existing items.</p> <p>Councillors are requested to approve £160 for two additional one day First Aid courses during April 2024</p> |                                                                                                                                                                                                                                                                                                                                             |

## Allotments Working Group report:

| Report details                                                                                                     |                                                                                                                                                                                                                        |
|--------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Report Date:                                                                                                       | 12 <sup>th</sup> March 2024                                                                                                                                                                                            |
| Report written by:                                                                                                 | Barry Thunder                                                                                                                                                                                                          |
| Working Group meeting date:                                                                                        | N/A                                                                                                                                                                                                                    |
| Inclusion in PC meeting:                                                                                           | March 2024                                                                                                                                                                                                             |
| Agenda item number:                                                                                                | 9                                                                                                                                                                                                                      |
| Public or confidential:                                                                                            | Public                                                                                                                                                                                                                 |
| Overview                                                                                                           |                                                                                                                                                                                                                        |
| Thames water, where to now?<br>Site improvement plans                                                              |                                                                                                                                                                                                                        |
| Item                                                                                                               | Progress/activity update                                                                                                                                                                                               |
| Tenancy agreements                                                                                                 | A few new clauses still to be added to take account of a future water connection and bonfire controls. Hoping to complete before April 2024 when annual invoicing takes place. Inspections due 25 <sup>th</sup> March. |
| Thames Water connection                                                                                            | Not unexpectantly TW failed to deliver a connection, or even make an appearance on site. We await communication from Honda on the next step.                                                                           |
| Plot vacancies & tenancies                                                                                         | Two plots became available in February, both in good condition. One has been taken up leaving available which includes a shed. One or two more may become available after the next inspection, due shortly.            |
| Heritage Garden play equipment                                                                                     | Noted that contractors recently applied a non-slip surface paint to the decking alongside the pond.                                                                                                                    |
| Site improvements                                                                                                  | The clearance of trees from the new tool store site is part way completed, roots to be removed and levelling the ground ready for the support pads. Rain is delaying full completion.                                  |
| Roadside drainage ditch                                                                                            | Initial clearance completed. Proposals for new hedge planting via Trees for Climate change awaiting an inspection from Community Forest @SBC.                                                                          |
| New grassed area and seating                                                                                       | Awaiting dryer conditions prior to levelling the soil.                                                                                                                                                                 |
| Raised flower beds                                                                                                 | No take up on the flower beds as yet.                                                                                                                                                                                  |
| Introduction to site                                                                                               | Initial introductions made with Mark. Detailed site visit planned for 15 <sup>th</sup> March.                                                                                                                          |
| Actions or queries for consideration by the Council at PC meeting                                                  |                                                                                                                                                                                                                        |
| Councillors to note the above and to raise any questions at the PC meeting as required. New ideas always welcomed. |                                                                                                                                                                                                                        |

## Rights of Way Working Party:

Verbal update to be provided if required.

## Strategic Planning Working Group report:

| Report details              |              |
|-----------------------------|--------------|
| Report Date:                | 13/03/2024   |
| Report written by:          | Colin McEwen |
| Working Group meeting date: | N/A          |
| Inclusion in PC meeting:    | March 2024   |
| Agenda item number:         | 10           |
| Public or confidential:     | Public       |

| Overview                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| HHT: Meeting held<br>Panattoni: Demolition taking place<br>School: No updates<br>Crown Timber: New application |                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| HHT                                                                                                            | Meeting held with Vistry (Bovis Homes etc.) and Taylor Wimpey. Positive exchanges. Agreed to work on certainty of delivery for Thornhill Road crossing. Updated timetable provided. Agreed on the "Carpenter's Walk" principle. Early parcels in both SM and Rowborough now divided up between Vistry and TW. Discussed PC taking over Green Infrastructure maintenance rather than management companies. No objection in principle. |
| Panattoni                                                                                                      | I attended the groundbreaking ceremony. If Cllrs would like a tour, please give dates. I mentioned the noise in the village. They emphasised that they are using quiet cutting equipment and undertook to do their best.                                                                                                                                                                                                             |
| School                                                                                                         | No update. Vistry are not due to complete the purchase until July and no transfer of the Bell Gardens field can take place until then. No news on the transfer of the school to a new Academy.                                                                                                                                                                                                                                       |
| Crown Timber                                                                                                   | New application. 57 instead of 47, which was not viable. Permeable road. Not ideal, but strong support for the development from the village over the past decade. Propose response of guarded support.                                                                                                                                                                                                                               |
| Actions or queries for consideration by Parish Council at PC Meeting                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Note the above                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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## SMRA report:

| Report details                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| Report Date:                                                                                                                                                                                                                                                                                                                      | 13.3.2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Report written by:                                                                                                                                                                                                                                                                                                                | Sylvia Brown                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Working Group meeting date:                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Inclusion in Parish Council meeting:                                                                                                                                                                                                                                                                                              | <i>March 24</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Agenda item number:                                                                                                                                                                                                                                                                                                               | <i>11</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Public or confidential:                                                                                                                                                                                                                                                                                                           | <i>Public</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p>SMRA AGM resulted in retention of current trustees and Honorary Officers.</p> <p>Annual reports again demonstrated just how much had been achieved for the village.</p> <p>Further progress made with Health and Safety issues on the Rec and in the Hall.</p> <p>Plans for the fete on 27th July finally coming together.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Village Hall and Rec income                                                                                                                                                                                                                                                                                                       | <p>Village Hall hire demand is increasing. Interesting to note that the wider availability of soft play/indoor inflatable hire has increased the attractiveness of the Hall for parties. Two wedding celebrations also booked this summer/autumn.</p> <p>On the other hand, the impact of wet weather in the last few years has affected football pitch hire income. SMRA loses hire income if matches are cancelled, but still has to pay for preparation by cutting the grass and doing line-marking.</p>                                                                                                                                          |
| Tree Day                                                                                                                                                                                                                                                                                                                          | See separate report from Rec Landscaping Group                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Health & Safety                                                                                                                                                                                                                                                                                                                   | After the efforts made on playground safety and fire risk measures, we are now tackling Electrical Safety in the Hall and on the facilities on the Rec. A report was commissioned and a list of works required to remedy was compiled and costed. It is likely to reduce ongoing issues and cost of emergency repairs if needed in the future. We are very grateful for a grant from the F&E Harris Memorial Trust to cover the overall cost of this work.                                                                                                                                                                                           |
| Rec Devt Plans                                                                                                                                                                                                                                                                                                                    | A number of final tasks have to be completed, including the installation of the climber/slide unit when ground conditions improve. Ground conditions have also meant delays to finalising the teen shelter seats and the metal swings. The pendulum swing is now back in action.                                                                                                                                                                                                                                                                                                                                                                     |
| Village Hall                                                                                                                                                                                                                                                                                                                      | Investigating repairs to the front door. Still awaiting the free copy of the King's portrait which is apparently available to parish councils but not charities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Fete 2024 27 <sup>th</sup> July                                                                                                                                                                                                                                                                                                   | Having reduced expectation of a full blown fete due to lack of new volunteers coming forward to organise it, plans are progressing with existing volunteers. It appears that the basic children's party, funfair and party in the park may now be supplemented by other day time attractions. We are still trying to minimise the upfront financial outlay, but the outlook is more promising in terms of activity that can be self-financed, provided at minimum cost or even generate income on the day. One of the biggest challenges for arranging events on the Rec is that it is now impossible to charge entrance fees for events held there. |
| AGM                                                                                                                                                                                                                                                                                                                               | The current committee members are all continuing in post. Jenny McEwen, Adam Rudnik and Ian Clark elected as chair, vice-chair and treasurer respectively. Chairs and Treasurers                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

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|                                                                                                                                                                                       | Report were presented, both indicating the scale of what had been achieved by the combination of S106 money, grant money from the Harris Trust and lots of volunteer effort. Audited accounts were presented – the auditor had no issues to raise. |
| PC Recommendations/Actions <ul style="list-style-type: none"> <li>Note the report.</li> <li>Request to progress the acquisition of the royal portrait for the Village Hall</li> </ul> |                                                                                                                                                                                                                                                    |

## Rec Ground Landscaping:

| Report details                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| Report Date:                                                                                                                                                                                                                                                                                                                           | 11.3.2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Report written by:                                                                                                                                                                                                                                                                                                                     | Sylvia Brown                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Working Group meeting date:                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Inclusion in Parish Council meeting:                                                                                                                                                                                                                                                                                                   | <i>March 24</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Agenda item number:                                                                                                                                                                                                                                                                                                                    | <i>11</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Public or confidential:                                                                                                                                                                                                                                                                                                                | <i>Public</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p>The project has been almost completed with a very successful turnout for planting day on Feb 24<sup>th</sup> and an enjoyable BBQ afterwards. The following Sunday, the probation service were out there finishing off. A few minor items to be sorted out, but we now await the growing season to see the outcome of our work.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Planting Day 24 Feb                                                                                                                                                                                                                                                                                                                    | <p>Ground preparation was completed by Allbuild in the previous week – the remains of the hedge line with the Bell Gardens Field were cleared of scrub, brambles, dead trees and barbed wire and the ditch was cleaned up.</p> <p>Wiltshire Wildlife Trust delivered the trees and equipment on site on Friday and early Saturday morning. A few late amendments were made to the planting plan because WWT could not plant the larger trees anywhere near the sewer on site. We now have a formal map of utilities on the Rec, which will be helpful in future. This issue relates to the location between the new path and the back of Yew Tree Gardens. Those trees were moved further into the Rec to reinforce the ‘barrier’ between the new path and the play/kickabout area. We will aim to return to the YTG boundary and plant evergreen shrubs etc instead in Phase 2 of the planting project.</p> <p>After a week of rain, the Saturday was good planting weather, and the planting locations did not suffer too much from being waterlogged. SMRA and PC volunteers turned out to help with arrangements, including transporting trees to planting sites and preparing for the BBQ. We had the benefit of two gazebos in the car park so had provided plenty of shelter if it had rained. Colin provided trailer transport for the trees to reach their planting destination.</p> <p>Facebook posts had generated a good response – we had hoped for 30 people on site, but got 40 or more, many new to community volunteering in the village and including a good number of children. We were joined by two Borough Councillors and the GCWF</p> |

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|                                                                                                                                                                      | <p>Officer from Swindon Borough. The majority were out on the Rec for a full 4 hours. WWT provided the gas BBQ and chef and SMRA/SMPC provided the food.</p> <p>The efforts put in by all resulted in it being an enjoyable family event with a lasting outcome in the attraction of use of the Recreation Ground by the community. Alison Thunder and Tony Leathart took numerous photos and asked for the appropriate permission for use of children's photos in CN.</p> <p>The probation team came out on Sunday to finish off some tasks (thanks to Barry for organising).</p> <p>Still to do – some minor work with whip guards and matting needs to be completed. We have a budget of £2,000 in the GWCF grant for an interpretation sign that we can action later in the year.</p> <p>The Clerk now has the invoice from Allbuild for ground preparation and invoices for food purchase. A claim for most of the Allbuild work will be submitted to GWCF under the grant agreement. We still need to determine how GCWF will pay the PC for maintenance as agreed over the next 15 years.</p> |
| <p>PC Recommendations/Actions</p> <ul style="list-style-type: none"> <li>• Offer thanks to all those who participated before, during and after the event.</li> </ul> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

## Parish/Borough Liaison reports:

| Report details                       |                   |
|--------------------------------------|-------------------|
| Report Date:                         | 13/03/2024        |
| Report written by:                   | Colin McEwen      |
| Working Group meeting date:          |                   |
| Inclusion in Parish Council meeting: | <i>March 2024</i> |
| Agenda item number:                  | <i>11</i>         |
| Public or confidential:              | <i>Public</i>     |

| Overview                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Protocol<br>Transfer of Services                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Item                                                                 | Summary                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Protocol                                                             | Is taking a back seat to ToFS. New Temp. Director of Operations appointed but not yet in post                                                                                                                                                                                                                                                                                                                                         |
| Transfer of Services                                                 | The Borough has given more information, but it comes down to how to deal with the Town Centre (which is now part of South Swindon Parish, but the Borough accepts it as a special case. The Borough is trying to reinstate the failed Business Improvement District with business owners. A structural mess) and whether South Swindon will take on the Borough's staff. As the TC is within SS Parish, residents will pay a precept. |
| Actions or queries for consideration by Parish Council at PC Meeting |                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Note and discuss the above.                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                       |

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