

## **WEST SWINDON PARISH COUNCIL**

Minutes of the  
**PLANNING, LEISURE & ENVIRONMENT COMMITTEE**  
held on **MONDAY 5<sup>TH</sup> SEPTEMBER 2022** at **6.00 pm**  
**Unit 25, Westmead Industrial Estate, Swindon, SN5 7YT**

### **Present:**

Cllr Sydney Smith (Chair)  
Cllr Geoff Gould  
Cllr Nigel Gibbons  
Cllr Nandini Singh  
Cllr Tim Makofu (Vice Chair)  
Cllr Nick Martin  
Cllr Mary Martin  
Cllr Trish Philpot (v)  
Cllr Mike Burtenshaw (v)

### **Officers:**

Paula Harrison (Parish Manager)

**Public:** 2 Residents

### **Public Questions:**

None.

Cllr Sydney Smith chaired the meeting.

### **81. Welcome & Applications for Dispensation**

Declarations of Interest required by the Code of Conduct adopted by the Parish Council on 23 May 2022:

- Cllr Sydney Smith declared that she is a Director of the Toothill Hub.

### **82. Blagrove Allotments**

Councillors reviewed recommendations from the Allotment Working Party to consider allotment fees for 2023. Councillor Gould suggested that due to the current economic climate it would be advisable to keep the fees at the current rate.

**RESOLVED** that allotment fees would remain at the current levels for full-size and half-size plots.

The second consideration was to review the feasibility of expansion at Blagrove. Councillors reviewed the Feasibility Report from RSK Associates, a copy of which appears as **Attachment A** in the Minute Book. Councillor Gould explained that although the service strip to the solar farm restricted the area available, there was potentially space for 14 - 17 half-size plots. The service strip could be covered with gravel to allow vehicle access and access for maintenance.

Councillor Gibbons proposed that:

- A site visit be conducted with the relevant underground services operators to determine their restrictions on use
- A contamination study be commissioned if restrictions identified open up the possibility for allotment plots
- If the contamination study is favourable, costings for the works be obtained.

**RESOLVED** that the above actions to assess an extension to Blagrove allotments is carried.

The Parish Manager brought to the Committee' attention a complaint regarding alleged bonfires at the allotments. A resident in Roundway Down can smell smoke which is said to be from the allotment site. The Committee considered the complaint and agreed that when the Parish Manager writes to the allotment holders regarding annual fees, that a reminder is issued highlighting that their tenancy agreement states that only plant waste is allowed to be burnt within suitable containers.

6:08pm Councillor Mary Martin joined the meeting

### **83. Grounds Maintenance**

The Parish Manager updated the Committee on the grounds maintenance Autumn/Winter works. The shrub and hedge reduction on soft ground has been done, where the tractor may struggle to get on during the Winter time. The Grounds Team have moved onto neighbourhood areas, Sparcells being the first. The Parish Manager will circulate the maintenance rotation plan to Councillors so that they know when work will be carried out in their areas. The Grounds Team has taken advantage of the closure of Tewkesbury Way allowing for the removal overhanging branches.

Frank Donachie (SBC) has informed the Parish Manager that the tree team intend to remove all of the nursery trees at the rear of Radcot Close and other neighbouring streets.. These back on to Roughmoor Way and have structures such as extensions and conservatories that are under direct threat from these trees. SBC will send out consultations letters, with felling to start in late Autumn, completion in Spring. A copy of the email from Mr Donachie appears as **Attachment B** in the Minute Book.

**RESOLVED** that the Parish Manager will add detailed information to the website of the intended tree culling works.

The Parish Manager updated the Committee with regard to maintenance of the village centres proposal sent to Swindon Borough Council Property Services. The maintenance agreement would start on 1<sup>st</sup> October 2022 and Swindon BC would be invoiced for £15,000 at the beginning of each financial year with the exception of this year, West Swindon Parish Council will invoice SBC £7,500 for the period 1<sup>st</sup> October 2022 to 31<sup>st</sup> March 2023.

**RESOLVED** that the Parish Manager formally accepts the village centre maintenance proposal from Swindon Borough Council and invoices for payment accordingly.

**84. Play & Wheels Pump Track Update**

The Parish Manager gave a verbal update on

Play Area Maintenance: with the exception of two outstanding jobs at Whitehill Park and Camden Close, which should be completed in the next few weeks, work remains to be done at Shaw Ridge and Claypits. From October half term, the Team will revert to one play area inspection per week.

Play Area Leases: leases were discussed in detail at Full Council, with feedback sent to the Parish Council's Solicitor who has noted the direction and will seek responses from Swindon BC Legal Department.

West Wheels Track Update: The track is open and the fence has been removed. Formal opening is scheduled for Saturday 10<sup>th</sup> September at 10:00am, Councillors Gattapur and Makofu will cut the ribbon. There will be a demonstration by 414. A Users Safety Guide will be displayed on site and on social media.

**85. Plattes Close Play Area**

Councillors reviewed designs for Plattes Close Toddler Play Area, a copy of which appears as **Appendix C** in the Minute Book. Five companies were invited to submit quotes in February 2022 and Proludic was the chosen provider. The Parish Manager will reconfirm pricing with Proludic as its 7 months since the original quote was received. The price is for supply of equipment only and the Parish Grounds Team will install. The Parish Manager will also ask Proludic how accessible the play equipment is, whether accessibility can be maximised further, and confirm to the Full Council.

**86. Social Media & Communications**

Councillors reviewed social media report for the Parish Council's Facebook page, a copy of which appears as **Attachment D** in the Minute Book.

A Facebook page was set up for the new West Wheels Pump Track and posted frequent updates on progress. Posts on the Parish Facebook page detailing the re-spraying of the subways had good engagement numbers. The Parish Manager stated that during the Autumn/Winter months there would probably be less activity to report.

**RESOLVED** that the Parish Manager brings the Communications Working Party together to review social media and website communications and in particular website options to include customer management system.

**87. Grant Applications**

Councillors reviewed grant applications, a copy of which appears as **Attachment E** in the Minute Book.

Toothill Big Local requested a grant of £15,000 for improvements to site, and in particular the kitchen. Councillor Sydney Smith, as a Director of Toothill Hub left the room while the Committee discussed the grant application. Cllr Makofu chaired the discussion.

**RECOMMENDED** that a grant of £10,000 is issued to Toothill Big Local for (receipted) kitchen refurbishment with the opportunity to apply for further grants in the future.

Councillor Sydney Smith rejoined the meeting.

**88. Clean and Green Volunteer Fund**

Councillors received an update on Clean and Green funds, a copy of which appears as **Appendix F** in the Minute Book. Councillors noted the information and asked that any groups that were not aware of their accumulated funds be reminded.

**89. Planning Report**

Councillors considered the planning applications, a copy of which appears as **Attachment F** in the Minute Book.

No objections were recorded for the following:

- 89.1 S/ADV/22/1261 Display of 1 no illuminated fascia sign Unit A, Frankland Rd, Blagrove
- 89.2 S/HOU/22/1218 Erection of two storey side/rear extensions and single storey front extension. 6 Whittington Rd, Westlea
- 89.3 S/PO2R/22/1270 Prior approval notification for change of use from offices (Class b1a) to 16no. residential flats (Class C3) Chiseldon House, Bentham Close
- 89.4 S/HOU/22/1078 Erection of a two storey side/front and single storey rear extension. 11 Romsey Way, Ramleaze

Meeting closed: 19:05 pm

Date of next meeting: Monday 3<sup>rd</sup> October 6:00pm

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

Date: .....