



WROUGHTON PARISH COUNCIL

03rd September 2024

Dear Councillor

Committee members
are **summoned** to attend a meeting of the
COMMUNITY ASSETS & OPEN SPACES COMMITTEE
to be held on **TUESDAY 10TH SEPTEMBER 2024 at 7:30pm**
at the **Ellendune Community Centre**.

A handwritten signature in blue ink, appearing to read 'Emma Freemantle'.

Emma Freemantle
Parish Clerk

AGENDA

1. **Apologies**
To receive apologies.
2. **Declarations of Interest & Applications for Dispensation**
To receive any Declarations of Interest required by the Code of Conduct adopted by the Parish Council on 24 May 2024.
3. **Public Questions**
To receive and respond to any questions, comments or representations from the public.
(Maximum of 10 minutes).
4. **Minutes**
To approve the minutes of the meeting of 2nd July 2024 – copy attached.
5. **Chair's Report**
None.
6. **Allotments**
 - 6.1 To note the Allotments AGM will be held on **Monday 30th September 2024 at 7.30pm in the Library**, when guest speaker Mr Cossey will give a talk on the Hedgehog Survey.
 - 6.2 To consider the review of the Plot Holders' Guidelines, specifically with reference to bonfires, which incorporates suggestions from the Allotments Working Party – please see report attached.
7. **Request for tree works**
 - 7.1 To consider, in accordance with the Parish Council's Tree Works Policy, a request from a resident to carry out tree works.
 - 7.2 Note advice from Officers to recommend to F&GP that Council budgets for a new Tree Survey, and for any work identified to be carried out, during the 2025-26 financial year.

8. Play Area Maintenance

To approve retrospectively the cost of 2 orders of play bark totalling £3,896 which were approved by the Chair and Vice Chair, as payment was required prior to delivery, in order that the Grounds Team could maintain the play areas at North Wroughton and Maunsell Way.

9. Renovated Barracuda Plane Seat

9.1 To note correspondence issued by the Deputy Clerk in relation to the location options for the refurbished plane seat, copy attached.

9.2 To note the email received by the Chair from Ian and Jane Woodford, Royal British Legion, Wroughton and to decide on a location for the plane seat renovated by BBC Repair Shop and Renew Swindon.

9.3 To approve the quote from CoatStone Surfacing for the circular aeroplane seat base in the sum of £3,800 excl VAT to be taken from General Reserves. To note that his quote includes: dig out existing ground and form circle (to match airplane circles), dispose of all waste and dig out, set up safe perimeter whilst work is underway, build up and compact Type1 MOT, supply and install Terrabase Rustic Beach (to match).

10. Footpaths Working Party Update

To be carried forward to the next committee meeting.

11. Maunsell Way Pavilion

To note

- a) that an EPC certificate was required before the pavilion could be leased out and that the assessment has resulted in a B-rated EPC.
- b) that the work to install an external access to the toilets and new security doors will begin on 30th September.
- c) that the draft lease has been sent to SBC in order that they can issue a draft license to allow WPC to underlet.
- d) that the Deputy Clerk is keeping the Model Railway Club updated and working with Bevirs Solicitors to get everything completed as soon as possible.

12. Additional Storage for WPC machinery & vehicles at SBC's workshop at St Andrews Close.

12.1 To approve the draft Heads of Terms (HoT) from Swindon Borough Council.

- SBC lease of the workshop at St Andrews Close to; include the approval of a contribution to SBC's legal costs up to a maximum of £850 + VAT,
- the lease to be for a 5-year term and at a rent of £10 pa, payable quarterly,
- together with an obligation to make good and maintain the site.

Copy of the Head of Term attached.

12.2 To consider the 2 quotes from Allbuild and PAR Building Services for clearing the site and stripping out the building, repairs and installation of fixtures and fitting, as set out in the quotes.

12.3 To approve the quote from PAR at a total cost of £18,315 + VAT

Budget Available: EMR Workshop Building Fund £5,405.81 and CIL Funds £97,440.

13. Wroughton Bowls Club.

13.1 To consider the offer from Wroughton Bowls Club volunteers to help WPC's Grounds Team maintain WPC's land, which perimeters the Bowls Club entrance - up to 3m outside the Bowls club gates, being insured under the terms of their own public liability insurance.

- 13.2 To note that the Deputy Clerk has requested that SBC meet onsite with WPC, Wroughton Bowls Club and the Health Centre to confirm the responsibilities of each organisation for the footpath between Barrett Way and Wroughton Bowls Club.

14. Road Sweeper

To note that additional training will be arranged for all Grounds Team staff including the new members of staff, to understand how best to set up the road sweeper to ensure it works at the optimum efficiency.

Budget line to be used: 4075/100 Staff Training – Budget Available £2,521

15. Ragwort

To note that;

- a) Under defra's *Code of Practice on How to Prevent the Spread of Ragwort* (copy available online for all councillors or paper copy available by request from WPC's office) the responsibility for control rests with the occupier of the land on which ragwort is growing.
- b) There are 3 risk categories provided as guidelines for assessing risk; staff have identified the following areas owned or leased by WPC as being medium to high risk: Maunsell Way field adjacent to the Thames Water site where sheep graze; the verge along the east side of Swindon Road where the field is used to grow animal feed; the allotment paddock which is adjacent to Berkeley Farm.
- c) Berkeley Farm has also requested that WPC keeps the verge on the north side of Church Hill free of ragwort.
- d) When ragwort is seen growing on these sites in b & c above, the Grounds Team will pull the ragwort to stop its spread, as strimming will encourage the spread of any seeds.

16. Trees for Climate

To note that:

- a) SBC has confirmed it will be transferring £5,819.55 for the maintenance of trees at Belmont Green and £5,836.75 for the maintenance of trees at Falkirk Field and Maunsell Way fields.
- b) To note the Tree Maintenance Update paper from the Community Projects Officer relating to planting at Maunsell Way, Falkirk Field, Secret Garden Boness Road and Wharf Road Hedge.
- c) To discuss and agree recommendations in the above paper for timely maintenance work to take place during the dormancy period for this winter and early Spring to the end of March 2025.
- d) The Community Projects Officer has requested SBC to provide an outline ongoing maintenance schedule for the trees for Climate areas.

17. Benches – update

To note that the list has been updated and been passed to the Grounds Team who will take up-to-date photos of all benches, advise what maintenance is needed, and advise a priority order for those which need work.

It is intended this will be completed in time for November's CA&OS meeting.

18. Memorial Benches Policy

To note this will be carried forward to a future meeting.

19. Wroughton Wranglers Cricket Club.

To consider the quote for £1,755.28 from Richard Mosdell for the maintenance of the Cricket Square for 2024/25; if the Committee agrees the quote, any additional costs must be agreed in advance of any costs being incurred, failing which the Cricket Club would be responsible for those costs. Please see copy quote attached.

Budget line previously allocated: 4450/210 Cricket Winter Maintenance available £1,590.

20. Moat Pond Area

To consider the quote from J M O'Toole Ltd to carry out work to the boardwalk and adjacent hoggan path to ensure the area remains safe for residents' use. Copy of quote attached.

Budget line available: S106 Funds / EMR £22,742.56

21. Wichelstowe Community Spaces and Sports Pitches

To note this is still at the conceptual stage of planning, CA&OS committee members are welcome to attend the quarterly update meetings (next meeting: **6.15pm on Wednesday 18th September in the Alex Room**).

22. Priorities for the Community Assets Committee for 2025-26.

To recommend a list of priorities to be put to F&GP to be included in the budget for 2025-26. Ideas under consideration:

- Consider purchasing a replacement bus shelter for Thorney Park and a bus shelter for Wharf Road -depends on the outcome of discussions with SBC & WPC bus reps.
- Recommend to F&GP that the Council budgets for a tree inspection and any works advised to be carried out during 2025-26 financial year.

Members of Committee

Cllr G Overbury (Chair)

Cllr L Campisano

Cllr J Hewer

Cllr N Hooper

Cllr T Kewen

Cllr B Streeton

Cllr D Archer (Vice Chair)

Cllr L Gough

Cllr D Hooper

Cllr B Keetch

Cllr N McMahon

Cllr H Woodward

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation), Crime and Disorder, Health & Safety and Human Rights.