

WROUGHTON PARISH COUNCIL

Community Assets & Open Spaces Committee

Minutes of the meeting held on 10th September 2024

Present:

Councillors: Cllr G Overbury (Chair)
Cllr D Archer (Vice-Chair)
Cllr L Campisano
Cllr J Hewer
Cllr D Hooper
Cllr N Hooper
Cllr T Kewen
Cllr B Streeton

Clerk: Cathy Martyn (Deputy Clerk)

Public: 0

Minutes

CAOS/018

Apologies

Apologies were received and accepted from Cllrs B Keetch and H Woodward.

CAOS/019

Declarations of Interest & Applications for Dispensation

Cllr Kewen declared an interest in Minute CA&OS/023.

CAOS/020

Public Questions

None.

CAOS/021

Minutes of the previous meeting.

Members **RESOLVED** to approve the minutes of the Community Assets & Open Spaces Committee meeting held on 2nd July 2024. The Chair signed the minutes.

CAOS/022

Chair's Report

Members **RESOLVED** that the following points be actioned as soon as possible:

- a) The Projects Officer arrange the visit to Alexandra Park play area.
- b) The Projects Officer ensure that Kompan pay the costs of the new play equipment identification labels.
- c) The Deputy Clerk contact Waitrose regarding permission to site a parish council noticeboard adjacent to the Wilts & Berks Canal Trust noticeboard.
- d) The Deputy Clerk ensure that the bin for Kings Farm Wood is purchased and installed.

CAOS/023 Allotments

Members NOTED the Allotment Holders' AGM on 30th September would be rescheduled to give plot holders the opportunity to raise any issues which may arise with the new invoicing period.

Members unanimously RESOLVED to approve the following recommendations:

1. To Change the Allotment Guidelines on bonfires to read as follows:

The bonfire section of the allotment guidelines booklet should be amended to the following:

- 6.1)** *Bonfires are not permitted under any circumstances during the month of August.*
- 6.2)** *The use of petrol, paraffin or other accelerants for the lighting of bonfires is not allowed. Large quantities of timber should not be burned. No explosives items which include aerosol cans and gas canisters should be placed on the bonfire. No synthetic or manmade materials e.g. plastic, foam, rubber or paint shall be burned.*
- 6.3)** *Waste should not be brought onto the allotment site to be burned. Please also refer to section 10 of the Allotment Guidelines Booklet.*
- 6.4)** *Please use an incinerator or metal bin as this should prevent the bonfire getting out of control and avoid any mess, the fire is contained and the collection of ash is easy.*
- 6.5)** *Before lighting a bonfire, ensure that no hedgehogs or other animals are present in the pile of material to be burnt, if necessary moving it to another location.*
- 6.6)** *Bonfires are only permitted on your own plot and not elsewhere on the allotment site.*
- 6.7)** *The allotment site is now surrounded by residential houses, a care home and the Prospect Hospice, therefore please consider if having a bonfire is absolutely necessary and do not light a bonfire if smoke is likely to drift across these premises. Smoke from a bonfire must not drift across a highway so as to cause a danger to traffic. Remember that organic waste can be disposed of in a compost bin and you can book a slot at the nearby Household Waste Recycling Centre:
www.swindon.gov.uk/info/20015/bins_rubbish_and_recycling/1118/book_a_visit_to_the_household_waste_recycling_centre_hwrc*
- 6.8)** *Bonfires must never be left unattended and must be completely extinguished before you leave your plot.*
- 6.9)** *If the weather is, or has been, dry, please check the DWFRS website for any advice on the risk of wildfires. Please also adhere to any Facebook notices and/or email notices because Wroughton Parish Council may impose a bonfire ban. If in doubt, please do not light a bonfire.*
PLEASE NOTE: TOO MUCH SMOKE CAN BE CLASSED AS A NUISANCE. SWINDON BOROUGH COUNCIL'S ENVIRONMENTAL HEALTH OFFICERS CAN INVESTIGATE ANY COMPLAINTS. MORE INFORMATION CAN BE FOUND HERE:

https://www.swindon.gov.uk/info/20023/environmental_problems/358/report_disturbance_by_bonfire_or_other_smoke

2. **Change Para14 of the Tenancy Agreement to read as follows, to accurately reflect the Guidelines:**
14) Bonfires are permitted at the site, however please consider if this is absolutely necessary as the allotment site is nearby the Prospect Hospice, Ladymead Care Home and residential housing so please check the wind direction before lighting a bonfire. Smoke from a bonfire must not drift across a highway so as to cause a danger to traffic. No synthetic or manmade materials e.g. plastic, foam, rubber or paint shall be burned. Bonfires must not be left unattended. Bonfires are prohibited during the month of August. Tenants must adhere to any Facebook notices, signs and email notices because Wroughton Parish Council may impose a bonfire ban. Please refer to section 6 of the 'Allotment Rules For Plotholders' for more information.
3. **Change the title of the booklet from *Allotment Guidelines* to '*Allotment Rules For Plot Holders*'.**
4. **To inform Plot Holders of the changes via Facebook and email as soon as possible following this meeting.**
5. **The annual allotment invoices will be sent out via email in October. The Allotments Officer would use this opportunity to request that when Plot Holders come into the office to pay their annual rent, they also sign their revised Tenancy Agreement.**
6. **Put a sign on the gates into the allotments towards the end of July each year, reminding Plot Holders that bonfires are banned during August, and also of the need to ensure that smoke does not become a nuisance to neighbouring residents.**

CAOS/024

Consideration of a resident's request for tree works to be carried out in the Weir Field

Members NOTED the advice from WRC Tree Surgery in their email to the Deputy Clerk of 2nd September 2024, that the trees '*generally look healthy and the ash are not showing any symptoms of ash dieback*', '*more substantial works which wouldn't really be in the best interests for the trees*' and that '*the trees aren't in need of any works*'. A copy of the email is attached to these Minutes as Appendix A.

Members RESOLVED:

1. **Not to grant the request as the tree surgeons had advised that the trees were not in need of any work and the request did not meet the criteria set out in the policy.**
2. **To recommend to Full Council that it budgets for Bawdens to carry out a Tree Inspection during the 2025-26 financial year of all trees for which WPC is responsible and for the Deputy Clerk to obtain an estimate for this work.**
3. **To recommend to Full Council that it budgets £15,000 for any tree work identified as a result of that survey to be tendered/ contracted out and carried out during the 2025-26 financial year.**

- CAOS/025 Play Area Maintenance**
Members **RESOLVED** to approve retrospectively the cost of 2 orders of play bark totalling £3,896 which had been approved by the Chair and Vice Chair, as payment had been required prior to delivery, in order that the Grounds Team could maintain the play areas at North Wroughton and Maunsell Way.
- CAOS/026 Renovated Barracuda Plane Seat**
Members NOTED the email correspondence issued by the Deputy Clerk in relation to the location options for the refurbished plane seat, and the subsequent email received by the Chair from Ian and Jane Woodford, Royal British Legion, Wroughton, a copy of which is attached to these Minutes as Appendix B.
- Members RESOLVED:**
1. The Barracuda Plane Seat be relocated next to the stone circle in Willow Brook Gardens.
 2. To approve the quote from CoatStone Surfacing set out in their email to the Clerk of 7th August 2024, for the circular aeroplane seat base in the sum of £3,800 excl VAT to be taken from General Reserves, to include digging out existing ground and form circle (to match airplane circles), disposing 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). A copy of the email is attached to these Minutes as Appendix C.
 3. The Clerk should highlight to Coatstone the weeds growing in the existing plane seat bases and ask how this could be resolved.
- CAOS/027 Footpaths Working Party**
Members NOTED Cllr Woodward would provide an update at November's Committee meeting.
- CAOS/028 Maunsell Way Pavilion**
Members NOTED:
- a) that an EPC (Energy Performance Certificate) had been required before the pavilion could be leased out and that the assessment had resulted in a B-rated EPC.
 - b) that the work to install an external access to the toilets and new security doors would begin on 30th September.
 - c) that the draft lease had been sent to SBC in order that they could issue a draft license to allow WPC to underlet.
 - d) that the Deputy Clerk was keeping the Model Railway Club updated and working with Bevirs Solicitors to get everything completed as soon as possible.
- CA&OS/029 Additional Storage for WPC machinery & vehicles at SBC's workshop at St Andrews.**
Members NOTED the quote from PAR dated 14th July 2024 a copy of which is attached to these Minutes as Appendix E, and the quote from AllBuild a copy of which is attached to these Minutes as Appendix F.

Members RESOLVED:

1. to approve the draft Heads of Terms (HoT) a copy of which is attached to these Minutes as Appendix D, from Swindon Borough Council including the following terms:
 - 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.
2. That the Clerk should request from SBC that the lease should be 5 years with an option to extend or renew, but the Clerk had delegated authority to agree the HOT as drafted, even if SBC was not prepared to accede to this request.
3. That the Clerk should request from SBC that the Yield Up provision should include the right for the Parish Council as Tenant to decide to remove fixtures and fittings, but the Clerk had delegated authority to agree the HOT as drafted, even if SBC was not prepared to accede to this request.
4. The Clerk should check with insurers that they would be willing to provide All Risks cover for the building in accordance with the insurance paragraph in the HoT.
5. To approve the quote from PAR Building Services dated 14th July 2024, a copy of which is attached to these Minutes as Appendix E, for clearing the site and stripping out the building, repairs and installation of fixtures and fitting, as set out in the quote at a total cost of £18,315 + VAT, using the Budgets: EMR Workshop Building Fund £5,405.81 and CIL Funds £97,440.
6. To accept the option of replacing the workshop area floor with reinforced concrete at an additional cost of £1,400 to provide the Grounds Team with the maximum flexibility for future use
7. The Clerk to ask PAR for confirmation that their quote includes removal and disposal of the storage heaters and repair/ replacement of gutters, down-pipes, fascias and soffits, and to give the Clerk delegated authority to agree up to an additional £1,500 if required to include these items. If the additional costs for the items exceeds £1,500, the quote must come back to October's Committee meeting for agreement.
8. The Clerk to ask PAR to confirm that their quote includes the costs of any skips required and to give the Clerk delegated authority to agree a reasonable increase if the skips are not included within the quote.

CA&OS/030 Wroughton Bowls Club

Members NOTED the advice from the Deputy Clerk that the Committee could not consider the quote provided by Willows Tree Surgery & Environmental Management dated 30th July 2024 for works to overgrown trees at the entrance to the Bowls Club as it had been received too late to include on the agenda, and it included trees on land which was the responsibility of the Health Centre. The Deputy Clerk would contact the Bowls Club to explain this, and update Members at October's Committee meeting.

Members NOTED that the Deputy Clerk had 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.

Members RESOLVED to accept the offer from Wroughton Bowls Club volunteers to help Wroughton Parish Council's Grounds Team maintain WPC's land, which perimeter the Bowls Club entrance, up to 3m outside the Bowls Club gates, those volunteers being insured under the terms of the Bowls Club's own public liability insurance, and to make clear that the Health Centre is responsible for the land on their side of the gate, as per the leases of each organization with Swindon Borough Council.

CA&OS/031 Road Sweeper

Members NOTED that additional training would be arranged for all Grounds Team staff including the new staff members, to understand how best to set up the road sweeper to ensure it works at the optimum efficiency. It was the Deputy Clerk's understanding that this should be provided free of charge, but should expenditure be required, it could be taken from **4075/100 Staff Training – Budget Available £2,521**

CA&OS/032 Ragwort

Members NOTED 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 would encourage the spread of any seeds.

CAOS/ 033 Trees for Climate

Members NOTED:

- a) SBC had confirmed it would 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) 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, a copy of which is attached to these Minutes as Appendix G.
- c) The Community Projects Officer had requested SBC to provide an outline ongoing maintenance schedule for the trees for Climate areas.

Members RESOLVED:

- a) **To approve the quote from Keith Mills, Southern Forestry, a copy of which is attached to these Minutes as Appendix H, for work to commence immediately at all of the above sites, with the priority being given to North Wroughton.**
- b) **To approve that tree maintenance funds allocated by Swindon Borough Council for these sites be ringfenced for their future use and maintenance.**

CAOS/034 Benches – update

Members NOTED that the list had been updated and had been passed to the Grounds Team who would take up-to-date photos of all benches, advise what maintenance was needed, and advise a priority order for those which needed work, and that it was intended this would be completed in time for November's Committee meeting.

CAOS/035 Memorial Benches Policy

Members NOTED this would be carried forward to a future meeting.

CAOS/036 Wroughton Wranglers Cricket Club

Members RESOLVED:

- a) **To approve the quote dated August 5th 2024 for £1,755.28 from Richard Mosdell for the maintenance of the Cricket Square for 2024/25, costs to be taken from 4450/210 Cricket Winter Maintenance with the overspend to be taken from General Reserves and**
- b) **That any additional costs must be agreed in advance of any costs being incurred, failing which the Cricket Club would be responsible for those costs.**

A copy of the quote is attached as Appendix I.

CAOS/037 Moat Pond Area

Members RESOLVED to approve the quote from J M O'Toole Ltd dated 23rd May 2024 ref: Wroughton Moat in the sum of £5,796 to carry out work to the boardwalk and adjacent hoggin path to ensure the area remains safe for residents' use, to be taken from S.106 Funds / EMR £22,742.56. A copy of quote is attached to these Minutes as Appendix J.

CAOS/038 Wichelstowe Community Spaces and Sports Pitches

Members NOTED that this was still at the conceptual stage of planning, and that CA&OS committee members were welcome to attend the quarterly update meetings, the next meeting would take place at 6.15pm on Wednesday 18th September in the Alex Room.

CAOS/039 Priorities for the Community Assets Committee for 2025-26.

- 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.
- Recommend to FC to budget for the green waste contract for the cricket club.
- Ask Richard to come along to the next meeting and maybe every other month.

CAOS/040 Requests for items to go onto October's CA&OS Agenda

- Consider asking SBC if there is any s.106 attached to any planning permissions at Thorney Park or Alexandra Park which would pay for a new, replacement bus shelter at Thorney Park, to include 2 entry points, sides and both a front and back.
- Consider asking SBC if there are likely to be any bus shelters removed from the bus boulevard which could be re-sited at Alexandra Park and/ or Perrys Lane.
- Consider sponsorship for a bus shelter at Perrys Lane and Alexandra Park.

The meeting finished at: 20.31

Signed:

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Chair of Community Assets & Open Spaces Committee

Date:

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