



WROUGHTON PARISH COUNCIL

25th September 2024

Dear Councillor

Committee members
are **summoned** to attend a meeting of the
COMMUNITY ASSETS & OPEN SPACES COMMITTEE
to be held on **TUESDAY 2ND OCTOBER 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 10th September 2024 – copy attached.
5. **Chair's Report and Matters Arising if not dealt with elsewhere on the agenda:**
 - a) **Alexandra Park and Beranburh Field play areas:**
To note the visit to these 2 play areas has been arranged for 2pm on Thursday 10th October. what3words locations have been supplied to enable Members who can't make this date to visit at their own convenience; a Play Area Working Party meeting will then be arranged to consider what improvements Members would like to see, so that options can be costed up, bearing in mind the need to resurface both play areas in the next 4-5 years.
 - b) **Identification labels on play equipment:**
To note the explanation from Kompan that identification labels are not required: *'Firstly the play panels are from third party suppliers you are correct and as a result they do not have identification labels in the same way the Kompan items do. The finding about ID labels on these kind of play panels is something we have on every single inspection report across the country and it isn't something that requires remedial work as there is not label 'missing' as such from the product, they are just not manufactured to have ID labels. We have been banging our heads against the wall with the inspection companies for years to stop adding them as findings onto the report because there is no work to done to address the finding it just creates confusion for our clients in the way it has for you with the recent report comment!'*

c) **Request for permission to site a parish council noticeboard adjacent to the Wilts & Berks Canal Trust noticeboard:**

To note the Deputy Clerk has emailed Waitrose again asking for a response to the original request.

d) **145 litre bin for Kings Farm Wood:** To note that the Grounds Team will re-use and relocate a 145 litre metal bin from Maunsell Way (which is being replaced with a plastic bin). The office has ordered a bolt and fast lock key at £103.14 including VAT and delivery which represents a substantial saving on the cost of a new bin which was estimated at £650 +VAT. AllBuild has confirmed they will add the bin to the existing contract as soon as it's in use.

e) **Trees for Climate:** To note that Keith from Southern Forestry will start the Winter maintenance (date to be advised) as soon as possible, with priority to be given to North Wroughton, Falkirk Field and Belmont Green.

f) **Tree Survey 2025/26:** To note an estimate has been requested from Bawdens as per the Committee's resolution at September's meeting.

6. **St Andrews Depot:**

To note:

a) The original estimate from PAR did not include the fascia, soffits, guttering & downpipes; these have now been estimated at an additional £465.00 for materials, with PAR covering the labour costs.

b) The Clerk is working on the following areas:

- i. Building insurance and valuation – Insurers have confirmed that St Andrews depot can be insured, but SBC hold no records and cannot advise re: level of cover, so a valuation must be carried out. It has been agreed to ask insurers to add the depot on an indemnity basis in its current condition which will allow WPC to undertake renovation work without a valuation. WPC must increase the level of cover upon completion of works.
- ii. SBC's consent to proceed with the work needs to be confirmed.
- iii. The Clerk has put forward the requests made by the Committee at September's meeting. The request for an option to extend or renew after the 5 year term has been refused as follows: *'To facilitate the Parish usage the Premises are being offered at a peppercorn rent (£10pa (if demanded), payable quarterly) for the whole period to allow the Parish as Tenant to finance & undertake the necessary repairs to facilitate usage of the same. The length & terms for lease are reflective of this & has been agreed by senior officers & members. At this time it is not possible for the length of term to be varied, however, that doesn't mean that nearer the end date for the current arrangement a discussion cannot be held as to future/continued occupation.'*
- iv. SBC has also suggested as follows: *'There is a need leave the premises in tenantable repair & condition, though it is appreciated that the Parish would need to be able to remove some fixtures & fittings. I suggest therefore that the Parish share their proposals for putting in good repair & condition & fixtures & fittings we can consider what would be appropriate to include/exclude.'*
- v. The Clerk is now awaiting the draft lease from SBC.
- vi. The utilities have not been connected yet, PAR have been advised to bring a generator to site.
- vii. Awaiting a provisional start date from PAR, assuming i-vi can be resolved.

7. Maunsell Way Pavilion – lease to Swindon Model Railway Club

To note:

- a) The Deputy Clerk has requested again that SBC emails the draft License to Sublet.
- b) Bevirs have advised that there will need to be a formal agreement to allow the Club to carry out works to the interior of the pavilion: If WPC completes the lease before the Club starts work on the pavilion, then there will need to be a license for alternations. If WPC completes the lease after those works have started, there will need to be a conditional agreement for a lease, which would allow the Club to carry out works prior to the lease being signed, but which would require the Club/ CIC to enter into the lease afterwards. Which option is required will depend on how quickly SBC send us the license to underlet. Bevirs have estimated that a license for alterations would be in the region of £300 + VAT.

To consider sharing the cost of the preparation of the license for alterations/ conditional agreement for a lease (whichever is appropriate) estimated at £300 +VAT on a 50:50 basis with Swindon Model Railway Club.

8. Allotments

To consider the request from the Allotments & Administration Officer to let out plot numbers: 46 (large plot), 50, 70 (large plot), 121 & 122.

To note:

- a) The Plot Holders Rule Booklet and the Tenancy Agreement have been updated for all new ploholders, the Allotments fb page has been updated, all plot holders were emailed with the changes shortly after September's CA&OS Committee meeting, and all ploholders will be notified again in the letter which will be sent out with their invoice in October.
- b) Following advice in italics below from the Legal Advisor at The National Allotments Society, existing ploholders will not be asked to sign an updated tenancy agreement, as the multiple forms of notice of the changes which have already been given to ploholders are sufficient. *'Provided that the existing tenants continue to pay their rent, that can show acceptance of the terms in the rolling agreement provided that sufficient notice is given of any rule changes without the need for re-signing the agreement. I would just suggest making this clear to tenants in any rule change notices and in the invoices.'*

9. Request to share the cost of tree works from Wroughton Bowls Club.

To note:

- a) A quote dated 30th July 2024 in the sum of £700 from Taylor Rich Tree Surgeon to 'reduce overgrown trees at entrance to bowls club to fence height' together with copies of 3 photos – copies attached – has been received from Wroughton Bowls Club with a request to share the costs on a 50:50 basis.
- b) The trees in the photo titled '*Left – Tree top heavy*' are on land belonging to Wroughton Health Centre and WPC cannot therefore approve the quote.
- c) The Grounds Team would not recommend reducing the trees to fence height as this would leave a group of narrow tree trunks approximately 1.5m high and remove much of the security provided by this group of trees to the boundary fence between the footpath to the Bowls Club and the garden of the Ellendune Community Centre.
- d) The Deputy Clerk has met with Wroughton Bowls Club to explain the above and that this group of trees would be included in the Tree Survey which WPC will commission next financial year.; that survey will identify any tree work required.
- e) The Bowls Club has advised they would invite the Clerk/ Deputy Clerk to a meeting with the Health Centre as they consider an additional tree on the Health Centre's land to be dangerous as it is lopsided – date and time to be confirmed.

10. Tree works to 5 ash trees which the 2022 Tree Survey advised should be monitored.

To note the report (copy attached) including the email dated 03.09.2024 from WRC to Wroughton Parish Council and WRC's estimate dated 19.09.24 (copies attached).

To consider approving the following recommendations contained within the report:

- 1. Approve the quote dated 19th September 2024 from WRC to fell, stump grind and dispose of the 4 ash trees (T1, T32, T33 & T109) which already have ash dieback, at a cost of £2,590, to remove any risk of injury and to keep the costs from escalating in the future, when the trees will need to be felled.**
- 2. Approve the quote dated 19th September 2024 from WRC to reduce the western stem of the 5th tree (T60) to the same height as the eastern stem (which has previously been pruned) to remove the end weight in order to prevent future issues and keep the tree as healthy as possible.**
- 3. Expenditure to be taken from:**
 - General Tree Budget Code 4650/450 - £5,600 remaining.**
 - Solar Farm Funds (previously agreed this would be used for tree work with budget setting in January *Min ref: FC 165*) Budget code 1075/100 - £56,000**
NB: WRC have already been paid: £10,530 (ex VAT) meaning there is now £45,470 remaining.

11. Road Sweeper

To note:

- a) Some roads require the Grounds Team to clear the gutters with a shovel before they can be swept with the road sweeper as the soil and debris are so compacted.
- b) The following roads have been now been swept: Anthony Road, Artis Avenue, Ashen Copse Road, Badgers Brook, Baileys Way, Barcelona Crescent, Beaufort Road, Beranburh Field, Berkeley Road, Bladen Close, Blenheim Road, Boness Road, Burderop Close, Canberra Road, Charterhouse Road, Coronation Road, Coventry Close, Cowleaze Crescent, Dunbar Road, Edgar Row Close, Elcombe Avenue, Ellington Road, Falkirk Road, Hackpen Close, Halifax Close, Hicks Close, Inverary Road, Kellsboro Avenue, Kerrs Way, Lancaster Road, Lister Road, Marine Close, Markham Place, Maskeleyne Way, Maunsell Way, Moore Close, Moormead Road, Nursery Close, Perrys Lane, Petter Close, Plummer Close, Savill Crescent, St Andrews Close, St Andrews Court, St Johns Road, Stirling Close, Summerhouse Road, Swindon Road, The Mountings, The Pitches, Victoria Cross Road, Wanshot Close, Weirside Avenue, Whalley Crescent, Wharf Road, Whittingham Drive.
- c) Some roads which were swept whilst the Grounds Team were first learning how to set up the road sweeper will be re-swept now the team are proficient in setting up and operating the machine to work at maximum efficiency.
- d) The Clerk is awaiting a response from insurers in relation to whether the road sweeper can be stored outside or must be stored inside. It's currently stored inside.

12. Benches – update

To note that the list has been updated and been passed to the Grounds Team who are approximately half way through taking up-to-date photos of all benches, and who will advise a priority order for those which need work. It is intended this will be completed in time for November's CA&OS meeting, depending on weather and any consequential unforeseen work.

13. Memorial Benches Policy

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

14. Wichelstowe Community Spaces and Sports Pitches

To note:

- a) The presentation received from the Wichelstowe Team at the quarterly update meeting on 18th September, a copy of which has been provided to all WPC Members.
- b) The S.106 will not be sufficient to pay for all the sports hub works proposed, a Cost Advisor has been appointed to provide the developer with detailed costings, but it should be possible to apply for grant funding for the difference, as happened with Moredon Sports Centre.
- c) The Wichelstowe Team will be inviting the Clerk/ Deputy Clerk and a Member to take part in the in-person discussions with key stakeholders.
- d) The Wichelstowe Team will be asking Wroughton Parish Council to help develop the questions for the consultation with local residents.

15. Bus shelters

To approve that the Deputy Clerk or other staff member can:

- a) Ask SBC if there is any s.106 attached to any planning permissions at Thorney Park, Langton 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.
- b) Ask SBC if any bus shelters removed from the Town Centre Bus Boulevard could be re-used and re-sited at Alexandra Park and/ or Perrys Lane.
- c) Seek sponsorship for a bus shelter for Perrys Lane and/ or Alexandra Park, if neither of the above are possible.

16. Footpaths Working Party Update

To receive an update from Cllr Holly Woodward.

17. 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, in addition to the recommendations which have already been made, which include budgeting for a Tree Survey and any tree works advised to be carried out during 2025-26.

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.