

7th November 2024

Dear Councillor

**Committee members are summoned to attend
a meeting of the COMMUNITY ASSETS & OPEN SPACES COMMITTEE
on WEDNESDAY 13TH NOVEMBER 2024 at 7:30pm in 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 October 2024 – copy attached.
5. **Chair's Report and Updates for noting:**
 - a) **Allotments:** None.
 - b) **Request for permission to site a parish council noticeboard adjacent to the Wilts & Berks Canal Trust noticeboard:** To note Waitrose has agreed that Wroughton Parish Council can install a noticeboard in this location, and that the noticeboard has been ordered.
 - c) **Trees for Climate:** To note that all tree work to replace native species lost at Maunsell Way, Falkirk Field and Belmont Green should be complete by 15 November as will the work to the new hedging on Wharf Road. Southern Forestry will return in the spring to complete weed suppressant treatments. The remaining trees at all sites are in good condition and their progress is in line with expectations.
 - d) **Maunsell Way Pavilion – lease to Swindon Model Railway Club:** To note the lease has now been provisionally agreed by SBC, subject to SBC's agreement of the new plan to accompany the lease. The works to make an external access to the toilets and block the existing internal access into the ladies' toilets are scheduled to start week beginning 11th November.
 - e) **Moat Pond Footpath works etc:** To note that the contractor has scheduled this in for sometime in the New Year as they are booked up before Christmas.

- f) **Road Sweeper:** To note the Clerk has resent the email to insurers asking whether the road sweeper can be stored outside or must be stored inside. It's currently stored inside.
- g) **Bus shelters & bus boarding data** To note that Swindon Borough Council currently have a list of inactive shelters and are in the process of evaluating the tender for the supply, installation and advertising of bus shelters in the Borough, now that the existing contract has come to an end. Part of this new contract is to relocate the inactive shelters to requested locations. SBC has confirmed they have added the requests for shelters at Thorney Park & Perrys Lane to the register, though they have advised that they won't have a confirmed schedule for these relocations until the contract is awarded and the programme approved. Stagecoach has forwarded the boarding data for the past 6 months, which has been forwarded to the bus reps, the Clerk and Cllr Gayle Cook in her SBC ward councillor capacity for discussion at their meeting in November.
- h) **Memorial Benches Policy:** To note this should be ready in time for December's meeting.
- i) **Weir Field – work to a tree on the boundary:** To note the Clerk has given permission to a resident's tree surgeon to carry out work on a tree which is sited on the Weir Field side of their boundary fence, as long as the insurance details and risk assessment are received before work is started. The tree surgeon has advised the whole canopy needs to be cut back in order to maintain the balance and shape of the canopy. Ownership of the tree is unclear.
- j) **Wichelstowe Community Spaces and Sports Pitches** To receive the notes from the Wichelstowe Joint Venture Stakeholders consultation meeting with Wroughton Youth Football Club
- k) **Tree Survey 2025/26:** To note that following the Committee's recommendation, Bawdens estimate for £1,260.18 +VAT for a Tree Survey in 2024/25 was approved at October's meeting of the Finance & General Purposes Committee.

6. Purchase of replacement generator

To approve retrospectively the purchase of a replacement generator at a cost of £1,354.44 incl VAT, which is required to run machinery where there is no access to an electrical supply (eg: Alexandra Park play area).

7. Purchase of 2 dual purpose Waste bins

To approve the expenditure of £844.68 + VAT to purchase 2 dual purpose waste bins, to replace the dog waste bin and the litter bin at the Moat Pond with a single multi-purpose bin which the Grounds Team will empty, reducing the dog waste bin contract by 1 bin, and to have a spare bin available for use in the future as delivery can take some time.

8. Servicing of 3 ride-on mowers

To approve Estimate no: Q78543 in the sum of £963.24 incl VAT, Estimate no: Q78544 in the sum of £729.81 incl VAT, and Estimate no: 729.81 incl VAT in the sum of £729.81 from TH White (copies attached) for the servicing of each of the 3 ride-on ransome mowers, so that the services can be booked in for early next year.

9. **St Andrews Depot:**

To note that:

- the Clerk is awaiting confirmation from SBC as to whether they have an existing asbestos survey for the depot.
- SBC requires a refurbishment/demolition asbestos survey where a building (or part of it) is to be upgraded, refurbished or demolished. SBC has appointed a contractor to undertake an asbestos management survey, date to be advised.
- SBC has no buildings surveys for the depot.
- SBC has advised that the electricity has been de-energised and the water has been turned off at the meter/stop valve.
- Residents have advised they have raised concerns with SBC for over a year about the state of the boundary wall with their gardens (Berkeley Road), as a stretch of that wall was found to have collapsed. WPC's contractor has removed the fallen bricks from the section of the collapsed boundary wall and made it safe, and also erected a fence inside the depot side of the wall, so the depot site is secure. The residents' concerns have been forwarded to SBC. The Clerk has advised SBC that WPC would not intend to take on any future responsibility for this wall. A site visit with SBC is being arranged.

To approve retrospectively the additional costs of £1,190 +VAT which have been incurred to remove the loose bricks to the boundary wall where it collapsed, to remove the risk of the wall collapsing further and replacing one corner with a metal fence, and installing a 1.8m close board fence the full length of the depot site, plus the return back to the workshop building. please see copy emails attached dated 8th October between PAR and the Clerk.

10. **Benches – update**

10.1 To note:

- a. the list has been updated- please see the rough copy with photos attached to this agenda.
- b. The Project & Grants Officer will update the list on the shared drive including the photos.
- c. The Grounds Team Manager will ensure that the repairs and cleaning of the WPC-owned benches are incorporated into the Grounds Team's schedule of works.
- d. The Clerk will ensure that the Asset Register is reviewed to include all WPC-owned benches.

10.2 **To approve** that the Deputy Clerk can contact Swindon Borough Council:

- a. To ask for confirmation whether the 10 benches which do not belong to WPC are owned by SBC.
- b. To request that any SBC-owned benches are transferred to WPC; WPC would take on the maintenance and repair, and would add these to WPC's Asset Register.
- c. To endeavour to identify the owners of any benches which SBC advises are not their assets.
- d. If ownership of any benches is transferred to WPC, to endeavour to identify the owners of any memorial plaques which may be on them.

11. **Replacement of the Weir Field Pavilion**

To note:

- This prefabricated building is almost 20 years old, continues to deteriorate and is probably at the end of its useful life – please see photos attached.
- A site visit will be arranged for all committee members.
- WPC will need to start a new budget for a replacement building.
- Full Council could decide to use existing CIL funds towards the replacement costs.

To approve that in the New Year, the Projects & Grants Officer can begin to investigate options for a replacement building, in order that Committee Members can make a recommendation to the Finance & General Purposes Committee regarding budgeting for 2025/26.

12. Alexandra Park Play Area

To note the update report (copy to follow) from the Projects & Grants Officer, and the advice to Committee Members from the Clerk as follows:

*As per the parish councils internal auditor report and recommendations the parish council have been advised to spend the ringfenced funds for Alexandra Park as swiftly as possible (Min Ref FGP/36 form the meeting July 2024). The parish council have been in receipt of these funds since 2016 and whilst the play areas are still in a good condition, immediate consideration should be given to spending funds which were ringfenced. If the committee decide not to carry out works now, then clear definition should be given within the min reference as to **why** and clearly state **when** a new refurbishment or replacement can begin.*

To consider the following recommendations from the Play Areas Working Party:

- 1) Alexandra Park Teen Play Area – Retrospective approval is required for the removal of the defective bench part and surfacing repair as this work was completed to ensure the play area would be open as soon as possible.
- 2) Alexandra Park teen area including all surfacing, equipment and canopy to be pressure washed by WPC Grounds Team.
- 3) Beranburh Play area site surfacing and equipment to be pressure washed by WPC Grounds Team to improve overall look, removing algae from ropes on climbing frame which reduce the lifespan.
- 4) Replacing the open metal bin at Beranburh with a Glasdon Jubilee 110 dual purpose waste bin at £415 EXCL VAT which could also replace the existing dog bin on the edge of the play park area.
- 5) That £82,453 remains ringfenced for future use at Alexandra Park and Beranburh play areas to refurbish the site(s) at a future date, which will be considerable due to their size.

If the Committee resolves not to carry out any works at this point in time, then Members are asked by the Clerk:

- 6) **To set out** why Members have decided not to carry out any works at this time and clearly state when a new refurbishment or replacement can begin.
- 7) **To agree** that any temporary refurbishment works such as patching the play area crumb (surface) or individual equipment repairs / fencing etc should be sourced from the existing ringfenced funds.
- 8) **To recommend** to the Finance & General Purposes Committee that the existing budget of £82,453 is increased over the next 3 years by a staged approach at £20,000pa to cater for a full replacement when needed

13. Footpaths Working Party Update

- To note that the Footpaths WP have highlighted those footpaths which need definitive action in red and the other are marked as green (no action required) yellow (minor work needed) and pink (more major work needed).
- **To approve** that the Deputy Clerk can forward the updated database onto SBC, with a request that SBC advises what work will be carried out & when. Please see copy of database attached.

- **To recommend** to F&GP that the events budget includes £25 for the provision of bacon rolls, tea & coffee etc for the annual Walk Wroughton's Footpaths Day' to be arranged annually by the Footpaths Working Party.

14. 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 (11)

Cllr G Overbury (Committee Chair)

Cllr L Campisano

Cllr D Hooper

Cllr B Keetch

Cllr N McMahon

Cllr H Woodward

Cllr D Archer (Committee Vice Chair)

Cllr J Hewer

Cllr N Hooper

Cllr T Kewen

Cllr B Streeton

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.