

Wanborough Parish Council

Minutes of the meeting of Wanborough Parish Council held on **20th May 2019** in Wanborough Village Hall, High Street, Wanborough at 19.30.

PRESENT: Mr Bob Biggs (Chair), Mr Roger Whitfield (Vice-Chair), Mr Colin Hayes, Mr David Hayward, Mr Joe Smith, Mr Colin Offer, Mr John Emmins and Mr Mark Simpson

In Attendance: Mrs A Raymond (Clerk), Mr Gary Sumner (Ward Councillor), 2 members of public.

1 Election of Chair:

Colin Hayes proposed Bob Biggs and Mark Simpson seconded; with no further nominations, Bob Biggs was unanimously elected. Bob Biggs duly signed the Declaration of Acceptance of Office.

2 Election of Vice-Chair:

Colin Hayes proposed Roger Whitfield and Joe Smith seconded; with no further nominations, Roger Whitfield was unanimously elected. Roger Whitfield duly signed the Declaration of Acceptance of Office.

3 Apologies: **Resolved to accept apologies from** Mr Jon Beeden and Mrs Donna Stalker due to work related reasons, Mr James Naylor due to holiday.

4 Declaration of interest

Joe Smith declared an interest in planning application S/OUT/19/0582 and S/19/0703 as he owns land within the New Eastern Villages.

5 Standing Orders

Resolved: Parish Council unanimously agreed to re-adopt the Standing Orders with no changes made from last year.

6 Financial Regulations

Resolved: Parish Council unanimously agreed to re-adopt the Financial Regulations with no changes made from last year.

7 To review Committee Terms of Reference

Resolved: Parish Council unanimously agreed to re-adopt the Terms of Reference with no changes made from last year.

8 To review Committee Structure and to appoint members to serve on the under mentioned committees:

The Chair and Vice Chair are ex-officio for all committees

8.1 Planning and Finance

Joe Smith, Colin Hayes, Mark Simpson and Colin Offer

8.2 Footpath and Village Maintenance

Joe Smith, James Naylor and John Emmins

8.3 Hooper's Field and Recreation

Colin Hayes, John Emmins, Colin Offer and Jon Beeden

8.4 Hooper's Field Project

Colin Offer and John Emmins

8.5 Allotments

David Hayward, Donna Stalker and James Naylor

Resolved: It was unanimously agreed to appoint all Councillors on to the above committees. The chair for each committee will be appointed at the first committee meeting for each committee.

9 To appoint representatives on the under mentioned bodies as required:

9.1 Village Hall Management Committee – Mark Simpson

9.2 WALC – Colin Hayes

9.3 Woodland Trust / Community Forest – David Hayward

Resolved: The Councillors were all appointed as representatives to the above bodies.

10 To agree Parish Council meeting dates for 2019/20
Clerk circulated a copy of all meeting dates for 2019/20. Parish Council unanimously agreed dates.

11 Minutes:
Resolved the minutes of the full council meeting held on 29th April 2019 were approved and signed by the Chairperson as a true record.

12 Annual Parish Assembly
Clerk circulated notes and questions raised at the Annual Assembly on 13th May 2019.

THE MEETING WAS ADJOURNED FOR PUBLIC QUESTIONS.

No public questions

13 REPORT FROM WARD COUNCILLOR: (This item was moved forward to before item 5)

Gary Sumner confirmed that he has been re-appointed as SBC's Cabinet member for Strategic Planning and he is also appointed representative for the AONB.

Local Plan Review – There is a consultation due late July 2019 and the consultation period has been extended to take into consideration the holiday period. The second part of the Local Plan review will be before Christmas 2019.

SBC have gone out to tender for White Hart junction and Gable Cross; once agreed a construction management plan can be agreed.

He hopes to have in the next few weeks M4 Junction 15 construction scheme proposals and diversion plans, work is due to start in Sept 2019.

As part of the Wanborough School's Park and Stride, he has arranged for someone from SBC Highways to attend to see the problems and to help.

Inlands Farm planning application is unlikely to go to Planning Committee in June; SBC are waiting on further documents which will be available on line.

Parish Council will now have received notification from SBC in relation to their proposal to revoke the "no through road" from Covingham to Foxhill. Gary Sumner confirmed that this is difficult to enforce, there is a lack of signage and it would be better to look at a different proposal for a smaller section of road.

Symmetry Park access road inquiry has been delayed for another week.

A question was raised as to whether SBC have final plans for White Hart roundabout. The last time Parish Council were consulted there were two options, but confirmation has never received of their final choice.

Gary Sumner confirmed that SBC considered all the consultation responses for the White Hart roundabout and now have a third design which is the one SBC have gone out to tender with. Parish Council asked when they will receive details of the third design and whether Parish Council will have an opportunity to comment on the third design. Gary Sumner confirmed that SBC have already carried out a consultation and are aware of comments made. Within a couple of weeks they will have an idea as to who the contractor is and then SBC can look at how they can mitigate the impact during the construction period.

14 PLANNING:

14.1 To consider Planning Applications received:

Joe Smith left the room while the following two planning application were discussed.

S/OUT/19/0582 - Lotmead Site Eastern Villages - Outline Planning Application (means of access off Wanborough Road not reserved) for demolition and/or conversion of existing buildings and redevelopment to provide up to 2,500 homes (Use Class C3); up to 1,780 sqm of community/retail uses (Use Class D1/D2/A1/A3/A4); up to 2,500 sqm of employment use (Use Class B1); sports hub; playing pitches; 2no. 2 Form Entry primary schools; green infrastructure; indicative primary access road corridors to A420; improvements to Wanborough Road and associated works.

Resolved: Parish Council raised the following concerns:

- The application is still proposing a first phase of 200 homes off the Wanborough Road. The proposed access off Wanborough Road is in an area which regularly floods but there is no indication as to what measures will be put in place to mitigate this problem.

- The first phase of 200 houses will result in an isolated development which is unsustainable with no community facilities. Residents will be forced to use their cars in order to reach important facilities such as schools, doctors and shops. This is contrary to policy SD1 of the adopted Swindon Borough Local Plan 2026 which is the basis of standards and requirements that all new developments should meet.
- The first phase of 200 houses is proposing to use Covingham Primary School as an interim measure until the primary school is built in the second phase. However Covingham School is not within walking distance and therefore residents will have to use their car. Parking around Covingham and Wanborough Primary Schools is a major problem and any additional cars within this area will make the problem even worse and is therefore not a sustainable interim measure.
- The proposed road between the first phase of 200 houses and second phase will be become a “bus only” road. However this will make it difficult for residents within the first 200 houses to access facilities within the second phase such as primary school, GP etc. Parish Council would like to see the access road off Wanborough Road closed off once the infrastructure for the second phase is opened and then the road in between the two phases can be accessed by residents to allow better access to all local facilities without opening the floodgates to all traffic onto Wanborough Road.
- Any construction vehicles should not access the site via Wanborough as the rural roads will not cope with this amount of construction traffic. Parish Council would like to see a detailed construction traffic programme to demonstrate how this will be prevented.
- The development should not commence until the Southern Connector Road has been completed.
- The flood mitigation proposals for the whole development site included a number of SuDs and drainage systems. It is important that there is a comprehensive plan as to how these SuDs and drainage systems will be maintained after construction has been completed. It is important that the developer works with Parish Councils at an early stage to ensure this is in place.
- The proposed sports provision within the proposal is insufficient and doesn’t show how it will cater for all needs within the community.

S/19/0703 - Land East Of The A419, Between Commonhead Roundabout And Land North Of Wanborough Road - The construction of a new road, to link the A419 Commonhead Roundabout to the proposed New Eastern Villages (NEV) development including improvements to the existing Commonhead Roundabout and Pack Hill, new junctions with Pack Hill, The Marsh and Wanborough Road, new footway/cycleway and associated earthworks, drainage works and landscaping.

Resolved: Parish Council raised the following concerns:

- Archaeological Sites. It is clear that the whole route of the proposed new road from Commonhead Roundabout to the New Eastern Villages (NEV) goes through a number of archaeological sites. Some of these are of significant importance and therefore Parish Council raised a concern as to whether the road should be constructed through these sites.
- Heritage Sites There will be a clear impact on local heritage sites which the planning application doesn’t take into consideration; to state that there is “negligible / no” impact on the Lower and Upper Wanborough Conservation Areas is not correct.
- Canal Route Included on maps “Southern Connector Road, General Arrangement Sheets 1 – 5” there is a “safeguarded route” shown for the Wilts and Berks Canal. However the route shown on the map goes through the proposed roundabout near Pack Hill and through an archaeological site of “high value” along The Marsh. It is important that the route of the canal is safeguarded and to ensure this happens the plans should show a more appropriate route that will work alongside the proposed Southern Connector road.
- Foxbridge Development site Parish Council would like confirmation as to how the Foxbridge development site (site within the NEV) will link into the Southern Connector Road. The plans currently show no junction for the Foxbridge development site. The development at Foxbridge should link into the Southern Connector Road and not onto Wanborough Road and this should be included within the plans.
- Attenuation / SuDs There are a number of proposed attenuation ponds included within the proposals but no indication as to who will be responsible for the future maintenance of these once they are

constructed. The proposed road cuts through a number of areas that are at high risk of flooding; it is therefore important that these proposed attenuation ponds are maintained and how this will be done should be included within the plans.

- Inlands Farm Parish Council are disappointed that SBC have included Inlands Farm as a “development site”, as shown on ES Volume 3 figure 14.6. Inlands Farm is not included as a development site within SBC Local Plan 2026 and therefore should not be shown on this map. Parish Council realise that there is a “live” application for Inlands Farm and understand why this site needs to be included within the “cumulative development” map shown on ES Volume 3 figure 17.1, but it is not a “development site” and therefore should be removed from this map.
- Construction Parish Council would like to see a detailed construction plan showing how the impact on Wanborough will be mitigated during construction. This should include a timetable, possible road closures and proposed diversion routes, proposed construction compounds, proposed direction of construction traffic and how SBC will prevent rat running through Wanborough during construction period.

S/HOU/19/0690 - Kite House 2 Sutlers Lane - Erection of a single storey side extension, garage loft conversion and installation of external staircase.

Resolved: Parish Council raised no objection.

14.2 To consider revised Planning Application received

S/18/2057 - 3 Church Road - Demolition of existing dwelling and erection of 1no. replacement dwelling, refurbishment of existing barn to form a garage and associated works.

Resolved: Parish Council objected to the second proposed access off Church Road. Parish Council did not feel there is a need for another access other than the one for the garage. Parish Council would like to see materials retained from the original historic building and where possible used in the new dwelling. Parish Council would like the bus stop next to the new dwelling marked out and included as a condition for this application.

14.3 To notify the Schedule to the Permission/Consent received:

S/19/0226 - Land At Horpit Farm Horpit Wanborough - Erection of an agricultural worker's dwelling.

S/HOU/19/0382 - 16 Church Road - Retention of rear dormer window extension.

15 To review and discuss Parish Council's Actions Points

Parish Council had no further comments to make on the Action Points.

16 To receive Clerk's Report

Clerk's report was circulated to all councillors and a copy can be viewed in the appendix to the minutes. It was agreed that Parish Council should respond to SBC in relation to their proposal to revoke the “no through road” from Covingham to Foxhill confirming their strong objections. **ACTION Clerk**

17 To consider items from the Committees and Representatives to other Statutory Bodies of Wanborough Parish Council.

17.1 Hooper's Field and Recreation:

17.1.1 Request from Wanborough JFC for new goals at Church Meadow

Resolved: Wanborough JFC have requested to meet with Parish Council, therefore it was agreed to defer the discussion on this until after that meeting. Parish Council raised one concern about making the goal posts smaller at Church Meadow, in that they currently provide a backup for when the small pitch at Hooper's Field is not in use.

17.2 Footpaths, Village Maintenance

17.2.1 SBC Footpath Liaison meeting held on Tuesday 14th May 2019. Clerk confirmed that she will circulate the minutes of the meeting once received. SBC Rights of Way Officer has agreed to meet with Parish Council to discuss the condition of some of the stiles in the Parish.

17.3 Planning and Finance:

17.3.1 Clerk confirmed that the Internal Auditor's Report has been received, this was circulated to all Councillors for their information.

Clerk confirmed that the Internal Auditor has signed the Annual Governance and Accountability Return which the Clerk will now submit to the External Auditor.

17.3.2 NEV Liaison meeting held on 6th May 2019. Colin Hayes attended this meeting and confirmed he has submitted some questions to SBC; Clerk confirmed that no reply had yet been received. The next meeting is on Monday 3rd June 2019.

17.3.3 Annual Governance and Accountability Return (AGAR) – To approve section 1, Annual Governance Statement 2018/19.

Resolved: Parish Council approved the Annual Governance Statement for 2018/19 answering "yes" to all statements, apart from question 9 which is not applicable for Wanborough Parish Council.

17.3.4 Annual Governance and Accountability Return (AGAR) – To approve section 2, Accounting Statement 2018/19.

Resolved: Parish Council unanimously approved the Accounting Statement for 2018/19.

18 FINANCE:

18.1 Payment Schedule for May 2019

Colin Hayes proposed and Roger Whitfield seconded; Parish Council unanimously approved the payment schedule for May 2019.

Parish Council Total Payments	£4,490.15
Parish Council Direct Debits	£15.99
Hooper's Field Total Payments	£9,441.24

CORRESPONDENCE:

All correspondence received since the last meeting on 29th April 2019 is listed in the Clerk's Report and available at this meeting.

Meeting closed at 21.25

Next meeting Monday 24th June 2019

CLERK'S REPORT
To 20th May 2019

1. Hooper's field

- a. Driveway a large section has been repaired, however on the drive there are now new sections that are starting to lift;
- b. S Merrett have carried out the verti-draining of the sports field.
- c. The new committee for Wanborough JFC, including the new chair has suggested a meeting so that they can introduce themselves.
- d. Wanborough Primary School are promoting park & stride from Hooper's to school w/c 20th May.

2. Hooper's Field Project

- a. Parish Council met with the Project Manager on 15th May 2019 and he has confirmed he will have the final report ready for Parish Council by the end of May 2019.

3. Footpaths and Village Maintenance

- a. Litter pick on Pack Hill carried out on 8th May, 10 bags of rubbish this time, mainly plastic bottles, cans and glass bottles.
- b. Village walk held in April was very well attended again, 18 residents. Next walk is on Tuesday 21st May meeting at Village Hall at 1pm.
- c. SBC's Rights of Way Officer confirmed he will meet with Parish Council from 29th May onwards to discuss bridges and stiles that need repairing.
- d. A copy of all the Statement of Cases submitted to the Inspector for Footpath 44 modification order have been received and circulated to all Councillors

4. Allotments

- a. New noticeboard has now arrived.

5. SBC Highways

- a. Clerk has sent an e-mail to SBC Highways (3rd May 2019) requesting a meeting to discuss parking issues starting with Upper Wanborough first, at the moment no reply has been received.
- b. E-mail received from SBC confirming that they are looking to revoke the road traffic order for the "no through road" along Wanborough Road.

6. Clerk's Forum meeting & Chairs & Clerks meeting

- a. Clerk attended the Clerk's Forum meeting held on Monday 13th May. This meeting was chaired by Steve Jordon.
- b. The next Chairs & Clerks meeting at SBC is due to be held on Tuesday 4th June at Civic Offices starting at 5pm. Agenda items to be submitted by 21st May 2019.

Correspondence

1. SBC Member's Bulletin
2. WALC Newsletter
3. SBC Highway news
4. NALC Newsetter
5. E-mail reporting fly tipping – this has been cleared
6. E-mail reporting overhanging hedge – clerk will deal with this
7. E-mail of thanks for the presentations at the Parish Assembly he thought they were very informative;
8. E-mail about litter at Lynch Field
9. E-mail in relation to overgrown shrubbery
10. E-mail in relation to the state of the Highway verge in front of Magdalen Cottage, which has never been the same since the flood mitigation works – Clerk has forwarded this to SBC who stated they will inspect.

Wanborough Parish Council

Action Points

PC meeting and minute no	Action	Owner	Status	Date completed
July 18 9.3.1	To review parking problems around the village for further discussion	All Councillors	Add to agenda once on-site meeting with SBC Highways has taken place.	Completed
July 18 9.3.1	To request SBC Highways to carry out a review of parking in the village	Clerk	Ward Councillor to confirm date of onsite meeting with SBC Highways. Update from Ward Cllr provided a meeting held on 22/10/18.	
3 rd September 18 Minute no 5	To send a letter to Ward Councillor listing parking ideas for the village	Clerk	Letter agreed by Parish Councillors and sent to Ward Councillor	15 th Oct
22 nd October 18	Ward Councillor and SBC to review Highways proposals put forward by PC	Ward Councillor	SBC will be recruiting a Highways Technician who will discuss Highways project with PC SBC have confirmed that they do not intend to appoint a Highways Technician. PC's letter dated Sept 18 has been forwarded to SBC Highways. Clerk sent e-mail sent to S Coles (SBC Highways) asking for a meeting 4 th May 2019	
	Springlines Meadow ditch, to chase SBC for confirmation of maintenance contract	Ward Councillor	Copy of SBC letter to Taylor Wimpey, response deadline of 11 th Oct. Letter received from Gateley Plc, SBC due to meet with them to discuss content of letter and will report back to PC after meeting SBC will be in contact with PC to discuss options 28/03/19 SBC have forwarded to a Property Lawyer (29 th April 2019)	
26 th November 18 Minute no 8.3.1	Storyboard & trail	Clerk	Submission of grant application to Community First - Grant awarded Application to SBC Highways to gain permission for posts on SBC land, Licence issued by SBC	Completed – March 19 Completed April 19
26 th November 18	Mirror next to the entrance to the allotment site	Clerk	Mirror purchased	
25 th March	Wall next to North View Cottage, Church Road	Clerk	SBC have accepted responsibility Monitor completion of repair	

			work to the wall	
	Vehicle Activated Sign – Callas Hill	Clerk	Reported to SBC no reply or action taken Reported to Ward Councillor March 2019	

Payment to	Reason	Amount	VAT Included
Mrs A J Raymond	Salary	***	
Wiltshire Pension	Pension	414.83	
Mr F Frankland	Lengthsman Salary	***	
Mrs A J Raymond	Expenses	8.02	Yes
Castle Water	Allotment Water	3.42	
Darkin Miller Ltd	Internal Audit	364.34	Yes
Allbuid	Waste Collection	300.00	Yes
Allbuid	Grass cutting	1,291.19	Yes
Mr D Clay	WiFi - Village Hall	25.00	
Wanborough Primary School	George Gibbs - Grant	300.00	
Mr S Thomas	Storyboard - Artwork final payment	150.00	
ID Mobile	Mobile Phone	15.99	Yes
Allbuid	Grass cutting	732.00	Yes
Solutions Contract Cleaning	Cleaning	217.00	
Sports and Play Consulting	4th Install	3,737.50	
S Merrett	Vertidrainning, fertilising and overseeding	3,195.00	Yes
British Gas	Gas	105.92	Yes
Castle Water	Water	17.42	
Allbuid	Dugouts & Driveway	1,350.00	Yes
Affleck Electrical	Water heater repair - Kitchen	86.40	Yes

*** Withheld under Data Protection Act