

WEST SWINDON PARISH COUNCIL

Minutes of the
PLANNING, LEISURE & ENVIRONMENT COMMITTEE
held on **Monday 14th July 2025 at 6.00 pm**
Unit 25, Westmead Industrial Estate, Swindon, SN5 7YT

Present:

Cllr Peter Bates
Cllr Leon Grother (Chair)
Cllr Rose Llewellyn
Cllr Graham Philpot
Cll Caryl Sydney Smith

Officers: Steven Anns (Operations Supervisor), Paula Harrison (Parish Manager/Clerk), Jacqui Jones (Deputy Clerk), Mark Jones (Engagement Officer)

Public: Eight present, one virtual

Public Questions:

None

Meeting start 6.02 pm

50. Apologies & Applications for Dispensation

Apologies received from Cllrs T Philpot and Gattapur..

Declarations of Interest required by the Code of Conduct adopted by the Parish Council on 19 May 2025: none

51. Play Area Update

Councillors received a report summarising progress to date at Shaw Ridge play area along with a summary of comments submitted in response to the proposal to move the play area, a copy of which appears as **Appendix A** in the Minute Book. The Parish Manager reported that the play area had been commissioned and would be going into the manufacturing stage with a likely installation period in early September. The Committee noted the update.

52. Swindon Borough Council Reporting System

Councillors received a verbal introduction to a proposal being initiated to improve the communication between Parish Councils and the Borough Council. The proposal should channel all Parish Council queries and requests through the respective Parish Offices into one portal. There was limited information and data available but the principle should ensure Parish Councils have a recognised route into the Borough Council. Councillors noted the information without comment.

53. Engagement Update

The Engagement Officer circulated an update report, a copy of which appears as **Appendix B** in the Minute Book. The report summarised the recent school events, pop up surgeries and plans for Christmas. Councillors gave feedback to the Engagement Officer on pop up events and raising awareness about events and litter picking on the Council's social media.

54. West Swindon Parish Signs

The Parish Manager circulated a report setting out a proposal for boundary signs and advised that these had been difficult to progress with Swindon Borough Council highways team. A copy of the report appears as **Appendix C** in the Minute Book. An alternative approach would be to consider signs that would be positioned on public open space rather than the highway. Costs per sign would be in the region of £400. Councillors noted the information and asked for road safety messages to be included where possible.

RESOLVED that the Parish Team be instructed to make and position new Welcome to West Swindon Parish signs at key entry points where it is practical and affordable to do so.

55. Weed Control/Road Sweeping

The Operations Manager gave a verbal update confirming that a herbicide application had been applied by the appointed contractor to roadside kerb and gutters across the Parish. A review walkabout would be undertaken in two weeks time and a second roadsweep had been requested from Idverde for week commencing 8th August.

RESOLVED that an update be brought to a future meeting.

56. Planning Applications

Councillors received a report setting out planning applications, a copy of which appears as **Appendix D** in the Minute Book.

RESOLVED that no objections be recorded for the following:

APPLICATION	PLANNING APPLIED FOR	LOCATION
S/HOU/25/0653	Conversion of Garage into family room.	9 Sharp Close, Shaw Swindon SN5 5XN
S/25/0665	Refurbishment of existing Scorpio House, including external re-cladding works, in conjunction with provision of an extension to the northern elevation to provide additional floor space for retained B2/B8 use class; Construction of Use Class E(b) hot drinks / food cafe with drive through facility.	Former Pegasus House and Scorpio House, Frankland Road Blagrove Swindon SN5 8YG
S/HOU/25/0730	Erection of 2 storey rear extension, front dormer window and porch.	27 Yarmouth Close, Toothill SN5 8LL

S/HOU/25/0715	Erection of single storey front extension.	12 Cabot Drive, Grange Park Swindon SN5 6HG
S/HOU/25/0797	Erection of a rear dormer window (retrospective).	12 Sparcells Drive, Sparcells, SN5 5FY
S/HOU/25/0825	Erection of first floor side extension	8 Tyburn Close, Grange Park SN5 6BY
S/HOU/25/0827	Erection of single storey rear/side extension and front porch.	10 Winstanley Close Freshbrook, SN5 8RR
S/HOU/25/0817	Erection of single storey rear extension, garage conversion and associated works.	27 Clayhill Copse, Peatmoor SN5 5AL
S/HOU/25/0838	Erection of single storey rear extension.	23 Horseshoe Crescent, Peatmoor

57. Weed Control/Road Sweeping

The Parish Manager circulated a report setting out a proposal to introduce volunteer agreements, a copy of which appears in the Minute Book as **Appendix E**. The purpose of the agreements would be to promote a shared understanding of the volunteer/volunteer group's remit, location and scope. A joint agreement should improve communication and allow for consistency and transferability between elected Councils and change of officers. Councillors noted the information. Draft agreements would be brought to this Committee for final approval.

RESOLVED that volunteer agreements be drafted for established groups working in public open spaces in the Parish.

58. Tool Repair Station

The Operations Manager referred to a report, a copy of which appears as **Appendix F** in the Minute Book. Councillors reviewed a proposal to install a multi tool repair station at Rivermead to assist minor repairs to wheels track users and cyclists. These had been used well in other Parishes but may be subject to vandalism. Councillors considered the information.

RESOLVED that the Parish Team purchase and install a multi tool station at Rivermead.

Meeting ended 6.40 pm

Signed:.....
Chair, Planning & Environment Committee

Date: