



WROUGHTON PARISH COUNCIL

8th May 2025

Dear Councillor

**Committee members are summoned to attend
a meeting of the COMMUNITY ASSETS & OPEN SPACES COMMITTEE
on WEDNESDAY 14TH MAY 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 9th April 2025 – copy attached.

5. Updates for noting:

- a) Mobile Residents' Litter Pick Station:** To note that the Wichelstowe Team may be able to assist with the purchase of a mobile Residents' Litter Pick Station, a further update will be given as and when more information is available.

6. St Andrews Depot

To note:

- A No parking/ Keep Clear sign on the depot gates is required due to obstruction of the access by a parked car over multiple days. A quote for a new sign was received. At the time of setting this agenda, the proof is being amended and the order will be placed as soon as possible due to the need to ensure the access is not obstructed again.
- Swindon Borough Council has agreed to find and paint cross hatching on the short highway access into the depot to make clear that it must not be used for parking.

To approve retrospectively the quote of £77 + VAT from ASF Creative for a new 'No Parking' sign for the access gate into the depot.

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

To note:

- Swindon Model Railway Club has formally advised by letter that they have withdrawn from the lease of Maunsell Way Pavilion.
- The Deputy Clerk has advised the Parish Council's solicitor to pause all work in relation to the lease and license for alterations.
- Further costs will be incurred in amending the draft lease.
- Further costs will be incurred in amending the plan drawn up for registering the lease with the Land Registry if Members wish to allow Wroughton Youth Football Club to use the storage cupboard accessed from the rear of the building.

To consider the following recommendations:

- a) To agree in principle to offer the lease of the pavilion to Wroughton History Group at a peppercorn rent.
- b) To discuss whether to continue to allow Wroughton Youth Football Club to use the small storage cupboard accessed only from the exterior door at the rear of the building, as long as this does not contravene any insurance.
- c) If recommendation (a) above is agreed, the Clerk and Deputy Clerk shall arrange to meet with Wroughton History Group as soon as possible to share expectations.
- d) Following that meeting to instruct the Parish Council's solicitor to seek agreement from Swindon Borough Council to amend the sub-lease, and the license for alterations (if the latter is required).
- e) If a License for Alterations is required, to consider whether the Parish Council accepts responsibility for payment of any costs incurred, or whether it wishes to seek confirmation from Wroughton History Group that they will be responsible for reimbursing those costs.

8. Hills Development

- a) To review the Terms of Reference from the Hills Working Party adopted in September 2019 (copy attached) for a recommendation to Full Council.
- b) Assuming Full Council agrees 8a above, a Working Party meeting should be arranged to discuss: an update on the reinstatement of the phone box and possible installation of a combined defibrillator and bleed kit in a locked cabinet with transfer to Wroughton Parish Council; how Members wish to input into the future management of the cricket pitch, pavilion and car park.

9. Request for tree works by Wroughton Club

To approve retrospectively Quote QU-1372 from WRC Lts in the sum of £990.00 + VAT to reduce the hedge and trees between the Weir Field and Wroughton Club to 6 feet, as per the Resolution made at the Committee meeting on 9th April 2025 Minute ref CAOS/ 111.

10. Bawdens Full Tree Condition Survey – April 2025 (copy attached)

To note:

- the content of Bawdens Full Tree Condition Survey carried out in April 2025.
- The survey identifies 39 ash trees as having ash dieback, with 33 to be re-inspected annually. These trees are very unlikely to recover and may increase the rate of spread of this disease. Members are asked to consider whether they would prefer to have these trees felled, or whether to have them re-inspected annually.
- For information on ash dieback: <https://www.the-tree-man.co.uk/post/does-my-tree-have-ash-dieback-and-can-it-recover>
- The Deputy Clerk has clarified with the tree surgeon from Bawdens that the trees identified as G06 in Central & Weir Field could also be cut back to 6 feet and maintained as part of the hedge, which is what has been agreed with the Club and WRC (see agenda item 9 above)

- Re: Bawdens' plan for Wroughton Central and Weir Field Trees 240, 241 and 242. Previously Officers have carried out a Land Registry search to try to establish the legal responsibility for the trees between the ditch and the rear of the houses on Mill Close. The search was not detailed enough to show the boundary or the ditch, and was not helpful in establishing ownership. On the basis that the Mill Close gardens are fenced, such as to exclude those trees from residential gardens, and Bawdens advice is that the work to T241 should be carried out within 3 months, the recommendation is for the Parish Council to assume responsibility for the hedgeline and those 3 trees, and therefore to include any works required within the request for quotations.
- The Grounds Team has been asked to identify the landowner of tree T268 Maunsell Way so we can follow Bawdens advice and recommend they get the tree assessed.
- Bawdens advised verbally that tree inspections should be carried out at different times of the year, as different issues are more obvious in different seasons. Previously the Parish Council has had tree surveys carried out approximately every 3 years. Bawdens advise at P20 of their report that the next full inspection should be carried out in 18 months time in October 2018. There is no legal minimum or maximum time for tree inspections to be carried out, rather the inspection regime should be based on the risk due to the location and type of tree. This is explained in the following article which refers to a legal case involving a parish council: <https://www.the-tree-man.co.uk/post/does-my-tree-have-ash-dieback-and-can-it-recover>
- Members are not required to go out to tender for the work advised by Bawdens to be carried out, and can approach tree surgeons who are known to and trusted by the Parish Council. This approach is recommended due to the Council's confidence in the reliability, quality and responsiveness of those contractors based on prior experience.

To consider the following recommendations:

- 1) To confirm the Deputy Clerk can approach 4 preferred tree surgeons, previously known to and trusted by the Parish Council, to invite them to submit quotations for the work advised by Bawdens Tree Surgeons, excluding the work to the trees and hedge between the Weir Field and Wroughton Club which has already been approved by this Committee.
- 2) The Parish Council should assume responsibility for the hedgeline, including trees T240, T241 and T242, between the Weir Field ditch and the rear gardens on Mill Close and take on the responsibility for maintaining this hedgeline and any works required to these trees now and in the future.
- 3) To consider whether all trees showing signs of ash die back should be re-inspected annually as a advised or whether they should be felled.
- 4) To confirm that the next full inspection should take place in 18 months time in October 2026 as advised by Bawdens at P20 of their report.

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

To note the following projects, which are within the remit of this committee, were agreed at the Full Council at the meeting on 17th March 2025:

- 1) **Defibrillator at Wroughton Business Park:** £3,000 budget agreed; consider combining with stab bandage (ie: bleed kit) and ask other businesses whether they would be willing to contribute.
- 2) **Defibrillator at Alexandra Park:** £3,000 budget agreed; consider combining with bleed kit.
- 3) **Benches:** £2,500 budget agreed to enable benches to be installed if required.
- 4) **Bus shelters:** £10,000 budget agreed for 2nd/ matching shelter for Thorney Park and a new shelter for Perrys Lane if no second-hand shelters are available from Swindon Borough Council. Office to check whether there is any s.106 available from local developments.
- 5) **ECC alterations/ stage area:** The Ellendune Community Centre Manager is looking into income generated by use of the stage v expenditure. A business case would be required before any decision could be made.

- 6) **Footpath Barret Way to Bowls Club:** £6,000 budget agreed to get legal advice. Patch repairs would cost £6,000+.
- 7) **Replacement of Weir Field Pavilion:** Business case required; Projects & Grants Officer to carry out consultation first.
- 8) **Improvements to Weir Field footpath – Wainwright Mews – Devizes Road:** £25,000 budget agreed pending receipt of quotes for repairs to existing Hoggin path and replacement with tarmac.

12. Possible Priorities for the Community Assets & Open Spaces Committee for 2026-27

To note the following have been agreed as possible projects to be investigated by officers for consideration by the Finance & General Purposes Committee when discussing the budget for 2026-27.

- Outdoor Gym

13. To resolve in accordance with Standing Order 3(d) that ‘in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they be instructed to withdraw’.

Reason: contractually sensitive.

14. Footpath from Barrett Way to Wroughton Bowls Club

To consider the advice received regarding responsibility for the maintenance of this footpath.

15. Benches in Willow Brook Garden

To note:

- V4W have volunteers willing to maintain the benches in Willow Brook Garden.
- It has been impossible to clarify ownership of those benches, as whilst there is correspondence on this issue, it is very old and also conflicting; officers believe the benches are owned by Swindon Borough Council which is therefore responsible for their maintenance.
- Swindon Borough Council believes Wroughton Parish Council is responsible for the maintenance of the benches by virtue of the lease of Willow Brook Gardens, but the lease is silent on this point – see agenda item 14 above.
- Swindon Borough Council has not responded to the Parish Council’s query whether the Borough would be willing to transfer ownership of the benches to the Parish Council which would clarify ownership and ensure they are well maintained.
- In the meantime, the benches are not being maintained and will start to deteriorate and negatively impact this valued public open space and much-loved local amenity.

To confirm that officers can contact the relevant Cabinet Member at Swindon Borough Council to ask them to assist in the ownership of these benches being transferred to Wroughton Parish Council as a matter of urgency.

Members of Committee (10)

Cllr D Archer (Committee Chair), Cllr L Campisano, Cllr J Hower, Cllr D Hooper, Cllr N Hooper, Cllr W McGregor, Cllr N McMahon, Cllr G Overbury, Cllr B Streeton, 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.