

Notice of meeting

10th September 2026

Councillors are summoned to a meeting of South Marston Parish Council on **Tuesday 15th September 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 18th August 2026	Website	7:40pm
4. To receive Ward Councillor update		7:40pm
5. To review and update the Parish Council actions	Actions	7:50pm
6. To review and update the Parish Council calendar	Timeline	7:55pm
7. To review and discuss the Clerk's Report	Report	8:00pm
8. To review and comment on Planning & Highways matters: S/26/0987 Re: Installation of external plant and extraction systems, including dust and fume extraction plant, compressor equipment, air handling equipment and associated louvres / vents, erection of a timber plant enclosure and external storage pavilion, and associated works. At: Unit 1, Keypoint Thornhill Road South Marston Swindon Deadline: 5 th September 2026 - Response submitted prior to meeting, raising concerns about noise impact on potential new housing nearby and also the lights that already exist. S/OC106/26/0982 Re: Part discharge of the Section 106 obligation Clause 1.1 of Schedule 3 of the Section 106 Agreement dated 11 August 2021 relating to Affordable Housing - Parcels R6 & R7 and R12 of the permission S/OUT/13/1555. At: Land North Of A420, Eastern Villages Swindon Deadline: 12 th September 2026 - Response submitted prior to meeting with no comments.	SBC planning website	8:10pm

S/RES/25/1614 Re: Reserved matters application (following planning application S/OUT/13/1555) for details of the access, layout, scale, appearance and landscaping in relation to Phase 1 of the Public Open Space within South Marston. The outline planning application was subject to and submitted with an Environmental Impact Assessment. At: Land North Of A420, Known As South Marston And Rowborough Swindon Deadline: 12th September 2026 - Response submitted with objections, due to lack of attention to serious issues that have previously been raised and not resolved. S/26/1049 Re: Retention of 2no. containers. At: Solar Farm, Nightingale Lane South Marston Swindon SN3 4SL Deadline: 28th September 2026 S/RES/26/1058 Re: Reserved matters application (following planning application S/OUT/13/1555) for details of the appearance, scale, layout and landscaping in relation to Rowborough Primary Street and the associated drainage. At: Land North Of A420, Eastern Villages, Swindon Deadline: 28th September 2026 - Response submitted prior to meeting welcoming the submission of a drainage scheme but deferring to SBC officers.		
9. Reports from Working Groups a) Communications b) Open Spaces c) Allotments d) Rights of Way e) Village Hall	Reports	8:20pm
10. Reports relating to Expansion Strategic Planning Working Group	Report	8:40pm
11. Other reports a) SMRA b) Parish/Borough Liaison	Reports	9:00pm
12. Finance - To review and approve finance statement and payments	Finance Statement	9:20pm
13. To review proposed future agenda items	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.

Ward Councillor Update:

Report details	
Report Date:	08/09/2026
Report written by:	Cllr Matthew Vallender
Inclusion in PC meeting:	September 2026
Agenda item number:	4
Progress/activity update	
Greenfields Tree Planting	As discussed at the August meeting, I have written to residents of Greenfields with a deadline for responding of Friday 18 September so I will update via email with any more information on volunteers and pick up with Barry when he is back.
Thornhill Road Roundabout Issues	This is still ongoing between the developers and Highways Agreements, not much of a further update at this time.
20mph Zone	Very pleased to report the zone is now live and in force. I have written to our local policing team to request speed checks to help the zone bed in. There are still a few minor hiccups with signage etc to resolve the bulk of this has gone very smoothly. Work then turns to campaigning for the extension of the zone through the bends and the Ashdene chicane.
Chapel Lane Grass	I am pleased to be able to report the Housing Team have signed off on the maintenance of the Chapel Lane grass and this has been added to their work programme. A solution with the hedging has also been worked up and I am in contact with the EA re: the brook – they are being quite slow to look into this (and a few other issues too).
Planning Enforcement Case for 19 Highworth Road	A case is open with the Planning Enforcement team and they are investigating the alleged breaches of planning permission with the building works onsite. There have been some additional sensitivities onsite which is complicating the investigation. I am getting regular updates from the team, but there is nothing further this month.
Magdalene Close Adoption	This is still progressing and Bellway are working on resolving the remaining issues in order to progress the road adoption. Thames Water have confirmed the sewage smells do not relate to any of their assets, so I am now raised this formally with Bellway and am awaiting a response from the team.
Oak Tree	A resident has written to me about an overgrown oak tree on Panattoni's land next to their garden fence. Barry has raised this with Panattoni and we are awaiting an update – surveys have been instructed and the date is TBC.

Local Plan Regulation 19 Consultation	The Local Plan Reg 19 consultation will begin on 17 September and will run for 6 weeks.
Manor Park Tree	I have confirmed land ownership with residents and this is definitely orphan land. We are unable to take enforcement action currently as this isn't currently threatening to block an adopted highway, so I am working with the developers to try and get them to fell the tree as a favour. Although there is a TPO, this can be felled under the rule of exemption.
OVL Road Width	Concerns had been raised over the width of OVL with the new pavements now installed. This has been escalated to the Highways Agreements team for investigation and I am awaiting an update.
Resurfacing Roads in South Marston	Highways have indicated they intend to increase our LTP allocation for resurfacing in 2028 due to their concerns about the road surface. We should therefore hopefully see a wider resurfacing programme than initially planned – which is good news.
Carriers Arms	Really pleased to be at the official reopening of the Carriers Arms on bank holiday weekend – very successful!
South Marston Primary School Expansion	I have sought an update from Lorna Mitchell on the Primary School expansion, which I have included below: <i>Dear Cllr Vallender,</i> <i>In reply to concerns from South Marston Parish Council, I can confirm that the recent DfE cancellations apply specifically to the proposed Great Stall East all-through school and Lotmead Primary School.</i> <i>Funding for South Marston Primary School Expansion has been longstanding in the Education Capital Programme, and Rowborough Primary is to be provided by the developer as agreed by the S106 agreement.</i> <i>The South Marston scheme has been subject to some internal design changes requested by Blue Kite Academies Trust - the main one is to relocate the kitchen from the current school building to the new building. The revised layout has been agreed, with Mechanical and Electrical Services to be finalised.</i> <i>The structure of the school is proposed to utilise the Class Solutions system. The agreed modifications pertain solely to internal space allocation rather than the overall building type. As the scheme has not yet been issued to tender, I am currently unable to provide final costings or confirm material availability timelines.</i> <i>Kind regards, Lorna</i> <i>School Place Planning and Capital Programme Manager</i>
Highworth Road 40mph	I have had an update from Highways on the plans to reduce the speed limit out to Sevenhampton and Supermarine – we are looking at November for the works to put this zone into force and I will share further updates as soon as I have them.
Ward Walk with the Chief Exec	As part of the summer programme of ward walks with the Chief Exec, I had mine at the beginning of September and we took a walk around the village to look at

	some of the key issues, including The Bends, the Ashdene Children's Home, the width of the new section of OVL, and a visit to the Carriers Arms. A very productive conversation and a chance to escalate the concerns we have locally at the top level within SBC.
POS 1 Planning Application	Thank you Sylvia for drawing up the footpaths map for Carpenters Walk for Ed Snook. The discussion here is whether or not we would like to see this application called in to the Planning Committee – for discussion Tuesday evening.

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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	Emergency planning (including Wilts Prepared) to be investigated.	Progressing	Clerk/MV/AM	Oct 26
May 26 21/26-27	Clerk's Report	Invoices to Ward Williams for CN inserts and rec repairs. Chased.	Progressing	Clerk	
July 55/26-27	Ward Cllr Update	Greenfields tree planting – ongoing. MV to issue letter.	Progressing	MV	
Added in August 2026					
Aug 75/26-27	Clerk's Report	Google licensing - organise backup provision with provider.	Done	Clerk	
Aug 76/26-27	Planning	S/RES/26/0667 Parcel R10 – response to be agreed and submitted.	Done	SPWG	
Aug 76/26-27	Planning	S/26/0987 Keypoint – response to be agreed and submitted.	Done	SPWG/Clerk	

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Calendar:

AUGUST 2026		
Responsibility:	Activity:	Progress
Council administration	Inspect allotments and notify holders of results	Progressing
Communications Working Group	Produce September edition of Community News	Done
Council administration	Prepare and circulate Q1 Financial Monitoring report	Done
Agenda items:	- Review Q1 Monitoring report	
SEPTEMBER 2026		
Responsibility:	Activity:	Progress
Council administration	Review archive status	Progressing
Council administration	Consider budget requirements for 27-28	Progressing
Agenda items:	- Archive review	
OCTOBER 2026		
Responsibility:	Activity:	Progress
Allotment Working Group	Review allotment hire rates (budget)	
Communications Working Group	Produce November edition of Community News	
Communications Working Group	Review advertising costs (budget)	
Communications Working Group	Staff Appraisals (budget)	
Council administration	Review service provider contracts and need for tender	
Council administration	Request SMRA risk assessment and asset reports	
Agenda items:	- Review service requirements for 27/28	

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Clerk's Report:

Report details	
Report Date:	10 Sep 2026
Report written by:	Clerk
Inclusion in PC meeting:	Sep 2026
Agenda item number:	7
Overview	
Google Licensing Archiving Staff reviews and salaries Southmarston.org.uk domain Christmas event insurance	
Item	Progress/activity update
Google Workspace Licensing	Changeover to new provider has been done, invoice for the coming year including backups for three users received for payment this month.
Invoices to Ward Williams	The two invoices for reimbursement of costs remain outstanding despite chasing.
Archiving	Clerk is sorting the paperwork for archiving, visit to Village Hall to be arranged to remove old paperwork and file new.
Staff reviews/salaries	A pay increase of 3.3% across all bands has been announced by NALC/NJC. While common practice is to apply this backdated for the current year, we usually apply these from the coming new financial year.
Use of southmarston.org.uk domain/IT policies	A proposal to setup an SMRA Chair email address on the southmarston.org.uk domain has been circulated. Council to discuss implications and decide how to proceed. If it is agreed, then it should be noted that any users of the domain would need to follow our IT and Data Protection policies – a review of current IT practices by existing users is also to be conducted as part of our data protection procedures.
Insurance for Christmas Lights event	Our insurers have confirmed that the planned event will be covered provided various requirements are met. These are being reviewed but all should be met under current plans.
Pothole repairs	Our lengthsmen surveyed and reported a number of potholes throughout the village using the SBC app. While reports of larger areas of degraded surfaces were rejected (not classed as potholes) those that were accepted were repaired within 48 hrs.
Actions or queries for consideration by the Council at PC meeting	
To decide on use of southmarston.org.uk for other users.	

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Communications Working Group:

Report details	
Report Date:	9.9.2026
Report written by:	Sylvia Brown
Working Group meeting date:	n/a
Inclusion in Parish Council meeting: Agenda item number:	<i>September 26</i> 9
Comm News Sept edition End of Publisher	
Comm News	The September edition proved to be a perfect storm of challenges. A reasonable content plan agreed in mid-August rapidly fell apart when various contributors and advertisers either dropped out or required more space than allocated and were not willing to be edited. Right up until the day before printing, we were rearranging/dropping and inserting material, not helped by a nasty stomach bug that laid Sharon flat. In the end, in addition to our 'normal' correspondents, we featured the Carriers re-opening as the front page, an article from one of the 4 new residents of Hammerman Way and a 4 page pull out supplement covering the Fete/Party in the Park. Sharon and I have discussed ways to try and reduce the pressure at the pre-printing stage, One option is that if advertisers who have block-booked a years' advertising fail to meet the deadline for submission, we reserve the right to drop them for that edition, with an extension to their 'year' by 2 months.
Goodbye Publisher, Hello Affinity	After researching the alternatives to use of Microsoft Publisher, which is used by the Parish Council for Community News, posters, leaflets and other advertising material, we confirm we are now moving to Affinity – a design programme within the CANVA group that is available for free download. Sharon's research included reproducing the July edition of CN in Affinity and working with the technician at Orchard Press (who uses Affinity at home) to fine tune more technical aspects than she normally gets involved with. There are some differences to the final version produced compared with the Publisher version, but none that the average reader would probably notice. Sharon and I spent a morning where she passed on her experience to me, and I now have it downloaded at home. I can also retrieve Affinity files from the Google Drive to work on them, so can continue to do posters, leaflets and display materials independently. The November Community News edition will be the test of the process, as we'll both still be in learning mode.

	In the meantime, all existing Publisher files on the Google Drive or our computers will have to be transferred to pdf by 1 October, since Microsoft will not be able to open them. I'm currently looking at ways of doing this without accessing and converting every single file individually which would put us both out of action for weeks.
PC Recommendations/Actions Note the report	

Open Spaces Working Group:

No report this month.

Allotments Working Group report:

No report this month.

Rights of Way Working Party:

At the last developer meeting (attended by Ward Williams personnel), the state and safety of footpaths owned by the developers was raised.

The Met Office is warning of severe storms from October to December across the UK as a result of a worrying El Nino forecast. Developer land/hedgerows and trees have had virtually no maintenance done on them in recent years unless it was needed for their building work. The result is that some footpaths are overgrown or covered in brambles, whilst others have overhanging trees that would not withstand storms. Two examples of the overhanging trees where falls or debris would be a matter of public safety are Nightingale Lane and Bridleway 4/Morses Lane. The bridleway between Manor Farm and Morses Lane, in particular, has 6 or more mature willows (notorious for main branches splitting off in high winds) that run alongside and reach over the route regularly used by pedestrians and cyclists to get to Keypoint.

The developers are about to have a permanent landscaping team on site, and it was agreed that they would develop a plan for suitable work to open up the re-aligned F3 and realigned footpaths south of the Leaze and ensure that a risk assessment on potentially dangerous trees was undertaken. They have Lionel's number to contact if necessary.

Village Hall Working Group:

Verbal update to be given (if any).

Strategic Planning Working Group report:

Report details	
Report Date:	09.09.26
Report written by:	Colin McEwen
Working Group meeting date:	
Inclusion in Parish Council meeting:	Sep 26
Agenda item number:	10

Overview	
HHT: OVL closure/width. Planning . Developer meetings 20MPH: complete except OVL Village Centre: Discussed Street naming: New Residents: On hold.	
Item	Summary
HHT	The current closed section of Old Vicarage Land remains uncompleted. It is 4.7m wide between kerbs, probably too narrow to permit the intended bus uses. Opposite No.3 Magdalene Close OVL is 5.6m. We have reported this to Highways and Planning via MV. Open Space application submitted for South Marston East, being the area south of Bell Gardens. Objection lodged because : - the drainage from the Magdalene Close storage pond and BG field has not been considered - The failure to provide a desire line connection for the section of Carpenters Walk south of the Principal Street crossing. Requested plan and rationale supplied to Officers. Meeting with Developers. Claire Bevan of Ward Williams present. - CB says allotments at Rowborough hard wired into plans. - No news on Western Substation and reinstatement of Morses Lane - New sewers: awaiting Thames Water temporary solution ahead of connection to existing system. - Electricity: SM expansion supply coming from Thornhill Road. Rowborough supply coming from Highworth. May cause disruption. Details to be confirmed - Hall: Vistry dealing with documentation. WW building. CB will get timeline sent to CRM. - CB has no knowledge of any plans for Rowborough Farm. Note that Hallam own house. Consortium own outbuildings. - Agree to liaise over utility connections for existing dwellings. Site meeting with Bloor:

	Connection into Oxleaze Wood: Bloor will arrange for clearance of bramble patch, but will not fund further. Potential nuisance and possible sewer connection to neighbouring properties noted. Potential highway route into Manor farmyard noted.
20 MPH	Street works appear completed, apart from the Taylor Wimpey section of Old Vicarage Lane, which remains closed.
Village Centre	Awaiting timeline promised by Developers.
Street Naming	Some new street names made public. Some numbering systems puzzling.
New Residents	New occupations appear to be on hold until mains utilities in place.
PC Actions/Recommendations	
Note the above	

SMRA report:

Report details	
Report Date:	9.9.2026
Report written by:	Sylvia Brown
Working Group meeting date:	n/a
Inclusion in Parish Council meeting:	Sep 26
Agenda item number:	11
Rec safety – update as drought continued Rec maintenance report	
Rec Safety	The continuing drought increased the severity of some cracks not dealt with in the previous round. Cracks increased along the pathways on the Rec. and with the contraction of the land, the safety surface under the Witches Hat has split apart despite being fairly new, so will require refixing. The smaller pitch (which may well be needed for football use in the coming season) was cracking along the drainage lines, and this requires the specialist Rootzone mix to ensure the drains continue to work. Two football posts in the kickabout area became loose. Arrangements have been made due to the serious risk they present: • The kickabout area posts were fixed within 24 hours of them being reported. Thanks are once again due to Lionel for responding so quickly • Allbuild is quoting for repairs to pathways and the Witches Hat safety surface. • A large delivery of Rootzone material will be ordered and volunteers (also Justin if available) will manage its transfer to the relevant areas. This is no easy matter given the quantity involved and we may need to pay for equipment to transport it around the field. However, it was felt that it would be achievable in the short term, rather than waiting for Allbuild (who are busy at this time of year) to finish the pathways. On a positive note, there were two football matches on the main pitch last weekend, and both referees pronounced that pitch fit to play on, so the earlier work SMRA did to make it safe was successful. Warning notices are now in place covering all entrances to the Rec. Drought and now floods: The Thornhill Rd gateway was completely flooded last winter, and we expect that to happen again soon. We believe this is an important access for children and parents and should not be out of action. The gateway is lower than the surrounding land. SMRA has asked for quotes for fill material suitable for doing this work. We are not asking for additional funds for any of the above at the moment, as quotes have not arrived. All relevant invoices are being addressed to the Parish Council, and, in the first instance, the money can come from the SMRA funds held by SMPC. Once we are certain that we can have done all we can for this year on

	making the Rec safe, SMRA may come back with a request to the Parish Council to reimburse us from other SMPC Reserve Funds.
General Rec maintenance	The toilet block has been spruced up. The main car park gate now opens properly, and adjustments made to the Th Rd gate closure mechanism. Various old posts/notices have been removed or relocated. 3 new notice holders have been erected, currently displaying the Rec Safety notices. Once again, it is Lionel who has been on the prowl trying to find jobs that need doing – many thanks once again.
Party in the Park	Interim accounts were presented at the last SMRA meeting, but there are 3 donations which are being chased. Final accounts should now be available at the October meeting.
PC Recommendations/Actions Note the report	

Parish/Borough Liaison report:

We have just received back a copy of the Proposed Protocol for partnership working with the Borough, amended by Cabinet member Matt Hinton. Copy circulated separately for review.

I have also just ascertained that he is working with MV on developing a Council Plan, to replace the last administration's Swindon Plan. They have agreed to consult the Forum on developing relevant sections, particularly relating to the "pillar" of "Happy and Healthy Communities".

If we can get the Protocol themes into the Plan, then they stand more chance of making a real difference to the traditional centralised mindset of the Borough.

Meetings are being arranged to pursue this. Please email any comments to the CRM.

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Finance

September 2026

Account balances:

Account	Balance date	Balance
Unity Trust	31/08/2026	£29,466.79
Nationwide	08/09/2026	£90,110.55
Hinckley & Rugby BS	10/09/2026	£61,574.60
	TOTAL:	£181,151.94

Payments

Payment method	SMPC ref	Payee	Reason	Dept	VAT	Total
BACS 16/09/2026	0077	Mandy Larcombe	Bookkeeping	Admin	£0.00	£135.00
BACS 16/09/2026	0078	Allbuild	Pitch marking & rec grass 6 of 8	SMRA	£150.15	£900.90
BACS 16/09/2026	0079	Allbuild	Waste collection	Open Spaces	£31.10	£186.58
BACS 16/09/2026	0080	Allbuild	Grass cutting 6 of 8	Open Spaces	£172.61	£1,035.66
BACS 16/09/2026	0081	Allbuild	Watering	TfCC	£108.00	£648.00
DD 16/09/2026	0082	Lloyds Bank	Various	Admin	£7.78	£60.64
DD 28/08/2026	0083	Scottish Widows	Pension	Admin	£0.00	£358.82
BACS 30/09/2026	0084	Staff	Salaries	Admin, comms	£0.00	£2,237.66
DD 30/09/2026	0085	HMRC	Month 6	Admin	£0.00	£607.69
BACS 16/09/2026	0086	J Wright	Lengthsman hours	Various	£0.00	£247.50
BACS 16/09/2026	0087	BlueCloud Digital	Annual Google Workspace subs	Various	£177.60	£1,065.60
BACS 16/09/2026	0088	B Thunder	Expenses Aug	Various	£13.40	£80.35
				TOTALS:	£660.64	£7,564.40

Credit Card summary form

Month: Sep 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	Office licenses	2	7080	£25.53	£5.11	£30.64	Y
Tesco	Stationery	2	7070	£8.00	£0.00	£8.00	Y
TOTALS:			TOTALS	£49.86	£7.78	£57.64	

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	