

WROUGHTON PARISH COUNCIL

Community Assets & Open Spaces Committee

Minutes of the meeting held on 13th November 2024

Present:

Councillors: 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)

Public: 0

Minutes

CAOS/059 Apologies

Apologies were received and accepted from Cllrs B Keetch, N McMahon and G Overbury.

Members RESOLVED to elect Councillor Archer as Chair of this meeting.

CAOS/060 Declarations of Interest & Applications for Dispensation

None.

CAOS/061 Public Questions

None.

CAOS/062 Minutes of the previous meeting.

Members **RESOLVED** to approve the minutes of the Community Assets & Open Spaces Committee meeting held on 1st October 2024. The Chair signed the minutes.

CAOS/063 Chair's Report and Matters Arising (if not dealt with elsewhere on the agenda).

a) **Allotments:** Members NOTED there was no update for this meeting.

b) **Parish Council Noticeboard for Wichelstowe:** Members NOTED Waitrose had agreed the Wroughton Parish Council could install a noticeboard. The noticeboard had been ordered.

- c) **Trees for Climate:** Members NOTED that all tree work to replace native species lost at Maunsell Way, Falkirk Field and Belmont Green should be completed by 15 November as would the work to the new hedging on Wharf Road. Southern Forestry would return in the spring to complete weed suppressant treatments. The remaining trees at all sites were in good condition and their progress was in line with expectations.
- d) **Maunsell Way Pavilion –lease to Swindon Model Railway Club:** Members NOTED the lease had been provisionally agreed by Swindon Borough Council (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 were scheduled to start week beginning 18th November, subject to receipt of a satisfactory risk assessment.
- e) **Moat Pond Footpath works etc:** Members NOTED the contractor had scheduled this in for sometime in the New Year as they were booked up before Christmas.
- f) **Road Sweeper:** Members NOTED the Clerk had resent the email to insurers asking whether the road sweeper could be stored outside or must be stored inside. It was currently stored inside.
- g) **Bus shelters & bus boarding data:** Members NOTED Swindon Borough Council had a list of inactive shelters and were in the process of evaluating the tender for the supply, installation and advertising of bus shelters in the Borough, as the existing contact had come to an end. Part of this new contract was to relocate the inactive shelters to requested locations. SBC had confirmed they had added the requests for shelters at Thorney Park & Perrys Lane to the register, though they had advised that they would not have a confirmed schedule for these relocations until the contract was awarded and the programme approved. Stagecoach had forwarded the boarding data for the past 6 months, which had 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:** Members NOTED this should be brought to December's meeting.
- i) **Weir Field – work to a tree on the boundary:** Members NOTED the Clerk had given permission to a resident's tree surgeon to carry out work on a tree sited on the Weir Field side of their boundary fence, subject to insurance details and risk assessment being received before work started. The tree surgeon had advised the whole canopy needed to be cut back in order to maintain the balance and shape of the canopy. Ownership of the tree was unclear.
- j) **Wichelstowe Community Spaces and Sports Pitches:** Members RECEIVED the notes of the Wichelstowe Joint Venture Stakeholders consultation meeting with Wroughton Youth Football Club.

- k) **Tree Survey 2025/26:** Members NOTED that following the Committee's recommendation, Bawdens estimate for £1,260.18 +VAT for a Tree Survey in 2024/25 had been approved at October's meeting of the Finance & General Purposes Committee.

CAOS/064 **Purchase of replacement generator**

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

CAOS/065 **Purchase of 2 dual purpose waste bins**

Members **RESOLVED** 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 would empty, reducing the dog waste bin contract by 1 bin, and to have a spare bin available for use in the future as delivery could take sometime.

CAOS/66 **Servicing of 3 ride-on mowers**

Members approved 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 could be booked in for early next year.

CAOS/067 **St Andrews Depot:**

Members NOTED:

- a) SBC required a refurbishment/demolition asbestos survey where a building (or part of it) was to be upgraded, refurbished or demolished. SBC had appointed a contractor to undertake an asbestos management survey, which took place last week.
- b) SBC had no buildings surveys for the depot.
- c) SBC had advised that the electricity had been de-energised and the water had been turned off at the meter/stop valve
- d) Residents had advised they had 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 had been found to have collapsed. WPC's contractor had 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 was secure. The residents' concerns had been forwarded to SBC. The Clerk had advised SBC that WPC would not intend to take on any future responsibility for this wall. A site visit with SBC was being arranged.

Members RESOLVED to approve retrospectively the additional costs of £1,190 +VAT which had been incurred to remove the loose bricks to the boundary wall where it had 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.

CAOS/068

Benches.

Members NOTED:

- a) The list had been updated - a copy with photos is attached as Appendix A.
- b) The Project & Grants Officer would update the list on the shared drive including the photos.
- c) The Grounds Team Manager would ensure that the repairs and cleaning of the WPC-owned benches were incorporated into the Grounds Team's schedule of works.
- d) The Clerk would ensure that the Asset Register was reviewed to include all WPC-owned benches.

Members RESOLVED to approve that the Deputy Clerk could contact Swindon Borough Council:

- e) To ask for confirmation whether the 10 benches which did not belong to WPC were owned by SBC.
- f) To request that any SBC-owned benches were transferred to WPC; WPC would take on the maintenance and repair, and would add these to WPC's Asset Register.
- g) To endeavour to identify the owners of any benches which SBC advised were not their assets.
- h) If ownership of any benches was transferred to WPC, to endeavour to identify the owners of any memorial plaques which might be on them.
- i) Ask the Grounds Team Manager to contact Enterprise Works to find out how much they would charge to refurbish benches, and assess whether this would be better use of resources.

CAOS/069

Replacement of the Weir Field Pavilion

Members NOTED:

- a) This prefabricated building was almost 20 years old, continued to deteriorate and was probably at the end of its useful life.
- b) A site visit would be arranged for all committee members.
- c) WPC would need to start a new budget for a replacement building.
- d) Full Council could decide to use existing CIL funds towards the replacement costs.

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

Members REQUESTED the Grounds Team Manager draft a plan of the new building.

CAOS/070

Alexandra Park Play Area

Members NOTED the update report (copy attached as Appendix B) 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.*

Members RESOLVED:

- a) **Alexandra Park Teen Play Area – Retrospective approval was granted for the removal of the defective bench part and surfacing repair; this work was completed to ensure the play area would be open as soon as possible.**
- b) **Alexandra Park teen area including all surfacing, equipment and canopy would be pressure washed by WPC Grounds Team.**
- c) **Beranburh Play area site surfacing and equipment would be pressure washed by WPC Grounds Team to improve overall look, removing algae from ropes on climbing frame which reduce the lifespan.**
- d) **Not to replace the open metal bin at Beranburh with a Glasdon Jubilee 110 dual purpose waste bin at £415 EXCL VAT.**
- e) **That £82,453 remain ringfenced for future use at Alexandra Park and Beranburh play areas to refurbish the site(s) at a future date, which would be considerable due to their size.**
- f) **A new refurbishment or replacement was not required at this point in time; it was difficult to put a timeframe on when this would be required, but the need would be reviewed annually in November.**
- g) **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.**
- h) **To recommend to the Finance & General Purposes Committee that the existing budget of £82,453 be increased over the next 3 years by a staged approach at £20,000pa to cater for a full replacement when needed.**

CAOS/071

Footpaths Working Party Update

Members NOTED the definitive footpaths spreadsheet had been updated by the Footpaths Working Party, which had highlighted those footpaths which needed definitive action in red and the others were marked as green (no action required) yellow (minor work needed) and pink (more major work needed).

Members RESOLVED:

- a) **that the Deputy Clerk could forward the updated database onto SBC, with a request that SBC advises what work will be carried out & when, a copy of the database is attached as Appendix C.**

- b) To recommend to F&GP that the events budget included £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.**

CAOS/072 Priorities for the Community Assets Committee for 2025-26.

Replacement of the Weir Field Pavilion.

Budget £20pa for the 3 years starting 2025/26 to replace the Weir Field pavilion.

The meeting finished at: 20.10

Signed:

Chair of Community Assets & Open Spaces Committee

Date: