

Swindon Borough Council

Notification of Meeting

To: All Parish / Town Council Chairs and Clerks in the Borough of Swindon

Officer arranging meeting: committeeservices@swindon.gov.uk

Subject: Parish Chairs / Clerks Engagement Meeting

Date: Monday, 12 December 2022

Time: 5.00 p.m.

Venue : Committee Room 6, Civic Offices

Members: All Parish / Town Council Chairs and Clerks in the Borough of Swindon

Representatives of Swindon Borough Council:

Councillor Dale Heenan – Cabinet Member for Organisational Excellence

Susie Kemp – Chief Executive

Sam Mowbray – Chief Operating Officer

PROGRAMME

1. Minutes (Pages 3 - 6)

To receive the minutes of the meeting held on 13th June 2022 and to discuss any matters arising.

2. Issues from Parish and Town Councils

To discuss the following issues raised by Parish and Town Councils:

1. CIL Money Timescales
2. Planning Enforcement Issues
3. Communications with Swindon Borough Council around Bus Services
4. Swindon Borough Council Funds
5. SBC Protocol and Communications
6. Further transfer of services
7. HAF Project Funding

3. Date of next meeting

To determine the dates of meetings next year. Proposed dates are 12th June 2023 and 11th December 2023.

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PARISH CHAIRS / CLERKS ENGAGEMENT MEETING

MONDAY, 13 JUNE 2022

Parish Council Representatives: Ms Val Brodin (Bishopstone), Ms Jaine Blackman (Bishopstone), Mr Ian Jankinson (Blunsdon), Ms Tracey Judd (Blunsdon), Mr Dinesh Naidu (Castle Eaton), Ms Teresa Whyborn (Castle Eaton), Mrs Steph Exell (Central Swindon North), Mr Chris Watts (Central Swindon South), Mr Matt Harris (Chiseldon), Ms Clair Wilkinson (Chiseldon), Ms Val Curtis (Covingham), Ms Laura Evans (Covingham and Liddington), Mr Scott Talbert (Hannington), Ms Karen Clay (Hannington), Ms Georgina Morgan-Denn (Haydon Wick), Mr Richard Williams (Highworth), Mrs Deanne Rose (Highworth), Mr David Lomax (Liddington), Mr Kevin Parry (Nythe, Eldene & Liden), Ms Emma Hill (Nythe, Eldene & Liden), Mr Colin McEwen (South Marston), Mr Kevin Morgan (South Marston), Mrs Vera Tomlinson (St Andrews), Ms Emma Sylvester (St Andrews), Mr Tom Charnock (Stanton Fitzwarren), Ms Lynn Tomlin (Stanton Fitzwarren), Mr Robert Jandy (Stratton St Margaret), Mrs Amy Loxton (Stratton St Margaret), Mr Bob Biggs (Wanborough), Ms Angela Raymond (Wanborough), Mr Nigel Gibbons (West Swindon), Ms Paula Harrison (West Swindon), Mr John Hewer (Wroughton) and Ms Emma Freemantle (Wroughton).

Swindon Borough Council Representatives: Councillor David Renard (Leader of the Council)(Chair), Councillor Dale Heenan (Cabinet Member for Organisational Excellence) Councillor Vinay Manro (Chair of Haydon Wick Parish Council, Ms Susie Kemp (Chief Executive), Ms Sam Mowbray (Chief Operating Officer) and Amy Pearce (Committee Officer)

Apologies for absence were received from:

13. Minutes

The minutes of the meeting held on 7th December 2021 were received and noted.

Richard Hailstone (Chair of the Swindon Local Councils Forum) asked to be added as an attendee for the meeting on 12th December as he was present but not mentioned in the minutes.

14. Issues from Parish and Town Councils

The following matters were discussed:

a) Swindon Borough Council and Local Council Protocol

1. Following a request from the Forum for an update on the Protocol, Councillor Heenan confirmed that he is now leading on this matter, and is working on a draft which will be completed by the end of July. This will also include a written response to the Peer Review report which will be going to Cabinet on 20th June 2022, and to Scrutiny on 23rd June.
2. That the draft protocol will be circulated to Parish councils over the summer for feedback and discussion, and the aim is to achieve a consensus with parishes.

b) Peer Review Report

1. The Leader confirmed that the report is now in the public domain and available on the Swindon Borough Council website. The report is going to Cabinet on 20th June, and Scrutiny on 23rd June.
2. Mr Hailstone requested that a link to the report to be sent to Parishes after the meeting.

Action: Committee Clerk to send link to attendees after the meeting.

c) S106 / CIL Payment Delays

1. The Chief Operating Officer summarised an update that was provided to the last Parish Clerk's meeting, and confirmed that a number of payments have been made during the last two weeks. It was also confirmed that there are no planned changes to the process.
2. The Chief Executive confirmed that the process of making payments to parishes would be included as part of Councillor Heenan's work on the Parish Protocols.
3. That a diagram be provided that details the process for transferring payments to parishes in order to provide clarity.
4. That any payments that are a legal requirement i.e. twice yearly payments to parishes would be made, and that any additional payments would be looked at as part of Councillor Heenan's review.

Action: Committee Clerk to speak with Sarah Screen to obtain process for transferring payments.

d) Legal Transfers of Land Delays

1. The Chief executive confirmed that any stalled projects fell into two categories – work that had been agreed by the Borough already with delays in the process, and work that has not yet been agreed which would need to be dealt with as part of the protocol work carried out by Councillor Heenan.
2. The Chief Operating Officer confirmed that both the Director of Strategic Development and Growth (G), Strategic Planning, Transport & Regulatory Services (Richard Bell) and Head of Property Assets, Economy, Regeneration and Skills (Rob Richards) will be responding directly to parishes regarding the list of stalled initiatives that has been provided by members of the group.

e) Planning Enforcement Issues

1. The group discussed a general concern that there were examples in parishes where planning decisions had not been enforced by Swindon Borough Council, and whether this may have been caused by staffing issues. The Leader and Chief Executive agreed that there was an issue with recruiting staff across Swindon Borough Council.
2. Councillor Heenan mentioned to the group that there was currently a consultation taking place on Swindon Borough Council's Planning Enforcement Policy and it has been visible on social media.
3. Councillor Heenan mentioned that the Planning Enforcement Team have been proactively going out into the community and identifying breaches.
4. The group asked whether there was a guide for residents around planning enforcement, to try and prevent some of the issues being reported and reducing workload.

Action: Committee Officer to speak with Planning Enforcement to see if a guide for residents exists or can be developed.

f) Stalled Parish Initiatives

1. The Chief Operating Officer confirmed that the list that was submitted is being looked at, and Mr Hailstone confirmed that there have been relies about particular issues since the agenda was created.

g) Concern Around Lack of continuity

1. A concern was raised that the Parish Protocol had stalled, and there had been a change in Lead Councillors since its inception. Councillor Heenan reiterated that he was now responsible for the protocol and a draft is being developed as mentioned earlier in the meeting.

h) Operation London Bridge.

1. The Chief Exec advised the group about Swindon Borough Council's arrangements for Operation London Bridge.
2. The group advised that there is a comprehensive guide available on the NALC website, and this was to be shared with group members after the meeting.

i) Planning Training for Parish Councils

1. That general Planning training could be offered by Swindon Borough Council Officers to Parishes in absence of an invitation to the annual training which took

place in May 2022.

Action: An invitation to be issued to Parish Clerks / Chairs

j) Local Plan Update

1. The Chief Executive confirmed that the Local Plan is on track and we can send the timeline to Parishes for their information.

Action: Committee Officer to distribute timeline to the group.

k) Chair Training for Parish Councillors

1. The Chief Executive advised that Swindon Borough Council is unable to provide this for Parishes, and advised the group to approach NALC for Chair training.

Other matters discussed:

1. Deborah Bourne introduced herself as the County Officer for the Wiltshire Association of Local Councils.
2. Councillor Heenan offered to meet with parishes on a one-to-one basis, or to take part in their parish meetings.

15. Date of next meeting

The next meeting will take place on 12th December 2022 from 5.00pm in Committee Room 6.