

WROUGHTON PARISH COUNCIL



9th January 2025

Dear Councillor

**Committee members are summoned to attend
a meeting of the COMMUNITY ASSETS & OPEN SPACES COMMITTEE
on WEDNESDAY 12TH MARCH 2025 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, including those from Cllr Lisa Campisano.
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 15th January 2025 – copy attached.
5. **Chair's Report and Updates for noting:**
 - a) **Path to the Bowls Club:** To note the Deputy Clerk has emailed Swindon Borough Council to advise that the head lease for the land on which this tarmac footpath sits is silent on responsibility for this footpath, and as such we do not believe responsibility can be inferred to be that of Wroughton Parish Council. The Deputy Clerk has asked that SBC's legal team confirms who is responsible for the maintenance and surface of this tarmac path, together with the legal reference to support this. Please see report attached. No decision is required at this stage.
 - b) **Moat Pond Footpath works etc:** To note this work has been completed.
 - c) **Felling of 5 trees with ash die back (Minute CAOS/050):** To note that the Deputy Clerk has received permission from Swindon Borough Council to fell the ash tree at Belmont Green and the ash tree at Maunsell Way/ Falkirk Field, and also from Savills on behalf of the Burderop Estate to fell the 3 trees at Beranburh Play Area. The work is scheduled for the end of March.
 - d) **Full Tree Condition Survey 2025/26:** To note that following approval of Bawden's quote at the F&GP meeting on 21st October 2024 (Minute ref: FGP/63) the order for the assessment has been placed. The report will come to this committee when received.

- e) **Beranburh Play Area Lease:** To note:
- The lease of the play area at Beranburh Field expires in September 2027.
 - If the Parish Council wishes to extend the lease, notice must be served on the landlord prior to 25 December 2025.
 - Under the terms of the current lease, the new lease would be for a further term of 21 years on identical terms, other than the amount of rent.
 - The Play Area Working Party has been set up to discuss the lease for Beranburh Play Area to make a recommendation to a meeting of this Committee on or before 10th September 2025.
- f) **Path from Wainwright Mews to Devizes Road:** To note the Deputy Clerk has investigated the regulations relating to footpath widths and is in the process of obtaining quotes for both a replacement compacted stone path and a new tarmac path, for discussion at a future meeting of this committee.
- g) **Replacement of the Weir Field Pavilion:** To note that due to cost implications, this project was discussed at the meeting on 10th March, the outcome of which must be agreed by Full Council.
6. **Allotments**
To note the report from the Allotments and Administration Officer regarding the provision of a skip for use by ploholders, together with a quote from Beefys Skips – copies attached.
- To consider the recommendation to provide a 20yard skip at a cost of £730 including VAT, for use by ploholders only (no household waste) which would be met from the **350/4400 Allotments/Maintenance** budget.
7. **Garden Waste Subscription for Wroughton Wranglers Cricket Club**
To note Wroughton Wranglers Cricket Club carries out regular maintenance of Wroughton Parish Council's cricket wicket in between visits by the contractor. This generates a significant amount of green waste, requiring 3 green waste bins. The annual cost for the 3 green bins will increase from £62.99 to £65.99 per bin; renewal must be confirmed by 17th March 2025 to avoid any disruption to collections starting this April.
- To consider continuing to pay the subscription for 3 green waste bins to collect the green waste generated by Wroughton Wranglers Cricket Club's maintenance of Wroughton Parish Council's cricket wicket, at a cost of £65.99 per bin, totalling £197.97.
8. **Scarrotts Funfair**
To consider the request from Scarrotts Funfair to use Maunsell Way Field, arriving Wednesday 30th July and staying through until Sunday 3rd August, charges as set out in the Sports Facilities & Open Space Hire Costs Policy (revised April 2023, due for review at May's Annual Meeting).
9. **Wiltshire Wildlife Trust – Trial for a Volunteer Tree Warden Scheme at Belmont Green**
To consider the information and recommendations in the report attached from the Deputy Clerk regarding the proposal that Wiltshire Wildlife Trust set up a trial for a Volunteer Tree Warden Scheme at Belmont Green to enable a volunteer to carry out visual checks and basic tree maintenance and pruning when required.
10. **Proposal to submit a bid during 2025 for a Trees for Climate planting project at Belmont Green**
To consider supporting the proposal to submit a bid during 2025 for a Trees for Climate planting project at Belmont Green – please refer to the report attached.

11. Thorney Park Play Area

To note:

- The self-closing gate at Thorney Park play area is broken and needs repairing with the use of a specialist kit costing £797.92 +VAT.
- The warranty on the gate has expired, and the Grounds Team Manager has advised that it is likely the damage was caused by children swinging on the gate.
- Ideally, the gate needs to be repaired before the Easter holidays; there is up to an 8 week lead time to order in the specialist kit required. Therefore the Chair and Vice-Chair gave approval so the order could be placed.

To approve retrospectively the quote from Kompan for the purchase of a specialist gate repair kit at a cost of £797.92 + VAT – copy attached.

12. Transfer of responsibility for emptying and maintaining litter bins within this parish in Wichelstowe

To note that following the discussion at January's Committee meeting which deferred making a decision pending receipt of further information, the Wichelstowe Project Team confirmed they have not transferred responsibility for emptying the bins to FirstPort (the management company) in an effort to keep the management costs down for new residents – please also refer to the report attached to January's Committee meeting, a copy of which is attached.

To consider the request from the Wichelstowe Project Team at Swindon Borough Council to take on ownership and responsibility for emptying the combined litter/ dog waste bins which the Joint Venture/ SBC has installed within Wroughton Parish in Wichelstowe.

13. Vehicle and Machinery Report

To note the Vehicle and Machinery Report. This will come back to a future meeting when the Grounds Team Manager will make a recommendation to a future committee meeting as to the vehicles and machinery which need to be replaced and when, and the type of replacement, balancing the cost with their workload and the increased number of grounds team staff.

14. Ride-on Mowers

To note that during the annual maintenance of the ride-on mowers, additional maintenance/ repairs were identified as follows:

Ransomes HR380

The quick release couplings from the machine to the flail deck are leaking.

Flat face quick release coupling (Male) £25 x 2 = £50

Flat face quick release coupling (Female) £60 x 2 = £120

Dowty washers £6

Parts cost: £176 + VAT

Labour: £159 + VAT

Ransomes HR300 Reg WX17 CTK

The rear roller bearing on the flail deck has play.

Rear roller bearings £111.66 x 2 = £223.32

Roller bolts and washers £7

Parts cost: £230.32

Labour: £159 + VAT

Ransomes HR300 Reg WX18 CFM

The rotor has play. The rotor shaft is worn and now stepped. Additionally, the rear roller bearings have play, both rear tyres are worn, and the number plate light is broken

Number plate light £45

Rear tyres (20-10-8) £75.65 x 2 = £151.30

Tyre sealant £12

Parts cost: £208.30 + VAT

Labour: £238 + VAT

In addition to the parts and labour listed above, the contractor quoted £3,845.95 + labour for repairing the existing deck which is 7 years old. The Grounds Team Manager negotiated a reduction for the cost of a new Muthing flail deck (including hammers) from £6,850 + VAT to £5,960 + VAT, a substantial saving of £890 which was valid on condition payment was made within 7 days of being invoiced. This was the cheaper and most efficient, longer term option.

To note the costs above were approved by the Chair and the Vice Chair in order that the work could proceed, so that the work could be completed and the mowers be back in action in time to use for the start of the growing season.

To approve retrospectively:

- The annual maintenance by TH White of the 3 ride-on mowers at a total cost of £1,170.62 + VAT.
- The cost of a new, Muthing flail deck with hammers at a cost of £5,960 + VAT.
- All costs to be taken from Budget 450 4660 Machinery Maintenance & 4665 Machinery Purchase.

15. Maunsell Way Pavilion - lease to Swindon Model Railway Club:

To note that the Fire Risk Assessment has been carried out and both recommendations to install 2 signs have been carried out.

To review the License to Underlet and the Underlease, and to consider making a recommendation to the Finance & General Purposes Committee that they approve that the License to Underlet and Sub-lease (attached) can be signed on behalf of Wroughton Parish Council by the Chair and the Clerk.

16. St Andrews Depot:

To note the internal doors have been fitted and the costs were agreed by the Finance & General Purposes Committee – Min ref FGP/115 – Feb 2025.

To review the draft lease together with the please plan (copies attached) and to agree the costs of the license for alterations (to follow), the works for which have already been carried out, and to consider making a recommendation to the Finance & General Purposes Committee that it approves these can be signed on behalf of Wroughton Parish Council by the Chair and the Clerk.

17. Priorities for the Community Assets Committee for 2025-26.

To note Full Council will be considering all possible projects put forward following the meeting on 10th March.

Members of Committee (9)

Cllr G Overbury (Committee Chair)

Cllr J Hewer

Cllr N McMahon

Cllr D Archer (Committee Vice Chair)

Cllr D Hooper

Cllr B Streeton

Cllr L Campisano

Cllr N Hooper

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.