

WROUGHTON PARISH COUNCIL

Community Assets & Open Spaces Committee

Minutes of the meeting held on 12th March 2025

Present:

Wroughton Parish Council: Cllr G Overbury (Committee Chair)
Cllr D Archer (Vice Chair of this Committee)
Cllr L Campisano (Vice Chair of the Parish Council)
Cllr J Hewer (Chair of the Parish Council)
Cllr D Hooper
Cllr N Hooper

Cathy Martyn (Deputy Clerk)

Public: 0

Minutes

CAOS/083 Apologies

Apologies were received and accepted from Cllrs N McMahon, B Streeton and H Woodward.

CAOS/084 Declarations of Interest & Applications for Dispensation

None.

CAOS/085 Public Questions

There were no members of the public present. The Deputy Clerk read out a short report sent by the Bowls Club which is attached as Appendix A.

CAOS/086 Minutes of the previous meeting.

Members **RESOLVED** to approve the minutes of the Community Assets & Open Spaces Committee meeting held on 15th January 2025. The Chair signed the minutes.

CAOS/087 Chair's Report and Matters Arising (if not dealt with elsewhere on the agenda).

- a) **Path to the Bowls Club:** Members NOTED the report, a copy of which is attached as Appendix B; also that the Deputy Clerk had emailed Swindon Borough Council (SBC) to advise as that the head lease for the land on which this tarmac footpath sits was silent on responsibility for that footpath, WPC did not believe responsibility could be inferred to be Wroughton Parish Council's. The Deputy Clerk had asked that SBC's legal team confirm who was responsible for the maintenance and surface of this tarmac path, together with the legal reference to support this. SBC had since refused this request. The Clerk had confirmed the footpath was not on the Parish Council's asset register, not was it insured. Given an accident had already occurred, the Deputy Clerk was in the process of obtaining a solicitor's quote for Members' approval in order to determine responsibility.
- b) **Moat Pond footpath works:** Members NOTED this work had been completed.

- c) **Felling of 5 trees with ash dieback:** Members NOTED the Deputy Clerk had received permission from Swindon Borough Council to fell the ash trees at Belmont Green and 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 had been scheduled for the end of March.
- d) **Full tree condition survey 2025/26:** Members NOTED that following approval of Bawden's quote at the Finance and General Purposes Committee meeting on 21st October 2024 (Minute ref: FGP/63) the order for the assessment had been placed. The report would come to this committee when received.
- e) **Beranburh Play Area Lease:** Members Noted:
- The lease of the play area at Beranburh Field would expire in September 2027.
 - If the Parish Council wished 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 had 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.
- ACTION:** **Members requested the Clerk check that the s.106 earmarked for Beranburh Play Area which was worth approximately £15k had been transferred to the Parish Council by SBC.**
- f) **Footpath from Wainwright Mews to Devizes Road:** Members NOTED the Deputy Clerk had investigated regulations relating to footpath widths and the Equality Act 2010, and was 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:** Members NOTED that due to cost implications, this project had been discussed at the meeting on 10th March, where Members had suggested the Projects Officer carry out a consultation with local groups and potential users to find out their requirements, in order to put together a business case for a replacement building. This suggestion would go to the Full Council meeting on 17th March for formal agreement.

CAOS/088

Allotments

Members NOTED the report regarding the provision of a skip for use by ploholders, together with a quote from Beefys Skips – copies of both are attached as Appendix C.

Members RESOLVED to provide a 20 yard skip at a cost of £730 including VAT, for use by ploholders only (no household waste) to be met from the 350/4400 Allotments/Maintenance budget.

CAOS/089

Garden Waste Subscription for Wroughton Wranglers Cricket Club

Members RESOLVED to continue 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 for 2025/26.

- CAOS/090** **Scarrotts Funfair – use of Maunsell Way Field**
Members RESOLVED to agree 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).
- CAOS/091** **Wiltshire Wildlife Trust (WWT) – Trial for a Volunteer Tree Warden Scheme at Belmont Green**
Members NOTED the information in the report attached as Appendix D.
- Members RESOLVED:**
- The setting up of a Volunteer Tree Warden would not remove the need for Wroughton Parish Council (WPC) to continue to have the trees in Belmont Green assessed as part of the 3-yearly Tree Assessment, the main purpose of which was to ensure that the trees for which WPC was responsible were kept healthy and as safe as possible, so as to minimise the risk of injury or property damage. In addition, anything other than minor/ basic tree works below shoulder height must continue to be carried out by the Grounds Team or a qualified tree surgeon.
 - WWT set up a trial for a Volunteer Tree Warden at Belmont Green to include checking all the trees, including the apple trees, the whips planted under the Trees for Climate project, and the mature trees, and carry out basic tree pruning to shoulder height. This would be under WWT's insurance and guidance.
 - The Deputy Clerk and Projects & Grants Officer meet with WWT and the resident to agree the expectations and the role profile of a Volunteer Tree Warden, with updates being brought to this Committee.
- CAOS/092** **Proposal to submit a bid for a Trees for Climate planting project at Belmont Green**
Members NOTED the report and plan attached, copies of each are attached as Appendix E.
- Members RESOLVED:**
- To plant 80 trees at Belmont Green as a VE Day 80 memorial, using a mixture of larger trees and whips, as advised by WWT, with the proviso that trees must be kept away from houses.
 - The Projects and Grants Officer could meet WWT and SBC in April to draft a bid for:
 - Training for Volunteer Tree Wardens and Grounds Team Staff
 - The costs for a contractor to plant the trees, including community engagement
 - The cost for the contractor to maintain and look after those trees during the first year to ensure they become established and healthy
 - Additional trees Members wish to see planted on other areas of parish-owned or parish-managed land
 - Funding for future years' maintenance.
 - The Grounds Team Manager must be invited to any meetings and consulted before planting area is agreed.

CAOS/093

Thorney Park Play Area

Members NOTED: The self-closing gate at Thorney Park play area was broken and needed repairing with the use of a specialist kit costing £797.92 +VAT; the warranty on the gate had expired, and the Grounds Team Manager had advised that it was likely the damage had been caused by children swinging on the gate; ideally, the gate needed to be repaired before the Easter holidays; there was up to an 8-week lead time to order the specialist kit required; therefore the Chair and Vice-Chair had given approval to place the order.

Members RESOLVED to approve retrospectively Kompan's quote for the purchase of a specialist gate repair kit for £797.92 + VAT, a copy of the quote is attached as Appendix F.

CAOS/094

Transfer of responsibility for emptying and maintaining Wichelstowe litter bins in this Parish

Members NOTED that following the discussion at January's Committee meeting to defer a decision pending receipt of further information, the Wichelstowe Project Team had advised they had not transferred responsibility for emptying the bins to FirstPort (the management company) in an effort to keep the management costs down for new residents.

Members RESOLVED to agree the request from the Wichelstowe Project Team to take on ownership and responsibility for emptying the combined litter/ dog waste bins which the Joint Venture Team / SBC had installed within Wroughton Parish in Wichelstowe.

CAOS/095

Vehicle and Machinery Report

Members NOTED the Vehicle and Machinery Report, a copy of which is attached as Appendix G. This would come back to a future meeting for the Grounds Team Manager to recommend which vehicles and machinery needed to be replaced, when, and the type of replacement, balancing the cost with the workload and the increased number of grounds team staff.

CAOS/096

Ride-on Mowers – repairs and maintenance

Members NOTED that during the annual maintenance of the ride-on mowers, additional maintenance/ repairs had been 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 the contractor had quoted £3,845.95 + labour to repair the existing 7 year old deck. Members NOTED the Grounds Team Manager had negotiated a reduction of £890 for the cost of a new Muthing flail deck (including hammers) from £6,850 + VAT to £5,960 + VAT, valid on condition payment was made within 7 days of being invoiced, which was the cheaper and most efficient, long term option; all costs above had been approved by the Chair and the Vice Chair for the mowers to be in use by the start of the growing season.

Members RESOLVED to approve retrospectively:

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

CAOS/097 Maunsell Way Pavilion – lease to Swindon Model Railway Club

Members NOTED the Fire Risk Assessment had been carried out and both recommendations to install 2 signs had been actioned.

Having reviewed the License to Underlet and the Underlease, Members RESOLVED to recommend the Finance & General Purposes Committee approve that the License to Underlet and Sub-lease be signed on behalf of Wroughton Parish Council by the Chair and the Clerk.

CAOS/098 St Andrews Depot

Members NOTED the internal doors had been fitted; the costs had been agreed by the Finance and General Purposes Committee meeting in February 2025 Min ref FGP/115.

Having reviewed the draft lease and lease plan, Members RESOLVED to recommend the Finance & General Purposes Committee approve the costs of preparing the License for Alterations (to follow) the works for which had already been carried out, and that these documents be signed on behalf of Wroughton Parish Council by the Chair and the Clerk.

CAOS/099 Priorities for the Community Assets Committee for 2025-26.

Members NOTED Council would consider which projects to take forward at March's meeting.

The meeting finished at: 20.12

Signed:

Date:

Chair of Community Assets & Open Spaces Committee