

WROUGHTON PARISH COUNCIL

Community Assets & Open Spaces Committee

Minutes of the meeting held on 9th April 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
Cllr B Streeton
Cllr H Woodward
Cathy Martyn (Deputy Clerk)

Public: 3

CAOS/100 Apologies

Apologies were received and accepted from Cllr N McMahon.

CAOS/101 Declarations of Interest & Applications for Dispensation

None.

CAOS/102 Public Questions

Three members of Wroughton Youth Football Club (WYFC) attended to discuss the use of Maunsell Way pavilion by Swindon Model Railway Club and the consequence that they would no longer be able to use the small cupboard to store their kit. 450 children played for WYFC, although not all at Maunsell Way. WYFC needed storage on site for their kit as it was too bulky to store at home, and then transport it each week. WYFC asked if there was a possibility for a separate, external access into the pavilion for their cupboard, or for help to purchase a metal storage container. The members of WYFC left after the resolution at Minute CAOS/103.

CAOS/103 Wroughton Youth Football Club – provision of alternative storage at Maunsell Way

Members RESOLVED:

- In the future, if an organisation was advised to apply for grant funding and failed to do so, with the consequence that the opportunity to apply for funding was then lost, this would be taken into account if the Parish Council was then asked to provide the funding instead.
- by a majority decision to purchase a storage container for WYFC up to £3,000 +VAT which they would then gift to WYFC. This would mean that WYFC would own it and be responsible for maintaining it. It would be sited on the existing concrete base next to the pavilion, the costs to be taken from General Reserves.

- CAOS/104** **Minutes of the previous meeting.**
Members **RESOLVED** to approve the minutes of the Community Assets & Open Spaces Committee meeting held on 12th March 2025. The Chair signed the minutes.
- CAOS/105** **Chair's Report and Matters for Noting.**
- a) **Allotments:** Members NOTED that the Administration Assistant and the Grounds Team Manager had carried out a recent allotment inspection. Overall they were very impressed; most plots were being worked well. All plotholders had been reminded to number their plots and to maintain the paths abutting their plots in compliance with the Allotment Rules.
- b) **Felling of 5 trees with ash die back Min CAOS/050:** Members NOTED this work was complete.
- c) **3-yearly Tree Assessment:** Members NOTED this would be carried out on 17th April 2025.
- d) **St Andrews Depot:** Members NOTED the Finance & General Purposes Committee had agreed the Committee's recommendation from the previous meeting that the lease should be signed and the Parish Council's solicitor's fees for drafting the license for alterations should be paid.
- e) **Role of Committee Chair:** The Chair advised that this would be his last meeting as Chair of this Committee. He would be asking Full Council to allow him to swap roles with the Vice-Chair.
- CAOS/106** **Annual RPII inspection (Register of Play Inspectors International)**
Members RESOLVED:
- to agree the cost of £779.65 + VAT for the annual RPII inspection by The Play Inspection Company for 7 play areas at Alexandra Park, Beranburh Field, Boness Road, Devizes Road, Maunsell Way, Swindon Road, Thorney Park, and Maunsell Way BMX Pump Track, and that Badgers Brook Play Area was also inspected with consequent additional costs. Costs to be taken from Budget 400 4550 Play Areas Safety.
 - that officers get alternative quotes for this service in 2026 to ensure value for money.
- CAOS/107** **Footpath from Barrett Way to Wroughton Bowls Club**
Members RESOLVED to agree the estimate of £875 +VAT from RWK Goodman Solicitors to advise on responsibility for this footpath. Costs to be taken from 100 4170 Professional Fees.
- CAOS/108** **Combined litter and dog waste bins in Wichelstowe**
Members RESOLVED to agree the request from the Wichelstowe Project Team to take on the responsibility for maintaining and emptying 5 additional, *Gladstone 100 litre black and gold* combined litter and dog waste bins which the Wichelstowe Project Team would purchase and install at 1) Wichel Wood, 2) Boardwalk – Central, 3) Boardwalk – North, 4) Northern Pond and 5) Green Street West, with no additional financial costs as the Grounds Team intended to continue to empty the Wichelstowe bins themselves.
- CAOS/109** **Mobile Litter Pick Station**
Members RESOLVED:
- a) To pilot a Mobile Residents' Litter Pick Station, at an initial cost of £150, together with ongoing costs of replacement consumables (bags etc) from budget 450 4645 Grounds/ Open Spaces General Equipment & Consumables.
- b) The Community Projects Officer in conjunction with the Grounds Team Manager be authorised to design and prepare a mobile litter pick station.

- c) The Community Projects Officer, in consultation with the Grounds Team Manager identify various different sites around Wroughton for the mobile litter picking station to be located.
- d) The Community Projects Officer develop appropriate communications to raise awareness of this new initiative and encourage members of the public to take part.
- e) The Community Projects Officer should update the CA&OS Committee on the success of the pilot project and any opportunities to extend it.
- f) The Projects Officer organise 2 Parish Litter Picking Days (if possible to be combined with cleaning street name signs) the first towards the end of the Summer/ early September 2025, and the second as part of the Great British Spring Clean in March 2026.

CAOS/110 Maunsell Way Pavilion – lease to Swindon Model Railway Club

Members NOTED:

- a) The draft lease referenced schedules which did not exist. This was due to formatting and was being rectified.
- b) The Club had advised they wished to get a professional review of both the Lease and the License For Alterations.
- c) The Club had raised queries about 3 clauses in the lease. The Parish Council's solicitor had provided responses which had been forwarded to the Club.
- d) Any alterations to the lease requested by the Club would need to be approved by Swindon Borough Council, resulting in a delay to the lease being signed as well as incurring additional costs. The Club had been advised that these costs would need to be paid by the Club.
- e) At Minute ref CAOS/047 Members had RESOLVED that Swindon Model Railway Club should reimburse Wroughton Parish Council the whole cost for Bevirs' fees to prepare the license for alterations/ conditional agreement for a lease (whichever was appropriate) estimated by Bevirs at £300 +VAT. The Club had been asked again to confirm they would reimburse those costs, but that confirmation had not been received.

Members RESOLVED:

- a) to pay Swindon Borough Council's fees of £850 + VAT for the License for Alterations and that those costs should be reimbursed in full by Swindon Model Railway Club, failing which the Club would not be permitted to make any changes.
- b) the Club be asked to confirm within 28 days that they still intended to enter into the lease for Maunsell Way pavilion and reimburse the Parish Council for both sets of fees for the preparation of the license for alterations.

CAOS/111 Request for tree works by Wroughton Club

Members RESOLVED:

- a) That the trees in the hedge between the Weir Field and Wroughton Club could be cut back from the Club's building to ensure that no damage was caused by the Parish Council's trees to the Club's building.
- b) That if the Grounds Team was unable to carry out the work, the Deputy Clerk could ask WRC (the tree surgeons who carried out the works under the tree works tender last year) to quote for this work, costs to be taken from 450 4650 Tree Works.

- c) That in order not to delay the works, the Clerk or Deputy Clerk, in consultation with the Chair or Vice Chair of this Committee could agree the quote for the tree work as long as they considered it to be reasonable, the details to be reported back to the following Committee meeting.
- d) To thank the Club for their offer to make a financial contribution and ask for a 50% contribution as whilst the Parish Council's Tree Works Policy allowed for the branches to be cut back away from the building, the Club also requested the height be reduced which was not work covered under the policy.

CAOS/112 Floral Bedding - Summer

Members RESOLVED:

- a) To purchase from Toomers 250 garden ready, mixed trailing begonias at £1.80 each including VAT and inclusive of a 10% discount, which should be sufficient for all the planters, a total cost of £450 from budget 450 4685 Floral Planting.
- b) The Grounds Team Manager could investigate the purchase of a greenhouse at St Andrews Depot to enable the Grounds Team to raise their own plants, which should be a cheaper long-term option, especially if a good quality, second hand greenhouse could be sourced.

CAOS/113 Emergency Bleed Control Cabinet and kits

Members RESOLVED:

- a) to agree the proposal by Cllr Diane Archer to purchase and install a locked emergency bleed control cabinet designed to store up to 6 emergency bleed kits on the exterior of the Ellendune Community Centre next to the defibrillator cabinet, together with the purchase of 2 emergency bleed control kits, at a total cost of approximately £560, costs to be taken from General Reserves.
- b) Members requested that officers consider whether the area around the Ellendune shops would be a more appropriate site and if so, whether the cabinet could then be re-sited.

CAOS/114 Outdoor Gym

Members RESOLVED to agree the proposal by Cllr Lisa Campisano that officers investigate the provision of an outdoor gym, including where this might be sited (possibly Belmont Green) the type of exercise equipment envisaged, and whether any grant funding opportunities might be available as a potential project which could be recommended to the Finance & General Purposes Committee for the 2026/27 financial year, using the Play Area Working Party.

CAOS/115 Priorities agreed for 2025/26

Members NOTED that following recommendations from this committee, the following projects had been 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. The Clerk has contacted Swindon Borough Council to ask whether there is any s.106 available.
5. **ECC alterations/ stage area:** The Ellendune Community Centre Manager was 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+. (See Minute CAOS/106 above).
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 O'Tooles for repairs to existing hoggin path and replacement with tarmac.

CAOS/099 Possible projects for 2026/27

Members have RESOLVED that the following can be considered for recommendation to the Finance & General Purposes Committee following investigation by officers:

1. **Outdoor Gym – see Minute CAOS 114 (meeting of 9th April 2025).**

The meeting finished at: 20.50

Signed:

Date:

Chair of Community Assets & Open Spaces Committee