

WROUGHTON PARISH COUNCIL

Community Assets & Open Spaces Committee

Minutes of the meeting held on 1st October 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 B Streeton
Cllr H Woodward

Committee Clerk: Cathy Martyn (Deputy Clerk)

Grounds Team Manager: Richard House

Public: 0

Minutes

CAOS/041 Apologies

Apologies were received and accepted from Cllrs L Gough, B Keetch and T Kewen.

CAOS/042 Declarations of Interest & Applications for Dispensation

None.

CAOS/043 Public Questions

None.

CAOS/044 Minutes of the previous meeting.

Members **RESOLVED** to approve the minutes of the Community Assets & Open Spaces Committee meeting held on 10th September 2024. The Chair signed the minutes.

CAOS/045 Chair's Report and Matters Arising (if not dealt with elsewhere on the agenda).

a) Alexandra Park and Beranburh Field Play Areas.

Members NOTED the visit to these 2 play areas had been arranged for 2pm on Thursday 10th October. what3words locations had been supplied to enable Members who could not make this date, to visit at their own convenience; a Play Area Working Party meeting would then be arranged to consider what improvements Members would like to see, so that options could be costed up, bearing in mind the need to resurface both play areas in the following 4-5 years. The Committee requested that any working party meeting should be arranged for after 4pm to enable all members to attend.

b) Identification labels on recently installed play equipment at the Weir Field.

Members NOTED the following explanation from Kompan that identification labels were 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:

Members NOTED the Deputy Clerk had emailed Waitrose asking for a response to the original request. Waitrose had acknowledged this and would come back with a response.

d) Bin for Kings Farm Wood:

Members NOTED the Grounds Team would re-use and relocate a 145 litre metal bin from Maunsell Way (which was being replaced with a plastic bin). The office had ordered a bolt and fast lock key at £103.14 including VAT and delivery which represented a substantial saving on the cost of a new bin which had been estimated at £650 +VAT. AllBuild had confirmed they would add the bin to the existing contract as soon as it was in use.

e) Trees for Climate:

Members NOTED that Keith from Southern Forestry had started work on the winter maintenance today, with priority to be given to North Wroughton, Falkirk Field and Belmont Green, followed by the gap recently planted up at Wharf Road hedge.

f) Tree Survey 2025/26:

Members NOTED that the estimate for £1,260.18 +VAT received from Bawdens would go to October's F&GP meeting for approval.

CAOS/046

St Andrews Depot

Members NOTED:

- a) The original estimate from PAR did not include the fascia, soffits, guttering or downpipes; these had been estimated at an additional £465.00 for materials, with PAR covering the labour costs.
- b) The Clerk was working on the following areas:
 - i. Building insurance and valuation – Insurers had confirmed that St Andrews depot could be insured, but Swindon Borough Council (SBC) held no records and could not advise re: level of cover, so a valuation had to be carried out. It had been agreed to ask insurers to add the depot on an indemnity basis in its current condition which would allow Wroughton Parish Council (WPC) to undertake renovation work without a valuation. WPC would need to increase the level of cover upon completion of works.

- ii. SBC's consent to proceed with the work needed to be confirmed.
- iii. The Clerk had 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 had 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 had 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 was awaiting the draft lease from SBC.
- vi. The utilities had not been connected yet, PAR had been advised to bring a generator to site.
- vii. PAR had started work today to clear the exterior of brambles and would remove the container.

CAOS/047 Maunsell Way Pavilion

Members NOTED:

- a) The Deputy Clerk was in discussion with SBC about the draft License to Sublet.
- b) Bevirs had advised that there would need to be a formal agreement to allow the Club to carry out works to the interior of the pavilion: If WPC completed the lease before the Club started work on the pavilion, then there would need to be a license for alterations. If WPC completed the lease after those works had started, there would 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 was required would depend on how quickly SBC resolved the license to underlet. Bevirs had estimated that a license for alterations would be in the region of £300 + VAT.
- c) WPC was paying the cost to install an external access to the toilets for groups hiring the field, as well as the cost of blocking the internal access to the ladies' toilets, in order to give the Model Railway Club sole use of the interior of the pavilion.

Members RESOLVED that Swindon Model Railway Club should reimburse Wroughton Parish Council the whole cost for Bevirs to prepare the license for alterations/ conditional agreement for a lease (whichever was appropriate) estimated by Bevirs at £300 +VAT.

CAOS/48 Allotments

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

Members NOTED

- a) The Plot Holders Rule Booklet and the Tenancy Agreement had been updated for all new plotholders, the Allotments fb page had been updated, all plot holders had been emailed with the changes shortly after September's CA&OS Committee meeting, and all plotholders would be notified again in the letter which would be sent out with their invoice in October.
- b) Following advice in italics below from the Legal Advisor at The National Allotments Society, existing plotholders would not be asked to sign an updated tenancy agreement, as the multiple forms of notice of the changes which had already been given to plotholders were 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.'*

CAOS/049

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

Members NOTED:

- 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 had been received from Wroughton Bowls Club with a verbal request to share the costs on a 50:50 basis. Copies are attached as Appendix A to these Minutes.
- b) The trees in the photo titled '*Left – Tree top heavy*' are on land belonging to Wroughton Health Centre and WPC could not 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 had met with Wroughton Bowls Club to explain the above and that this group of trees would be included in the Tree Survey which WPC would commission next financial year; that survey would identify any tree work required.
- e) The Bowls Club had advised they would invite the Clerk/ Deputy Clerk to a meeting with the Health Centre as they considered a separate tree on the Health Centre's land to be dangerous as it was lopsided – date and time to be confirmed.

CAOS/050

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

Members NOTED the report from the Deputy Clerk, including the email dated 03.09.2024 from WRC to Wroughton Parish Council and WRC's estimate dated 19.09.24, copies are attached to these Minutes as Appendix B.

Members RESOLVED to approve:

- a) **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 had ash dieback, at a cost of £2,590. Reason: to remove any risk of injury and to keep the costs from escalating in the future, when the trees would need to be felled.**

- b) The option in that quote to fell the 5th tree (T60) at a cost of £840 +VAT. Reason: this was a large tree and the work to reduce the western stem would not necessarily be a permanent solution. Felling this tree would be the best use of tax payers' money in the longer term.
- c) Expenditure to be taken from:
 - the General Tree Budget Code 4650/450 - £5,600 remaining at the date of the meeting.
 - the Solar Farm Funds (the Council had previously agreed this would be used for tree work when budget setting in January 2024 - *Min ref: FC 165*)
Budget code 1075/100 - £45,470 remaining.
- d) That before accepting the quote, the Deputy Clerk should confirm with SBC or the relevant landowner that they were in agreement that these trees should be felled, and to ask whether any trees felled needed to be replaced.

CAOS/051 Road Sweeper.

Members NOTED

- a) Some roads required the Grounds Team to clear the gutters with a shovel before they could be swept with the road sweeper as the soil and debris were so compacted.
- b) The following roads had 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, Ellingdon 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 Pitchens, Victoria Cross Road, Wanshot Close, Weirside Avenue, Whalley Crescent, Wharf Road, Whittingham Drive.
- c) Some roads which had been swept whilst the Grounds Team were first learning how to set up the road sweeper would be re-swept now the team was proficient in setting up and operating the machine to work at maximum efficiency.
- d) The Clerk was awaiting a response from insurers in relation to whether the road sweeper could be stored outside or must be stored inside. It was currently stored inside.
- e) The Committee thanked the Grounds Team for their work and requested the office post updates and photos on fb.

CAOS/052 Benches update

Members NOTED that the list had been passed to the Grounds Team who were approximately half way through taking up-to-date photos of all the benches, and who would advise a priority order for those which needed work. It was intended that this would be completed in time for November's CA&OS Committee meeting, depending on the weather and any consequential work.

CAOS/053 Memorial Benches Policy.

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

CAOS/054 Wichelstowe Community Space and Sports Hub.

Members NOTED:

- a) The presentation received from the Wichelstowe Team at the quarterly update meeting on 18th September, a copy of which is attached to these minutes as Appendix C.
- b) The S.106 would not be sufficient to pay for all the sports hub works proposed, a Cost Advisor had been appointed to provide the developer with detailed costings, but it should be possible to apply for grant funding for the difference, as had happened with Moredon Sports Centre.
- c) The Wichelstowe Team would be inviting the Clerk/ Deputy Clerk and the Chair to take part in the in-person discussions with key stakeholders.
- d) The Wichelstowe Team would be asking Wroughton Parish Council to help develop the questions for the consultation with local residents.
- e) The Committee suggested asking the Wichelstowe Team to have a drop-in session/ meeting in Wichelstowe when the public consultation began.

CAOS/055 Bus Shelters

Members **RESOLVED** that the Deputy Clerk or other staff member could:

- a) **Ask SBC if there was 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.**
- a) **Ask SBC if any bus shelters removed from the Town Centre Bus Boulevard Scheme could be re-used and re-sited at Alexandra Park and/ or Perrys Lane.**
- b) **Seek sponsorship for a bus shelter for Perrys Lane and/ or Alexandra Park, if neither of the above were possible.**
- c) **Request bus usage numbers so that the Committee could understand the cost benefits analysis before making any decision on whether to purchase any bus shelters.**

CAOS/056 Footpaths Working Party

Members NOTED the update from Cllr Woodward, a copy of which is attached to these Minutes as Appendix D; also that the Footpaths Working Party would update the Wroughton Footpaths Definitive List with work which needed to be carried out, to be put onto a future CA&OS agenda for consideration, so the Deputy Clerk could forward it on to Martyn Fry for action.

CAOS/057 Priorities for the Community Assets Committee for 2025-26.

All suggestions had been dealt with as agenda items.

CAOS/058 Requests for items to go onto November's CA&OS Agenda

None.

The meeting finished at: 20.13

Signed:
Chair of Community Assets & Open Spaces Committee

Date:

