

Notice of meeting

12th March 2026

Councillors are summoned to a meeting of South Marston Parish Council on **Tuesday 17th March 2026 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
Open 10 minutes	None	7:30pm
1. Apologies	None	7:40pm
2. Declarations of interest 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	7:40pm
3. To approve the minutes of the Parish Council Meeting held on Tuesday 17th February 2026	Website	7:40pm
4. To receive Ward Councillor Update		7:40pm
5. To review and update the Parish Council actions	Actions	7:55pm
6. To review and update the Parish Council calendar	Timeline	8:00pm
7. To review and discuss the Clerk's Report	Report	8:00pm
8. To review and comment on Planning & Highways matters: S/RES/25/1389 Reserved matters application (access, appearance, layout, scale and landscaping) for 122 dwellings and associated infrastructure -Reserved Matters from previous outline permission S/OUT/13/1555 At: Parcels R1-R2, New Eastern Villages , Swindon Wiltshire Deadline: 23 rd March 2026 S/RES/26/0173 Outline planning application with all matters reserved (expect for access into the site) for the proposed development of up to 275 residential dwellings, a new community building (mixed use Class E and F2), open space, vehicular and pedestrian accesses, landscaping, drainage measures and all other associated works. At: Inlands Farm, The Marsh, Wanborough Swindon Deadline: 24 th March 2026 S/COND/26/0255 Partial Discharge of Conditions (11) Landscape Ecology and Arboricultural Management Plan (13) Tree Protection (17) Bats (36) Construction Method Statement (37) Construction Environmental Management Plan (42) Surface Water Drainage (53) Slab Levels (54) Materials from previous application S/OUT/13/1555. At: Land North Of A420, Eastern Villages, Swindon Deadline: 31 st March 2026	SBC planning website	8:10pm

9. To review and approve Terms of Reference for Village Hall Transition Working Group		8:20pm
10. To review and approve year end Asset Register		8:25pm
11. To review and approve Risk Assessment Documentation		8:30pm
12. Reports from Working Groups a) Communications b) Open Spaces c) Allotments d) Rights of Way	Reports	8:30pm
13. Reports relating to Expansion Strategic Planning Working Group	Report	8:40pm
14. Other reports a) SMRA & Play WG b) Parish/Borough Liaison	Reports	9:00pm
15. Finance - To review and approve finance statement and payments - To review and approve budget for 2026-27	Finance Statement	9:10pm
16. To review proposed future agenda items	None	9:20pm

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.

Ward Councillor Update:

Report details	
Report Date:	11/03/2026
Report written by:	Cllr Matthew Vallender
Inclusion in PC meeting:	Mar 2026
Agenda item number:	4
Progress/activity update	
Flooding Road Signs	SBC Highways has no objection in principle to SMPC purchasing a set of road signs to use in the village during flood events as they do not have spare capacity to loan a permanent set to the village. More details to follow from Kevin.
Southern Connector Road Meeting	Verbal update to be given (Cllrs Hole and Thunder also attended)
Rowborough Lane Street Sign	Damaged by construction vehicles, Robert from Ward Williams is looking into.
HGV Signs on A420 Layby	These signs are finally being installed on Monday 23rd March. This is a resident request for the three properties just off the A420.
Panattoni Landscaping along Footpath	The fencing is now complete, following up on the hedging. Hoping this is completed this planting season, although the path won't be open to the public until much later this year.
Bruce Manor Planning App	Variation of condition application granted with SMPC comments included as a planning condition.
Street Naming/Numbering Policy	The letter exchange has continued, and I have attached a copy of the latest response from the SBC team. I have also included below the question and answer I tabled to the Cabinet Member at February's Full Council meeting. Separately (which I think is in part off the back of this), the team have also written to all PCs to suggest potential street names for consideration for the upcoming developments in their parishes.
Nightingale Edge CADC	Vistry have now updated the CADC4 following our meeting and included the agreed changes at the Nightingale Farm meeting. Very positive news this one seems to be all sorted.
R1/R2 Application	I have been contacted by numerous Manor Park and Manor Meadows residents regarding their concerns around the design and location of houses on R2 (at the end of Manor Park/Meadows). I am seeking a meeting with Bloor to discuss these concerns further with a view to try and seek changes to design and plot orientation, although it is quite late in the process to be able to achieve this. I have also put in a "call-in" request on the current RM application if officers recommend approval on the grounds of conflict with Policy DE1 and the Swindon Residential Design Guide, and the submitted resident objections around privacy. This can be dropped if the issues are resolved, and if necessary, I

	can submit formal objections on the application and speak at Planning Committee should it get to that stage. <i>Further verbal update potentially if meeting with Bloor has happened.</i>
March Full Council Meeting	Verbal update on anything relevant to be given as the meeting is Monday 16th March.

SO15 question submitted by Councillor Matthew Vallender

Street Naming and Numbering Policy

1. Will the Cabinet Member confirm the date the current Street Naming & Numbering Policy was adopted, the governance route used (Cabinet / delegated officer / other), and where the decision record can be found?
2. What consultation was carried out before adoption with (a) parish councils, (b) ward members, and (c) emergency services, and will the Cabinet Member provide dates, consultees, and a link/summary of responses?
3. What steps did SBC take to notify parishes that the policy had changed?
4. Officers cite 'confusion and frustrated calls as a driver' for tightening naming rules (including "The"). Will the Cabinet Member provide the number of recorded incidents/complaints (e.g., emergency service misdirection, mis-deliveries, resident complaints) that informed the policy, and over what period those data were collected?
5. In light of South Marston Parish Council's request for amendments (including sections 7.1, 7.2, 7.7, 7.11 and 7.17) in a joint letter from myself and SMPC dated 13 January 2026, and concerns the policy is overly prescriptive for major growth areas, will the Cabinet Member commit to a formal review, including consultation with affected parishes, and provide a timetable (start date, draft publication, decision date)?

Written response provided by Councillor Marina Strinkovsky, the Cabinet Member for Planning and Placemaking

1. The Street Naming and Numbering Policy was originally adopted in 2019 under the Council's statutory powers within the Town Improvement Clauses Act 1847 and the Public Health Act 1925. In November 2025, the policy was reviewed with minor clarifications added to ensure alignment with national addressing standards (including BS7666 and GeoPlace conventions). No new statutory powers or substantive policy changes were introduced. The extent of the changes were minor clarifications of an existing operational policy, not a new policy or policy framework

and accordingly these minor clarifications progressed through the appropriate officer route.

2. The November 2025 inserted minor clarifications to the existing 2019. It did not introduce any substantive policy changes. Formal consultation therefore was not undertaken. The Council's authority in this area derives from national legislation. It is important to recognise that in practice, parish councils and ward members are consulted on all proposed street names for new developments, and emergency services are notified through established national gazetteer processes.
3. The November 2025 inserted minor clarifications to the existing 2019. It did not introduce any substantive policy changes. Formal consultation therefore was not undertaken. Through engagement with the Lead Member for Planning & Placeshaping the team have recognised the importance of embarking proactively with Parishes, residents and local interest groups on identifying culturally and historically significant local assets/places from which new names should be derived to support the ambitious growth agenda in Swindon. The Address Management Team will shortly be engaging with Parish Councils, Community and Heritage groups regarding future development sites within the Local Plan area, inviting early submission of suggested street names to ensure local heritage and identity are reflected wherever possible within the policy guidelines/framework.
4. There are no recorded incidents/complaints specifically logged as street name confusion. The wording reflects operational experience and the policy aims to prevent confusion from occurring – particularly in situations that could affect emergency services, delivers or other key services. Reference to avoid the use of prefixes "The" and "A" is already set out within the SNN Code of Practice (the practical manual for Street naming and Numbering in England and Wales) and the Geoplace Data Entry Convention, which we are legally bound to adhere to. This approach aligns with established guidance rather than being a new local restriction and is applicable in Local Authority SNN departments.
5. The policy sections raised by South Marston Parish Council relate to the avoidance of duplication or phonetic similarity, the use of prefixes such as "The", the safeguards around naming streets after individuals, and compliance with national addressing standards. Our Gazetteer Custodian responded directly to those points, explaining that these provisions exist to ensure consistency, reduce confusion for emergency services and postal delivery, and protect the Council from future reputational risk. Locally suggested names were considered on their merits, and several alternatives were accepted where they met the policy criteria, demonstrating that the policy allows flexibility while maintaining necessary safeguards. Given the Address Management Team will shortly be engaging with Parish Councils, Community and Heritage groups regarding future development sites within the Local Plan area, inviting early submission of suggested street names to ensure local heritage and identity are reflected, the suggestion for a further review at this time is considered unnecessary.

Actions:

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
Oct 24 92/24-25	Clerk's Report	Wiltshire Prepared – clerk to meet with Highworth TC in new year.	Pending	Clerk	Mar 26
Apr 25 185/24-25	Working Groups – Open spaces	Clerk to chase developers over RoW queries.	Progressing	Clerk/BT	Mar 26
Jun 25 38/25-26	Working Groups	Commemorative requests – Clerk to draft policy	Pending	Clerk	Mar 26
Dec 25 109/25-26	Council Calendar	Annual invoice for school rec usage. Issued and paid.	Done	Clerk	
Dec 25 110/25-26	Clerk Report	Response to street name request to be submitted. SBC Policy being challenged.	Progressing	MV/CRM	Ongoing
Dec 25 115/25-26	SMRA	Council involvement in Village Hall future – ToR for working group on agenda this month	Progressing	Clerk	
Added in February 2026					
Feb 26 138/25-26	Calendar	Budgeted approval to be moved to March. Clerk to add to agenda	Done	Clerk	
Feb 26 141/25-26	Service contracts	Clerk to sign and send to Allbuild and S Case for signing.	Progressing	Clerk	
Feb 26 143/25-26	Working Group – allotments	Renewal letters to be updated and circulated		Clerk/BT	
Feb 26 146/25-26	Other reports	Terms of Reference for Village Hall Working Group to be presented in March for approval.		Clerk	
Feb 26 149/25-26	Staff Remuneration	Clerk to file confidential item.	Done	Clerk	
Feb 26 150/25-26	Matters b/f	Clerk to update this item to Items for Agenda Consideration	Done	Clerk	

[Return to agenda](#)

Calendar:

FEBRUARY 2026		
Responsibility:	Activity:	Progress
Communications Working Group	Produce March edition of Community News	Done
Council administration	Confirm appointment of internal auditor	Done
Agenda items:	- Approve appointment of internal auditor - Review and approve budget (March) - Review staff remuneration	
MARCH 2026		
Responsibility:	Activity:	Progress
Council administration	Set date for Annual Meeting of the Council	Will be May 19th
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 - Set date for Annual Meeting of the Council	
APRIL 2026		
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	
Finance Working Group	Meeting to review end of year reports, review Financial Regulations, Code of Conduct etc	

[Return to agenda](#)

Clerk's Report:

Report details	
Report Date:	March 2026
Report written by:	Clerk
Inclusion in PC meeting:	Mar 26
Agenda item number:	7
Overview	
Pension Asset register Community Libraries Email issues	
Item	Progress/activity update
Pension	Scottish Widows has informed me that they cannot automatically take the additional catchup payment that council approved last month. This payment will be added to the payments for this month to be made by BACS.
Clerk annual leave	I have hours to use up before the end of March – these may be taken at short notice or to reduce length of working days. If any full days will be taken I will inform the chair and email council.
Elections	Information has been circulated to councillors regarding the online checker for applications.
Asset register	Updated draft was circulated to Cllr Thunder for review. Small amendments made, register is now presented on the agenda for approval prior to end of year.
Community Libraries	We were approached and asked about providing small community libraries for people to deposit and take books from. Council to discuss the options for this.
GDPR Fees	Payment of £52 made this month to the ICO for GDPR/Data Protection fees. This will appear on the next CC statement.
Email issues	Several people have reported issues with email delivery to/from the PC email domain and various others. I have undertaken an initial review but given the diversity of providers etc it does not seem an obvious issue to resolve. I will log a support incident with Goole (their support has previously been surprisingly good) to see if they can suggest any solutions or where the issues might be.
Correspondence	A meeting to review the Southern Connector Road was held by SBC – councillors were informed. A generic email was sent from SBC to all parishes regarding road naming. An email was received from SBC Highways regarding a partial closure of the Leaze – details of this still to be fully confirmed as impacted residents have raised concerns with highways officers.
Old Post Office	Council to review and discuss whether to request further adjustment of fencing from the landowner.
Actions or queries for consideration by the Council at PC meeting	
Community libraries to be discussed.	

Communications Working Group report:

Verbal report to be given.

Open Spaces Working Group report:

Report details	
Report Date:	10 th March 2026
Report written by:	Barry Thunder
Inclusion in PC meeting:	March 2026
Agenda item number:	12
Overview	
Lengthsman tasking Oxleaze Woods Village trees & orphan land Pruning courses St Julians	
Progress/activity update	
Lengthsman tasking	New grass mower ready for use in woodland etc. Current tasks replacing St Julians gate post and allotment site work. Replacement tree planting and other tasks increasing as the weather brightens.
Oxleaze Woods	We hope to complete one more volunteer date with Glencar and the Bodleian staff. Work on funding and planning a new foot path into the wood from new housing on R1 & R2 is ongoing.
Village garden	Some work required to reduce the height of bushes and some fence repairs. The cost for the fence repairs is pending the time to carry out a close review. Remains outstanding.
Village Trees/orphan land	We should also discuss how to control growth on other village Orphan Land and other land under our control. Also allocate some hours for Justin to gradually tackle this work, at minimal cost? Remains outstanding.
Community Payback update	I am chasing up CPB, as fixed days for them to work in the village has not been advised. I am not expecting much in the way of help from them this year.
Tree pruning courses	The February course was very successful and well received. A similar course is planned for June 2026 (stoned fruit & parkland trees)
St Julians	There are large amounts of unwanted items in the brook that require removal. This includes fallen trees from the Panattoni bank and some long lengths of old metal sand tracks from the woodland side. A small tractor type unit is required to drag these items out. Plans are in hand for this task. Hopefully at a minimal cost.
Actions or queries for consideration by the Council at PC meeting	
Councillors are requested to note the above.	

Allotments Working Group report:

Report details	
Report Date:	10 th March 2026
Report written by:	Barry Thunder
Inclusion in PC meeting: Agenda item number:	March 2026 12
Overview	
Allotment availability Water leak in memorial garden Rental increase Noticeboard Repair S106 funds	
Item	Progress/activity update
Allotment plot updates	Both vacancies from February and filled and tenants live in the village. We will have one further plot vacant at the end of March. Hopefully two new applicants are interested. There will be one tenant placed on warning later in March for lack of cultivation.
Water leak in memorial garden	A new stand pipe and tap has been installed via Panattoni sub contractors. Not exactly how we wanted it done. We have fitted the tap with a security lock to avoid unsupervised usage.
Car park flower beds	We are continuing to plant new items in these beds utilising small sums from the S106 money. Some plants are to come from the Gardening Club via Angie. Both beds are looking good and they give our site a professional appearance to the public and our tenants.
Noticeboards	Still awaiting good conditions to build a replacement notice board and to create a new sign to show the site contains the SMPC Allotment site and Honda Memorial Garden.
Review of Allotment rents for 2026/27	All tenants have been written to advising them on the £6 pa plot increase effective from April 2026.
Bellway s106 funds	We will continue to use the remaining balance of this fund to upgrade plot fencing as and when required. We may need to spend some of these funds on site tree maintenance if Panattoni do not carry out tree maintenance this year.
Actions or queries for consideration by the Council at PC meeting	
Please note the above.	

Rights of Way Working Party:

Veral report to be given.

Strategic Planning Working Group report:

Report details	
Report Date:	11.03.26
Report written by:	Colin McEwen, Sylvia Brown
Working Group meeting date:	
Inclusion in Parish Council meeting:	Mar 2026
Agenda item number:	13

Overview	
HHT 20mph Village Centre Design Old Vicarage Lane closure Have Your Say – 18 th Feb Street Naming	
Item	Summary
HHT	Bloor: Amended detailed house layout and frontages etc. on R1/R2 submitted further to our inputs. Further comments being prepared. Substation applications being considered by SBC, northern and central now approved. No feedback yet received from SBC re our objections re Western substation management plan and related applications. Northern Loop Road groundworks started. Mud on the blocked OVL much improved with the dryer weather and steps taken by the Developers. Sewer etc: supply to Manor Farm enclave being negotiated. Hopes that it will provide a precedent for other properties elsewhere in the village. Nightingale Edge Character Design Code Application: amended following negotiations on behalf of neighbours and footpath/cycle link to Nightingale Lane now 3.5m wide and expedited after our comments. Rowborough Open Space strategy to be commented on. Comprehensive surface water drainage scheme for the southern Brook area now promised now promised as a result of Environment Agency intervention on the Rowborough Primary Street application.
20 MPH	Well received at the HYS event. SBC confirmation awaited.
Village Centre	Design Plans sufficiently advanced to permit Application for detailed Planning consent. Well received at the HYS event. Much as we had agreed, but N/S route of Carpenters Walk and exit from the car park to VH has moved slightly east to accommodate the existing trees.

Have Your Say	Have Your Say held on the 18th: Topics: Village centre designs. Infrastructure. OVL plans. Cycling initiative. Upcoming PC election. 69 residents in attendance.
Street Naming	Street names submitted. SBC sticking to their restrictive principles. SMPC still involved in correspondence on two names imposed by SBC to which we object.
Steris Application	Amended plans for vehicle inspection facility submitted in response to SBC Traffic plea for more information. SMPC anticipated this and, on the last response, submitted reasons why any site traffic movements provided indicated a danger of intensification that would make them unreliable in the long term.
Increased Complexity	The extended development is impacting more residents across the village. It has drawn in yet more contracting companies, which makes in increasingly difficult for the aspect of the project to be either coordinated or monitored.
Mobile Signal	A significant number of residents south of the village using 5G masts are reporting reduced mobile reception. The potential for this to be caused by numerous contractor's personnel on site has been raised with the developers. An initial request for Ward Williams to investigate has been made.
Panattoni Visit	Site visit to Panattoni to meet drainage engineers. They were confident that their scheme will reduce flood risk. It relies on dispersing water within the site rather than in the final storage pond. The Kingsdown Brook has been opened up through the site and the outlet repositioned. It is controlled by retaining walls. However, the system relies on inspection and maintenance and one of the outlets was blocked by debris. We have raise this with Panattoni.
PC Actions/Recommendations	
Note the Report	

SMRA report:

Report details	
Report Date:	11/03/2026
Report written by:	Sylvia Brown
Working Group meeting date:	10/03/2026
Inclusion in Parish Council meeting:	Mar 26
Agenda item number:	14
AGM held VH Door Rec maintenance	
SMRA AGM	Jenny McEwen, Adam Rudnik, Ian Clark reappointed as honorary trustees (Chair, Vice Chair and Treasurer respectively). Angela Newton has resigned from the committee due to impending move. Chairs report and Treasurers Finance reports presented. Progress noted on the Rec maintenance over the past year, resolving safety and grass-cracking issues for the time being. The accounts were considered. As the Financial Report noted that the final accounts to be submitted to the Charity Commission needed an additional footnote statement noting the balances relating to parish council funds available to be claimed by SMRA to support the Village Hall, it was agreed to delay submission until that could be clarified.
Rec Maintenance	Toddlers roundabout repair invoices were paid at various times over the past few months from Parish Council funds. However, the F&E Memorial Trust has since offered a grant to retrospectively cover all the works. This will be paid to the Parish Council. Since previous grants have arrived by BACS, without explanation needed for audit purposes, the Trust will be asked to confirm by email what the grant is for. Also on the safety risk assessment was the arm bike, which has been repaired. The remaining item – the safety matting has been assessed by the Sovereign Play inspector, with Lionel onsite. He concluded here are no safety issues with any of the current matting and all meet the required safety standards. He also praised us for the condition of our equipment and our willingness to seek further advice when any concerns arise. Gent's toilet floor/wall repair was completed by Allbuild. Invoice to come through the normal channels for payment from the Rec maintenance money held by the Parish Council. The garage has been tidied and will be boarded for additional storage in the roof.
Thornhill Road Gate	Still pursuing infill of the flooded dip - initial positive contact made with developers re potential help when they have spare tarmac available.
Village Hall Door	The village hall door lock has been replaced by Lionel. Hall hirers have since been complimentary about how it now works, given the previous issues.

First Aid Course	The 4 SMRA volunteers who undertook First Aid training need to keep their skills current as part of the risk assessment for events. Refer to Barry's report for more information
Future of the current VH	Noted the PC discussion re a Working Group to encompass the different strands of activity in transition to the new facilities and look forward to SMRA participation.
PC Recommendations/Actions Note the report	

Parish/Borough Liaison report:

Verbal report to be given.

[Return to agenda](#)

Finance

March 2026

Account balances:

Account	Balance date	Balance
Unity Trust	28/02/2026	£36,904.50
Nationwide	12/03/2026	£88,654.79
Hinckley & Rugby BS	1/03/2026	£61,574.60
	TOTAL:	£187,133.89

Payments

Payment method	SMPC ref	Payee	Reason	Dept	VAT	Total
BACS 18/03/2026	0163	Mandy Larcombe	Bookkeeping	Admin	£0.00	£135.00
BACS 18/03/2026	0164	Allbuild	Waste collection	Open Spaces	£29.63	£177.79
BACS 18/03/2026	0165	Allbuild	Additional waste collection	Open Spaces	£6.60	£39.60
BACS 18/03/2026	0166	Allbuild	Repair in toilet block on Rec	SMRA	£80.00	£480.00
DD 16/03/2026	0167	Lloyds Bank	Various	Admin	£7.78	£52.64
BACS 18/03/2026	0168	J Wright	Lengthsman hours	Allotments, SMRA	£0.00	£105.00
BACS delayed 31/03/2026	0169	Staff	Salaries Mar	Admin, comms	£0.00	£2,220.63
BACS 18/03/2026	0170	SLCF	Annual Sub	Admin	£0.00	£15.00
DD 30/03/2026	0171	HMRC	Month 12	Admin	£0.00	£575.75
DD 02/03/2026	0172	Scottish Widows	KM Pension Feb	Admin	£0.00	£305.44
BACS 18/03/2026	0173	B Thunder	Expenses	Allotment, Allotments 106, TfCC	£58.48	£356.83
				TOTALS:	£182.49	£4,463.68

Credit Card summary form

Month: March 2026

Cardholder: Kevin Morgan

Payee	Reason	Dept	Code	Net	VAT	Total	Receipt attached
Vonage	Phone Line	2	7080	£13.33	£2.67	£16.00	Y
Lloyds Bank	Monthly fee	2	7605	£3.00	£0.00	£3.00	Y
Microsoft	Licensing	2	7080	£25.53	£5.11	£30.64	Y
TOTALS:			TOTALS	£41.86	£7.78	£49.64	

Cardholder: Barry Thunder

Payee	Reason	Dept	Code	Net	VAT	Total	Receipt attached
Lloyds Bank	Monthly fee	2	7605	£3.00	£0.00	£3.00	Y
TOTALS:			TOTALS	£3.00	£0.00	£3.00	