

**BISHOPSTONE PARISH COUNCIL**  
**Minutes of the Parish Council Meeting**  
**held at 7:30 p.m.**  
**on Monday 6<sup>th</sup> March 2017**  
**at Bishopstone Village Hall**

**Those Present:** Ian Thomas (Chair), Lesley Drewett (Clerk), Val Brodin (Vice Chair), Douglas Stevens, Nigel Crisp, Stuart McGuigan, Tom Green, Andy Greenhalgh, Julian Cooke, Gill May, Cllr Gary Sumner.

**1. Approved Apologies**

The Chair opened the meeting and 1 parishioner stayed to watch the proceedings.

There were no apologies.

**2. Declarations of Interest**

Cllr D Stephens declared a non-prejudicial interest in item 6.2.

**3. Public Question Time**

The Chair brought this item forward to accommodate members of the public that were in attendance, but details have been left in this part of the minutes for continuity.

A parishioner had attended to express her concern regarding the rubbish being left along the road leading up to Charlbury Tump and to suggest that the road be closed as it serves no useful purpose. Cllr Sumner agreed with the concerns and has asked Charlotte Riggs, the Landscape Officer for the Ridgeway and AONB, whether the road could be closed whilst remaining open to farm traffic only. Cllr Sumner and the Chair explained that a Traffic Regulation Order would be needed, requiring public consultation, and that closure cannot be guaranteed even if the principle is supported. The matter will be brought back to the Parish Council for further discussion.

**Action: Cllr Sumner is to meet with Charlotte Riggs.**

Rod Naverette from Home Plan had attended the meeting to represent the owners with regard to the revised plans for 5 High Street. There were several members of the public in attendance to discuss this item. The Chair suggested that Mr Naverette update those in attendance on the revised application. Mr Naverette explained that since the application had been registered, the Parish Council had requested further information and he felt that this had now been provided to SBC planning department. These were a Design and Access Statement, Heritage Statement and a tree survey. The other items requested by the Parish were a topographical survey and a bat survey. It had been suggested to the planning officer that if the application was to be conditioned, his clients would be happy to provide the information. However, having spoken to his clients, if this information is requested strongly by the Parish they will ask for an extension of time or withdraw the application.

The Chair explained that the topographical survey in particular was very important as there have been a number of allegations that dimensions are not correct, trees in wrong positions, etc. and this would help to clarify the situation. He also explained to Mr Navarette that as this was a detailed application for a new dwelling in a Conservation Area an accurate measured survey was essential in order that a fair judgement could be made as to the acceptability of the proposals. A parishioner queried whether such a survey might contain fake information and Cllr Sumner and the Chair explained that the onus was on the applicant to ensure the drawings were accurate as the applicant would be faced with potential enforcement action at a later if they were not. Mr Navarette felt that SBC should have requested this the first time the application was presented and the Chair agreed. Mr Navarette agreed to have an independent topographical survey prepared and the Chair asked if this could include ridge heights, eaves heights and window heights of the properties on either side in order that Cllrs can view the proposals in context.

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The Chair then pointed out that the Parish Council had previously requested a bat survey to be undertaken due to the fact that the roof space of number 4 High Street is apparently recognised by the Bat Conservation Trust as an active bat roost. Again Mr Navaratte offered to instruct Sedgell Ecology to undertake this survey.

Mr Navaratte then asked the Chair if the Parish Council would prefer that the current application be withdrawn and a new application submitted based on the topographical survey. Cllrs agreed that this would be a clearer way forward for everyone concerned although interested parties would need to make their comments to SBC again once any new plans were received and the Chair stressed this point to members of the public that were present at the meeting.

The Chair concluded that no further progress could be made with the current application.

**Action: Cllr Sumner is to speak with the planning officer.**

**Action: The Chair is also to contact the officer as to whether this is a material change. (Complete)**

[Post meeting note: the application has now been withdrawn]

Parishioners had attended from Hinton Parva to talk about the speed of traffic and the litter and what was proposed for the Parish Council taking over the street cleaning from SBC. The Chair explained that the Parish Council had tried hard to bring down traffic speeds through speed tests and the Community Speed Watch initiative although more volunteers were needed. He went on to explain that street cleaning was still SBC's responsibility.

The Parishioners went on to discuss the mud build-up and vegetation debris in Church Road caused by run-off from White Hill and hedge clippings. Cllr Crisp offered to pay a site visit to the area to see if any manual remedial works could be carried out. Cllr Sumner suggested Cllr Crisp should take photographs of the problem and send them to Streetsmart. The Parishioners were informed that they could contact Streetsmart or FixMyStreet directly to notify them of problems.

**Action: Cllr Crisp is to take photographs of the mud and debris and send it to Streetsmart.**

[Post meeting note: Cllr Cooke has cleared the road of the hedge clippings]

The Chair then opened the meeting.

#### 4. **Minutes of Last Meeting**

The Chair asked for a proposition that the minutes of the February meeting be accepted as a true record. The proposition was put forward by Cllr Green and unanimously agreed by those present. The minutes were then signed by the Chair.

#### 5. **Matters Arising**

All actions from the previous meeting had been completed except for the following:

##### Dispensation and declaration of interests forms

The dispensation and declaration of interests forms needed further information. These have now been completed.

**Action: The Clerk will forward the documentation to SBC for their website and also the Parish Council's website. (Complete)**

##### White Lining Outside School

The work is still outstanding owing to weather conditions.

##### Repair Bridge on the Island

Cllr Stephens had met with Green Attitude to gain a further quote which he had expected in time for the meeting. However this had not arrived.

**Action: Cllr Stephens is to bring the quotes to the next meeting.**

##### Overgrown Sign in New Town Lane

These works have been carried out.

##### Refuse Collection

The Clerk had not received a response to her last email that smaller vehicles are still not being used for the Wyncies and Cues Lane collections

**Action: The Clerk is to chase a response. (Complete)**

Bishopstone Fire Engine

No further progress to date. Cllrs await the new loan agreement to be set up with Wafers at Neath.

**Action: The Clerk is to wait for the loan agreement to be drawn up. (Pending)**

Pond & Island Allotment

Cllrs Greenhalgh and Stephens have offered 5 dates to the head teacher of Bishopstone school and await her response.

**Action: Cllrs Stephen and Greenhalgh are awaiting confirmation of a convenient time to meet with the headmistress.**

Short Drove

Cllr Sumner did not have any updates on the Short Drove application.

True Heart & Royal Oak

The Chair asked whether granted schedules had been received for application **S/COND/16/1469 – S/15/0927** – Development comprising alterations to the Royal Oak & alterations to, and partial demolition of, The True Heart (former public house) to provide 11 rooms for guest accommodation & outdoor kitchen area.

The Clerk had sent a further reminder but had not received a response back from the planning officer. The Clerk had checked the website but no schedule was showing. Cllr Crisp said there was a document on the website that stated there was a time extension which had expired.

**Action: The Clerk is to contact SBC. (Complete)**

Septic Tank

Cllr Sumner had attended a site meeting with Daryl Newman from SBC and Cllr Crisp. SBC took several actions to solve the noise problem and these would be implemented over the coming weeks. The investigation into which properties had storm water connected has been completed. SBC continue in their work to define a suitable financial arrangement with connected properties.

Services from SBC – Fly Tipping Signs

There were 6 signs on order with 3 posts.

**Action: Cllr Crisp is to install the signs once ready.**

Sewage Treatment Plant

Cllr Crisp explained that he had cancelled these as the minimum order from the Woodland Trust was 140 trees and only 5 were needed. Also the neighbours were showing concerns over the planting.

New Passing Places – New Road

Cllr Green had spoken with Eastbrook Farm with regard to the chippings and this is in hand following the installation of the Passing Places.

True Heart - Parking

Cllr Green had spoken with the contractors with regard to parking, this is ongoing with completion on 25 March 2017.

Gate at the end of the Green Lane to Idstone

Cllr Greenhalgh reminded those present about the broken gate at the end of the green lane leading to Idstone. The Chair had notified Eastbrook Farm.

**6. Planning**

- **S/HOU/17/0181** - erection of a porch, pitched & hipped roof across the existing front elevation & rendering of external walls – The Bungalow, Oxon Place, Bishopstone

Cllrs had no objections to the above planning application.

**Action: The Clerk is to write to SBC. (Complete)**

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- **S/16/1454** - Erection of a new dwelling – 5 High Street, Bishopstone  
This application had been discussed in public question time .  
**Action: The Clerk is to write to SBC to notify them that the application is to be withdrawn. (Complete)**  
**Action: Cllr Sumner is to talk with someone more senior in planning with regard to the problems with the submission of the application.**
- **S/HOU/17/0224** – Erection of a single storey rear extension – Seymour House, Church Lane, Bishopstone  
Cllrs had no objections to the above planning application.  
**Action: The Clerk is to write to SBC. (Complete)**
- **S/LBC/16/1841** - Installation of 4G LTE Receiver – The Old Bakery, Oxon Place, Bishopstone  
Cllrs had no objections to the above planning application.  
**Action: The Clerk is to write to SBC. (Complete)**
- **Late Receipt of Planning Notifications**  
No late planning applications had been received.
- **PENDING DETERMINATION**
- **S/PRIORC/16/1979 SASM** – Prior Approval Notification for the change of use of an agricultural building to residential dwelling (C3) – Upper Farm, Hinton Parva Lane, Hinton Parva
- **S/15/1701/RM** – Erection of 1 dwelling – Land off Short Drove, Hinton Parva, Swindon
- **S/LBC/16/1602/HC** – Erection of a detached garage - Land Adjacent to ‘Sarsens’, High Street, Bishopstone
- **S/RES/16/1233KC – REVISED** - Application for approval of reserved matters in relation to appearance, landscaping, layout and scale for phase 5 (Unit 1) of outline planning permission S/OUT/14/0253 – Employment development including B1b (research & development/light industrial), B1c (light industrial), B2 (general industrial & B8 (warehouse & distribution), new landscaping & junction to A420 (means of access not reserved – Eastern Villages South, Land At And To The South of A420 (Great Stall Middle), Swindon, Wilts
- **S/16/1225/KC – REVISED** - Application for approval of reserved matters in relation to appearance, landscaping, layout and scale for phases 1-4 & 7 of outline planning permission S/OUT/14/0253 – Employment development including B1b (research & development/light industrial), B1c (light industrial), B2 (general industrial & B8 (warehouse & distribution), new landscaping & junction to A420 (means of access not reserved. (Variation of condition 1 from Reserved Matters application S/RES/15/1522 -Eastern Villages South, Land At And To The South of A420 (Great Stall Middle), Swindon, Wilts
- **S/COND/16/1469 – S/15/0927** – Development comprising alterations to the Royal Oak & alterations to, and partial demolition of, The True Heart (former public house) to provide 11 rooms for guest accommodation & outdoor kitchen area
- **APP/U3935/W/16/3154437/APP/U3935/W/16/3154441** – Outline Planning Application (with means of access off Wanborough Road not reserved) for up to 200 dwellings (Use Class 3) with open space, landscaping & associated road & drainage infrastructure to form the southern part of Lotmead Village – Lotmead site, Eastern Villages, Swindon
- **APP/U3935/W/16/3154437/APP/U3935/W/16/3154441**- Outline planning applications (with means off Wanborough Road not reserved) for the demolition and/or conversion of the existing buildings on site & redevelopment to provide up to 2,600 dwellings, up to 1765sqm of company/retail uses (Use Class D1/D2/A1/A3/A4), up to 3,000 sqm of business/employment us (Class B1), a primary school, open space, strategic landscaping & other green infrastructure (including SUDs & areas indicative primary access road corridors to the A420 & improvements& widening of existing route off Wanborough Road to provide pedestrian, cycle & bus access – Lotmead Site, Eastern Villages, Swindon
- **S/OUT/13/1555** – Outline planning application for up to 2380 dwellings, mixed use local centres/areas, community uses, sheltered and/or care accommodation, up to two primary schools, green infrastructure including formal & informal open space, play space, sports facilities, sustainable drainage, engineering works & including ground re-modelling, other infrastructure, demolition & the formation of new accesses from the A420, Old Vicarage Lane & Thornhill Road – Eastern Villages North, Eastern Villages, Swindon
- **S/OUT/16/0021/ES** – Revised Outline Planning Application for the erection of up to 370no dwellings, a local convenience store/community facility, primary school, open space, landscaping, access points to and from Wanborough Road and northern site boundary and eastern boundaries and associated infrastructure – Redlands, Eastern Villages, Swindon – Revised Documents

Eastern Villages update

Cllr Sumner informed those present that there is a new application in for 100 homes at Rowborough. The Redlands application has still not gone to planning committee. The Wanborough Road is a Roman Road and the new footpath proposed between Covingham and Wanborough cannot be delivered without harming this heritage asset. The developer may need to acquire land beyond the roadside hedge in order to be able to provide this.

Cllr Sumner had attended the landowners forum in February and Thames Water who had advised that there would be a two year lead-in (from receipt of signed contracts with developers) for the provision of new water supply infrastructure.

The appeal for Lotmead is 12 June 2017.

The Green Infrastructure and Island Strategy proposals are out for consultation and are worth commenting on. Cllr Sumner explained that the Green Infrastructure document is important as it notes woodland planting outside the NEV redline boundary in the area of non-coalescence, which is important for Bishopstone and Wanborough. The Woodland Trust would apparently like to get more involved with this and Cllr Sumner felt it would be good for the villages to push for this land to be acquired early and that the Parish Council's comments should reflect this and that the Borough, as part of their s106 negotiations, should be looking to the landowners/developers to deliver this additional land.

**OTHER ISSUES**

- The Hovel Demolition

The court hearing will take place on 24<sup>th</sup> March 2017.

**GRANTED**

- **S/16/2168/IH** – Conversion of garage into habitable space and erection of a shed (variation of condition 3 from previous permission S/16/1705 relating to doors & Windows). – Mill House, Cues Lane, Bishopstone

**REFUSAL**

**NONE**

**7. Reports from Ward Councillor**

Cllr Sumner explained that SBC's budget discussions have finished. Bishopstone and Wanborough were flagged up as the two lowest increases for their Parish precepts and that Bishopstone was the second lowest council tax in Swindon.

The majority of the Parishes involved in the fly-tipping discussions had agreed to leave this role with the Borough Council.

Cllr Sumner updated Cllrs on the removal of the traveller on the Ridgeway – SBC Officer's had agreed to a short extension but felt confident that he would be gone by the end of the week.

[Post meeting note: the traveller was still in situ at 17/3/17]

**8. Reports from Sub Committees**Pond & Island Allotment

This item had been dealt with in item 5.8.

Bridge over to the Island

This item was discussed at item 5.3.

**Action: The Clerk is to leave this item on the next agenda.**

**9. Lengthman Work**Services from SBC – Fly Tipping Proposal

This item had been discussed under item 5.12.

**10. Sewage Treatment Plant**

This item had been discussed under item 5.11.

**11. PC Responsibilities – task sharing/conflicts of interest etc.**

The Chair had asked for this item to be left on the agenda until there was a full attendance. The Chair wanted to clarify responsibilities for action points and suggested that it would be both sensible and practical to agree who would be dealing with actions and letters at each

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meeting rather than including all Cllrs in drafts sent by the Clerk for approval. This was agreed by Cllrs although they felt everyone should see a copy of the final document sent.

It was felt that Councillors should try to deal with issues that are reported to them personally and/or which affect their own immediate area where practical and unless there was a conflict of interest which should be declared at the meeting. Cllrs should be clearer on actions and ownership and on timelines on what is agreed at meetings and should be in possession of evidence and facts before taking matters forward.

Cllr May agreed that clearer responsibilities were needed and that written letters were very impersonal and that face to face contact would always be preferable.

**12. BT Telephone Boxes**

No further updates have been received to date.

**Action: The Clerk is to check on progress. (Complete)**

**Action: The Clerk was asked to keep this item on the agenda.**

**13. Main Points**

Eastern Villages Expansion

This had been discussed at item 6.

**Action: The Clerk is to keep this item on the agenda.**

New Passing Places – New Road

Cllr Green informed those present that the work is to start on 20 March 2017. The road will be closed for 10 days.

**Action: The Clerk is to keep this item on the agenda.**

[Post meeting note: The Clerk has received notification of the road closure and documents have been placed on the website and on the notice boards. These arrived too late to go into the newsletter]

Resurfacing Works – New Road

Cllr McGuigan is keeping a watching brief on the condition of the road. Cllrs felt the whole of New Road had deteriorated and sections are starting to crack.

**Action: Cllr McGuigan is to take photographs at different times during the year.**

**(Pending)**

**Action: The Clerk is to keep this item on the agenda.**

Traveller on the Ridgeway

This item had been discussed at item 7.

**Action: The Clerk is to keep this item on the agenda.**

School Traffic Control

The Clerk was asked to remove this item from the agenda.

**Action: The Clerk is to remove this item from the agenda.**

Refuse Collection – The Wyncies & Cues Lane

This item is ongoing and was discussed at item 5.6.

**Action: The Clerk is to keep this item on the agenda.**

Bishopstone Fire Engine

This item was discussed at item 5.7.

**Action: The Clerk is to keep this item on the agenda.**

**14. Accounts to be Paid**

The cheques shown in Appendix 1 of the Agenda were presented for approval.

The Clerk's salary and timesheet had been sent to the Chair of the Finance Sub-Committee for checking before the agenda had been issued.

The cheques were proposed for payment by Cllr Cooke, seconded by Cllr McGuigan and agreed unanimously by those present.

## 15. Correspondence

- New Eastern Villages (NEV) Green Infrastructure (GI) Strategy Draft Supplementary Planning Document (SPD) & New Eastern Villages (NEV) Island Bridge Visions Draft Supplementary Planning Document (SPD)

This item had been discussed under item 6 and it was agreed that Cllr Green will draft a response which Cllr Brodin and Cllr Greenhalgh will read for comments.

**Action: The Clerk will send a copy of the final response to all Cllrs for their information.**

- Outline Planning Application for up to 2,380 dwellings, mixed use local centres, community uses, care accommodation, two primary schools, green infrastructure, sports facilities, engineering works, other infrastructure, demolition and new accesses from the A420, Old Vicarage Lane and Thornhill Road – Land North of A420, Eastern Villages, Swindon

Cllrs did not feel it was necessary to respond to this application.

The Chair asked whether anyone wished to see any items of correspondence; no-one did.

## 16. Parishioners Feedback/Complaints. The following concerns were raised:

### Vegetation left on Church Road

This item had been discussed under item 3.

### Facebook

Cllr Green wanted to report that the Bishopstone Community Page on Facebook had been discussing the planning application at 5 High Street. A discussion took place as to whether it was appropriate for the Parish Council to be taking part in such discussions. Cllr Greenhalgh is the administration support for the site. It was agreed that no comments on behalf of the Parish Council should be put onto the site as all decisions should be made at meetings between all Councillors. The only time it could be used was for notification of matters such as road closures and other factual information. A long discussion followed and it was agreed that it was best for Parishioners to attend meetings to bring forward their concerns/queries. Cllr Brodin suggested Cllr Greenhalgh could be a moderator on the site for the Parish Council for general information. Cllrs agreed to this. Cllrs felt a Parish Council Facebook page was not needed.

Cllr May clarified that if there was discussion around the use of a Facebook or Twitter page for information there should be a very clear policy or guidance around this. She was happy to bring the structure of what this should look like to the next meeting for Cllrs to make an informed decision as to whether it is something that they would want.

**Action: Cllr May is to bring some guidance back to the next meeting.**

**Action: The Clerk is to add Facebook to the next agenda. (Complete)**

### Footpath at the Wyncies

The Chair had met with Ryan Dowling (SBC) to discuss the problem with the surface of the footpath between the Wyncies and Cues Lane. Some remedial works will be undertaken by SBC and the hedge alongside the Royal Oak car park will hopefully be removed with the cooperation of Arkell's landscaping contractors. The chain-link fence at the narrowest point could be removed with the permission of the owners and there may be a small cost to the Parish Council if the Lengthman is asked to remove the fence and the concrete posts.

**Action: The Chair is to talk to the owners of the house with the chain link fence.**

### Best Kept Village

Documentation had been received from CPRE regarding the Best Kept Village competition which the Parish Council does not enter owing to the amount of work that is connected to it. It was agreed that this information should be put into the Parish Times in case there are any other interested individuals that may consider engaging in this exercise.

**Action: The Clerk is to put together an article for the Parish Times for Cllr Crisps approval. (Complete)**

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Date: .....

The meeting closed at 9.35 pm.

**17. Date of Next Meeting**

The next meeting is due to take place on Monday 3<sup>rd</sup> April 2017 at Hinton Parva Village Hall at **7:30 pm**.