

WROUGHTON PARISH COUNCIL



OPEN SPACES COMMITTEE

Minutes of the meeting held on 5th December 2023 at 7:30pm
at the Ellendune Community Centre, Barrett Way, Wroughton, Swindon, SN4 9LW

- Present** Cllr D Archer (Chair)
Cllr L Campisano
Cllr J Hewer
Cllr N Hooper
Cllr B Streeton (arrived 19.40)
- Clerk** Cathy Martyn (Deputy Clerk)
- Public** None.
- OS/35** **Apologies**
Apologies were received from Cllrs L Gough and T Kewen.
- OS/36** **Declarations of Interest & Applications for Dispensation**
None.
- OS/37** **Public Questions**
None.
- OS/38** **Chairs Report**
- OS/38.1** **Grounds Team Workshop:** The Grounds Team needed to find a new workshop, as they had been served notice by the previous landlord Ed Gosling of Berkley Farm. The team needed to relocate by the end of January 2021 and worked hard to make this happen, regardless of the quick deadline, as they were only given 2 months' notice to vacate. They used 3 shipping containers provided by Ed as a temporary, quick-fix solution as additional storage. The Grounds Team worked hard to ensure the containers were insulated, secure, and painted with anti-vandal paint. Time and money was also spent on securing the fuel tank, bins and containers by building a secure fence perimeter. The Parish Council recognised that whilst this move wasn't ideal for all user groups at Maunsell Way, it was the most sensible due to its central location. It also saved the parish council a considerable amount of rent whilst the Clerk progressed a more permanent solution. The Grounds Team have been in and out of Maunsell Way since January 2021 which was 18 months longer than anticipated. The Parish Council has now secured a 10 year lease (with a 5 year break clause) at Unit 1, Wroughton Business Park. The Grounds team are now in the process of fitting out the new workshop and moving the machinery etc across. The Clerk has posted an update and a thank you to the nearby residents and user groups who have patiently accommodated the team on site at Maunsell Way.

It will take a few months for them to completely relocate as they need to build a workshop 'room' within the unit. This is partly to contain dust and keep it away from the vehicles and machinery. It will also make it cheaper to heat a smaller area where the team will carry out most of their maintenance work etc. The internal area will then need to be fitted out with work benches. There's an upstairs storage area which needs a staircase. A single shipping container has been moved to provide additional storage space and this needs to be connected to the electricity supply. The fuel tank has already been moved. There is also other work to do. A visit to site can be arranged if the committee wishes.

OS/38.2 New Grounds Team Member: Joseph Cullen (Joe) started with the Grounds Team yesterday (Monday 4th December).

OS/39 Minutes

Members **RESOLVED** to approve the minutes from the Open Spaces committee meeting on 3rd October 2023, a copy of which is attached as Appendix A.

OS/40 Allotments: the letting of smaller plots.

Members NOTED the report from the Allotments and Administration Officer, following a suggestion from the Annual Plotholders' Meeting in September to create smaller plots. A copy of the report is attached as Appendix B.

Cllr B Streeton arrived at 19.40.

Members RESOLVED to give the Allotments and Administration Officer delegated authority to decide, in consultation with the Grounds Team Manager and Clerk or Deputy Clerk, which 10 perch plots can be divided into 5 perch plots, and to amend the map and database accordingly.

OS/41 Priors Hill: old Swan Car Park.

Members NOTED the request from a resident to tidy the hedge and shrubs around the old Swan car park at the junction with Greens Lane, a site which is not WPC's responsibility, together with the report from the Deputy Clerk, a copy of which is attached as Appendix C.

Members RESOLVED that:

The Grounds Team:

- a) Take 'before' photos
- b) Carry out maintenance of the hedge and shrubs at the site
- c) Log the hours worked
- d) Log the amount of green waste and any rubbish removed from the site, and how this is disposed of
- e) Take 'after' photos showing the difference made to the neighbourhood.
- f) The Clerk & Deputy Clerk work with the Grounds Team Manager to try to assess the impact in financial/ resource terms, to give some context to any request by SBC to devolve additional outdoor maintenance functions.

OS/42

Tree Works: update on progress following the Arboriculture Survey

Members NOTED the report from the Deputy Clerk attached as Appendix D and the list of works in the priority-based table attached as Appendix E.

Members NOTED that all the urgent work tree works had been carried out shortly after Bawdens 2022 Tree Survey had been received.

Members NOTED that a single tree could cost up to £500 to be felled, and therefore the outstanding works would need to go out to tender due to the cost involved, but that this would also take some time to progress, and there was insufficient budget to carry out the works in the 2023-24.

Members RESOLVED that:

- a) **The remaining 2023-24 budget for tree works be used for any emergency work which may require to be carried out before the end of the 2023-24 financial year.**
- b) **The Deputy Clerk obtain quotes for the tree works which were advised to be carried out within 3 months of Bawdens Tree Survey 2022, that work to be carried out as soon as possible, with a recommendation that the work to be paid out of General Reserves if payment were required before the end of the current financial year.**
- c) **The Deputy Clerk to draft a tender document for the remaining tree work advised in Bawden's Tree Survey 2022, to be brought to February's Full Council meeting, with a view to getting the work booked as soon as possible in the 2024-25 financial year.**

OS/43

Recent Flooding in Wroughton.

Members NOTED that Swindon Borough Council was conducting a s.19 investigation into recent flooding. S.19 of The Flood and Water Management Act stipulated that the Lead Local Flood Authority must investigate any significant flood event. The criteria for this to trigger was contained within SBC's Local Flood Risk Management Strategy:

https://www.swindon.gov.uk/info/20023/environmental_problems/350/flooding/3

The 'S.19' process would determine the responsibilities of each risk management authority along with landowners, and would identify future actions that could manage the flood risk to the local community. The report would be published on SBC's website once completed.

SBC would be engaging with residents shortly and had already started visits to some of the most affected properties. In the meantime, WPC Clerk had forwarded to SBC a copy of a letter received from a resident addressed to Sir Robert Buckland KC MP about flooding between Bakers Road and Perrys Lane, together with a list of the areas most recently affected.

OS/44

Willow Brook Gardens Barrier

Members NOTED this agenda item would be carried forward as the Grounds Team had not had the capacity to design the barrier and were relocating into the new workshop.

OS/45

Cricket Wicket: vandalism to the barrier rope.

Members NOTED that the existing rope around the edge of the cricket wicket, which stopped people from entering the wicket, was being vandalised and cut on a weekly basis, and needed replacing with a more robust alternative as a result. The Police had been informed.

Members RESOLVED to approve the purchase of approx. 150m of yellow coated PVC galvanised steel wire rope at a cost of £70, plus a padlock at a cost of approx. £60 to join the rope ends together, to be taken from the Winter Maintenance budget line 4450/ 210 where there was £1,400 remaining.

OS/46

Urgent Tree Work

Members NOTED that a resident had raised a concern about a tree on the Parish Council's land at North Wroughton. The tree overhung the resident's garden and had started dropping dead branches. It also overhung a public footpath and was adjacent to (although not overhanging) a football pitch. A tree surgeon from SBC had inspected the tree earlier the previous week and had advised it was 'a bit tricky' accessing the tree. They had quoted a price to fell of £680.00 and had advised the work should be carried out within the next 10 weeks.

Members RESOLVED to approve the cost of £680 to fell the tree within the next 10 weeks, the cost to be taken from the Tree Works budget 4650/ 450 where there was £4,680 remaining.

The meeting closed at 20:12.

Signed.....

Date.....