



WROUGHTON PARISH COUNCIL

OPEN SPACES COMMITTEE

Minutes of the meeting held on Thursday 15 August 2019 at 7.30pm
in The Ellendune Community Centre

- Present** Cllr H Hodd (Chair)
Cllr C Clark
Cllr J Hewer
Cllr G Overbury
- Clerk** Oliver Armstrong (Administration Officer)
- Public** 0
- OS/11** **Apologies**
Apologies were received from Cllr Bhardwaj, Cllr Campisano, Cllr Dosanjh and Cllr Richards.
- OS/12** **Declarations of Interest & Applications for Dispensation**
There were no declarations of interest nor applications for dispensation.
- OS/13** **Public Questions**
No members of the public present.
- OS/14** **Minutes**
Members **RESOLVED** to approve the minutes of the Open Spaces Committee meeting held on 4 June 2019.
- OS/15** **Chairs Report**
The Chair reported that some standard items would be included on the Open Spaces agenda. A Chairs report will be included and each Working Party reporting to the Open Spaces committee would provide an update.
- The Flora & Fauna Working Party will be mobilised with two projects. Firstly, to investigate the feasibility of trailing a wild flower verges on a couple of areas that are difficult to maintain. Secondly, to investigate low maintenance planting for steep areas, such as the BMX track.
- The Allotment Working Party will be convened prior to the Annual Plot Holders meeting scheduled for the end of September 2019.
- An update on the Christmas Working Party will provided at the next Open Spaces committee.
- The Chair stated that she was the representative on the Kings Farm Wood/Cloutts Wood Management committee. The annual meeting is on the 12 September and if any members would like anything discussed, they should raise it with her before the end of August.

The Chair thanked the Administration Officer for Clerking the Open Spaces committee and managing three of the four Working Parties.

OS/16

Allotment Working Party

Members **NOTED** the verbal update from the Administration Officer. The Allotment Working Party will be organised before the Annual Plot Holders Meeting in September and an update would follow at the October Open Spaces committee meeting.

Members discussed advertising the Allotment Working Party meeting on Facebook and noticeboards for the purpose of compiling any comments to be considered at the meeting.

Action: Administration Officer to advise plot holders of the upcoming Allotment Working Party meeting and to compile any feedback, questions or comments for consideration.

OS/17

Christmas Working Party

Members **NOTED** the verbal update from the Administration Officer. A Christmas Working Party meeting would be organised in September in preparation for the Christmas period and an update would follow at the October Open Spaces meeting.

Cllr Hewer stated there were several new businesses in Wroughton and suggested approaching them with a view to obtaining sponsorship for the event.

Members discussed the possibility of inviting new members onto the working party and suggested advertising the position for 2 new members.

Action: Administration Officer to advertise two vacant positions on the Christmas Working Party. The new members would be required to apply and be considered by the Open Spaces committee.

OS/18

Footpaths & Cycling Working Party

Members **NOTED** the report of the Deputy Clerk. A copy of which appears as appendix A in the minute book.

OS/19

Flora & Fauna Working Party

Members **NOTED** the verbal update from the Administration Officer. A Flora & Fauna Working Party would be organised in September and an update would follow at the October Open Spaces meeting.

OS/20

BMX Track Verge Maintenance

Members discussed the BMX Track Verge Maintenance report. A copy of which appears as appendix B in the minute book.

Members **RESOLVED** to retrospectively approve the track verge maintenance which occurred on 13 August 2019 at a cost of £380.00.

Members **RESOLVED** to delegate the investigation of long term maintenance options for the BMX track verges to the Administration Officer. The Administration Officer will provide a report at the next Open Spaces committee meeting.

Cllr Clark requested whether the maintenance plans for other similar sites could be investigated as part of the report.

OS/21

BMX Track Floodlights

Members **NOTED** a BMX Floodlight report from the Deputy Clerk. A copy of which appears as appendix C in the minute book.

Cllr Hewer stated that the electrician undertaking the voluntary role for the flood light installation would only be responsible for the electrical works and would not be involved in other tasks, such as excavation.

The Chair stated that all relevant regulation and health and safety procedures must be adhered to and Wroughton Parish Council must be satisfied with the construction phase plan. Members confirmed that although BMX Wroughton were responsible for the work, Wroughton Parish Council must be satisfied as the lease holder.

Cllr Overbury agreed that Wroughton Parish Council should be able to provide sufficient evidence that due diligence has been observed.

OS/22

Waste Collection

Members discussed the Litter Bin Report. A copy of which appears as appendix D in the minute book.

Members **RESOLVED** to approve the installation of a bin on Perrys Lane at a cost of £401.19 to be met from the Bus Shelter/Seats/etc. budget and the additional expenditure of up to £50.00 for installation to be met from the General Equipment & Consumables budget.

Members agreed the new bin would be emptied by the grounds maintenance team.

Members **RESOLVED** to approve the collection of five additional bins on a Sunday at the Ellendune Shopping Centre and one bin on Wharf Road at an additional cost of £36 per week. A trial period of four months was agreed with a review in January 2020.

Members **RESOLVED** to refuse the request to move the bin on Kellsboro Avenue. The bin would be monitored by the contractor for fly tipping and overuse.

OS/23

Sport Facility and Open Space Hire Review

Members discussed the Sports Facility and Open Space Hire Review report. A copy of which appears as appendix E.1 in the minute book.

Members **RESOLVED** to approve the standard agreement for the use of sports facilities to be issued to all block booking users. A copy of which appears as appendix E.2 in the minute book.

Members **RESOVLED** to approve the increase the hire price for football pitch hire and agreed to review other open space hire prices at a future meeting.

2020/21 Hire Costs

Adult Match	£45.00
Adult Training	£7.50
Junior Football (Full)	£25.00
Junior Football (Mini)	£5.00

Action: Administration Officer to contact the football clubs notifying them of a price increase which would take effect from the 2020/21 season.

OS/24

Wroughton Youth Football Agreement Review

Members discussed the Sports Facility and Open Space Hire Review report. A copy of which appears as appendix F.1 in the minute book.

Members **RESOLVED** to approve the Wroughton Youth Football Club agreement. A copy of which appears as appendix F.2 in the minute book.

Members **RESOLVED** that Wroughton Youth Football Club can still use the facility at Weir Field at no additional cost providing it is approved in advance with the Wroughton Parish Council office.

Members **RESOLVED** to approve no increase for the hire agreement with Wroughton Youth Football Club for the 2020/21 season.

Action: Administration Officer to contact Wroughton Youth Football Club to notify them of important changes to the hire agreement.

OS/25

Cricket Winter Maintenance

Members **RESOLVED** to approve the cricket winter maintenance quote from RAM Sports & Fine turf for £1,318.96 to be met from budget code 210/4450 - Cricket Winter budget.

The meeting closed at 9:11pm

Signed.....

Date.....

Chairman of the Open Spaces Committee