

South Swindon Parish Council
Full Council Meeting

Minutes of the meeting held on 21st July 2026 at 6.30pm
In the Parish Council Office, Gladstone Street, SN1 2AU

Present:

Cllr Neil Hopkins (Chair)	Cllr Sam James
Cllr Saleh Ahmed	Cllr Albano Lourenco
Cllr Zohaib Ali Khan	Cllr Jane Milner-Barry
Cllr Steve Allsopp	Cllr Anabelle Pegado
Cllr Vince Ayris	Cllr Tomas Silberberg
Cllr John Firmin	Cllr Savio Telles
Cllr Gyan Gurung	Cllr Danial Vales
Cllr Patrick Herring	Cllr Paul Williams
Cllr Janine Howarth	

Apologies:

Cllr Jocelina D'Souza	Cllr Marianne Le Coyte Grinney (Vice-Chair)
Cllr Christine Hardisty	Cllr Linda Kasmaty
Cllr Sally Hawson	Cllr Jamal Miah

Absent:

Officers:

Jake Mee	CEO
Matt Leather	Deputy CEO

Public:

None

Public Questions:

None received.

2627 – 83

Apologies

The Council accepted apologies from Cllr J D'Souza, Cllr S Hawson, Cllr C Hardisty, Cllr L Kasmaty, Cllr M Le Coyte Grinney, Cllr Jamal Miah.

2627 – 84

Declaration of interest & Applications for dispensation

Cllr P Herring declared a personal interest in item 12. Representatives on Outside Bodies.

2627 – 85

Minutes – Full Council Meeting

The Council was presented with the draft minutes for the Full Council Meeting held on 16 June 2026 for approval. A copy of which appears in the minute book as Appendix A.

RESOLVED: That the minutes of the Full Council Meeting held on 16 June 2026 are approved as a true record.

2627 – 86

Minutes – Planning

The Council was presented with the draft minutes for the Planning Committee held on 23 June 2026 for approval. A copy of which appears in the minute book as Appendix B.

RESOLVED: That the minutes of the Planning Meeting held on 23 June 2026 are adopted and approved as a true record.

2627 – 87

Minutes – Leisure, Environment and Amenities

The Council was presented with the draft minutes for the Leisure, Environment and Amenities Committee held on 07 July 2026 for approval. A copy of which appears in the minute book as Appendix C.

Cllr J Howarth proposed amendments to the minutes to ensure they more accurately reflected the decisions made in the meeting. The amendments include a Libraries Report to be brought to the October Leisure, Environment and Amenities Committee meeting to review loans issued and that a masterplan of the Buckhurst Improvement Plan be brought to a future committee meeting.

RESOLVED: That the minutes of the Leisure, Environment and Amenities Meeting held on 07 July 2026 as amended, are adopted and approved as a true record.

2627 – 88

Committee Restructure

The Deputy CEO submitted a report on changes to the council's committee structure with a new terms of reference for the Leisure, Environment and Amenities Committee and the formation of a new committee called the Community & Culture Committee. A copy of the report and new terms of reference for the committees appears in the minute book as Appendix D.

Cllr N Hopkins proposed an amendment to the Terms of Reference of both committees to include a point highlighting that the Leisure, Environment and Amenities main purpose is to focus on leisure and environmental assets and the Community & Culture Committee's main purpose was to focus on people.

Recommendations

3.1 To support the new committee structure and associated terms of reference proposed in Point 2.3.

3.2 To support the implementation of the proposed committees restructure from September 1st 2026.

RESOLVED: To support the new committee structure and associated terms of reference proposed, as amended, in Point 2.3.

RESOLVED: To approve recommendation 3.2.

2627 – 89

Allotments

The Council was presented with a report on the allotments service. A copy of which appears in the Minute Book as Appendix E.

Recommendation

3.1 To increase allotment fees by 8% for 2027 which would allow the service to breakeven.

RESOLVED: To support recommendation 3.1.

2627 – 90

Bowl Update

The Council received a written update from The Bowl's Project Consultant. A copy of which appears in the Minute Book as Appendix F.

RESOLVED: To note the update on The Bowl.

2627 – 91

Play Area Improvements

The CEO presented a report on Play Area Improvements drafted by the council's Projects Officer. A copy of which appears in the Minute Book as Appendix G.

RESOLVED: To consult with the public on all designs for Rushey Platt and Farriers Close Play Areas with the results of the consultation process presented to the August Full Council meeting.

2627 – 92

Project Tracker

A Project Tracker was presented to the council identifying all significant Parish Council projects.

RESOLVED: To note the contents of the Projects Tracker.

2627 – 93

New Depot

The Council received an written update and supplementary reports from its CEO and Project Manager on the acquisition and fit-out of a new depot facility. A copy of which appears in the Minute Book as Appendix H.

Recommendations

3.1. Instruct Alder King to include a special value as a separate line within the final valuation survey.

3.2. Approve commencement of the tender process for Principal Contractor following purchase completion.

3.3. Approve establishment of a Project Board to centralise governance, reporting, and decision-making.

3.4. The proposed Project Board membership is as follows:

Project Manager – Chris Watts

CEO – Jake Mee

Services Manager – Steve Hills

Finance Manager – Magda Kunda

Chair of Council – Neil Hopkins

Chair of Assets WP – Patrick Herring

Chair of Services WP – John Firmin

Principal Designer / Contractor - TBC

Health & Safety Officer – Carol Clark

RESOLVED: To approve recommendations 3.1, 3.2 and 3.4.

RESOLVED: Within 14 days set-up a Project Board to centralise governance, reporting, and decision-making on the Depot acquisition and fit-out.

RESOLVED: To approve the continued acquisition of Unit 4, Pagoda Park.

2627 – 94

Representatives on Outside Bodies

The CEO highlighted that positions on two outside bodies have now become open for the Parish Council related to the Walcot Pride in Place programme.

RESOLVED: To agree the following appointments:

Walcot and Park North Pride in Place Board– Cllr Steve Allsopp

Walcot and Park North Pride in Place Communications Forum – Cllr Steve Allsopp, Cllr John Firmin

2627 – 95

Admission of Public and Press

RESOLVED: In accordance with standing order 3(d) that ‘in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they be instructed to withdraw’. **Reason:** Commercial Sensitivity

2627 – 96

Parish Council HR Provision

The Parish Council’s CEO presented a report on the procurement of new HR support for the council together with proposals from companies. A copy of which appears in the Minute Book as Appendix I. The report highlighted that the Staffing Working Party and relevant officers had considered all proposals and had made a proposal on its preferred HR company.

Recommendations

3.1 That Full Council approves the award of the outsourced HR services contract to KR HR & Training Consultancy.

3.2 That the Chief Executive Officer be authorised to finalise and enter into the contract with the appointed provider and to agree mobilisation and onboarding arrangements, within the terms of the tendered proposal.

RESOLVED: To approve recommendations 3.1 and 3.2.

Meeting Closes at 19:25

Signed.....

Date.....

Chair of the Parish Council