



# St Andrews Parish Council

Redhouse Community Centre, Frankel Avenue, Swindon SN25 2GY

Email: [clerk@standrews-pc.gov.uk](mailto:clerk@standrews-pc.gov.uk)

Telephone: 07900 631 733

## **DRAFT Minutes of the Online Depot Working Group Meeting held on Thursday 18<sup>th</sup> March 2021 at 11:00am**

**Councillors Present:** Daniel Adams, Mary Friend, Steve Heyes, Vera Tomlinson and Vince Williams (Chairman).

**Officer Present:** Emma Sylvester (Clerk)  
Luke Jones (Grounds Maintenance Manager)

<b>Agenda Item</b>	<b>Notes</b>	<b>Actions/Decisions</b>
1. Apologies	None	
2. Declarations of Interest	None	
3. Minutes	With one addition regarding cost of annual depot rental <b>RESOLVED</b> to accept the minutes of the last meeting held on 24 <sup>th</sup> February 2021 as a true record	
4. Priorities	Members discussed list of priorities and agreed to add outline planning permission with architect appointed before.	<b>Action:</b> VW to update list
5. Programme of Works	Cllr Heyes shared on screen a proposed programme of works and talked through points for members to comment. It was agreed to plan in budgeting process and Full Council meeting for approval along with tender period. Cllr Tomlinson reported that she had spoken to SBC regarding the land at Eastbury Way who said it might be feasible, but due to a huge back log of work due to COVID restrictions and staff being absent that they did not have the capability to assess this site until sometime in April	<b>Action:</b> SH to review plan for next meeting.  <b>Action:</b> VT to keep group update on decision from SBC.
6. Building and Site Review	Cllr Williams shared on screen draft plan of building and site. Members made comments and it was agreed to amend plans taking into consideration the following points: Safe access for staff, cllrs and visitors Different car parking needs Increase of office and grounds staff Security	<b>Action:</b> VW to update plans
7. Funding	The Clerk reported that she had circulated documents regarding Public Works Loan and was still researching other streams of funding. Cllr Williams asked all to review the documents circulate before the next meeting.	<b>Action:</b> ES to continue researching funding for next meeting. <b>Action:</b> All review documents regarding Public Works Loan.
8. Date of Next Meeting	Thursday 8 <sup>th</sup> April 2021 at 3pm via Zoom	<b>Action:</b> ES to add following items to agenda: Location,



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		programme plan, building design and site layout, finance, obtain quotes for land survey.
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The meeting closed at 12:15pm.