

WROUGHTON PARISH COUNCIL

Community Assets & Open Spaces Committee

Minutes of the meeting held on 15th May 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 N Hooper
Cllr B Streeton
Cllr H Woodward
Cathy Martyn (Deputy Clerk)

Public: 0

CAOS/117 Apologies

Apologies were received and accepted from Cllr D Hooper and Cllr N McMahon.

CAOS/118 Declarations of Interest & Applications for Dispensation

Cllr Diane Archer declared a personal interest in Minute CAOS/123 as a member of Wroughton History Group.

CAOS/119 Public Questions: None.

CAOS/120 Minutes of the previous meeting.

Members **RESOLVED** to approve the minutes of the Community Assets & Open Spaces Committee meeting held on 9th April 2025. The Chair signed the minutes.

CAOS/121 Updates for Noting.

a) **Mobile Residents' Litter Pick Station:** Members NOTED that the Wichelstowe Team may be able to assist with the purchase of a mobile Residents' Litter Pick Station.

CAOS/122 St Andrews Depot

Members NOTED:

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

Members RESOLVED to approve retrospectively the quote of £77 + VAT from ASF Creative for a new 'No Parking' sign for the access gate into the depot, budget code 4313 450 St Andrews Workshop. A copy of the quote is attached to these minutes as Appendix A.

CAOS/123

Maunsell Way Pavilion – lease to Swindon Model Railway Club

Councillor Diane Archer reiterated her personal interest in this item as a Member of Wroughton History Group, and although she remained in the room to chair the meeting, she did not take part in the vote.

Members NOTED:

- Swindon Model Railway Club had formally advised by letter that they had withdrawn from the lease of Maunsell Way Pavilion.
- The Deputy Clerk had advised the Parish Council's solicitor to pause all work in relation to the lease and license for alterations.
- Further costs would be incurred in amending the draft lease.
- Further costs would be incurred in amending the plan drawn up for registering the lease with the Land Registry if Members wished to allow Wroughton Youth Football Club to continue to use the storage cupboard accessed from the rear of the building.
- The confidential email dated 9th May 2025 from the Parish Council's solicitor which was read out at the meeting by the Deputy Clerk, and which set out the primary reasons for the delays and that there was little prospect of recovering any costs.

Members reflected on how it might be possible to stop a similar situation occurring in the future, possibly by requiring potential tenants must reply within a given deadline, and possibly not sub-letting to organisations where the majority of members live outside the parish.

Members RESOLVED:

- a) **To recommend to the Finance and General Purposes Committee that they agree to offer to sub-let Maunsell Way pavilion to Wroughton History Group at a peppercorn rent of £10 pa.**
- b) **To suggest to Wroughton History Group that they consider allowing Wroughton Youth Football Club to continue to use the small storage cupboard accessed only from the exterior door at the rear of the building, as long as this did not contravene any insurance.**
- c) **The Clerk and/ or Deputy Clerk should arrange to meet with Wroughton History Group as soon as possible to share expectations, visit the pavilion and for Wroughton History Group to decide whether to enter into a sub-lease for Maunsell Way Pavilion.**
- d) **Once Wroughton History Group had confirmed whether it wished to enter into a sub-lease, Members would consider whether the terms of the lease drawn up for Swindon Model Railway Group needed to be varied.**

CAOS/124

Hills Development

Councillor Hower gave a verbal update on the site meeting with Hills held on 7th May 2025: Hills are planning to remove the phone box to Devizes within the next couple of weeks, refurbish, and replace in almost exactly the same position as currently. The refurbishment company would be able to re-connect it to a power supply if required. The post box would relocate to the opposite side of the junction. When the site road was completed and the road markings have been put down, Hills would move their access gates to the top end to enable residents to park in the bays in the access road. The 'Date of Commencement' would probably be that date. Hills have indicated that they would be likely to pay the full CiL money on that date. They would let Wroughton Parish Council know when that takes place so officers can ensure the money is transferred in a timely manner.

Members RESOLVED:

- a) The revised Terms of Reference as set out below should be recommended to May's Full Council meeting:

General

The Hills Development Working Party will report to the Community Assets & Open Spaces Committee (CA&OS).

This Working Party has been set up to monitor the design, installation, use, maintenance and management of the new cricket pitch site, including the pavilion, car park and cricket pitch itself, all to be provided by Hills (the developer) or their successor, together with any other matter relating to the development site.

Membership

Membership shall include Councillors Hewer, Keetch and any other councillor voted onto the Committee at May's Full Council meeting, and a representative from Wroughton Wranglers Cricket Club. Any additional members of the Hills Working Party may be invited at the discretion of the CA&OS Committee as and when the Committee requires or wishes to have input from stakeholders or other interested parties. The Committee shall determine whether those stakeholders or other interested parties remain as working party members or are invited to give specific input for a temporary duration only.

Terms of Reference

1. *To make recommendations to Hills and/ or any future management organisation on the design, installation, use, maintenance and management of the pavilion, cricket pitch site and car park.*
2. *To request and consider the anticipated income and running costs of the pavilion, cricket pitch site and car park.*
3. *To consider any other matters concerning the pavilion, cricket pitch site and car park, including additional uses for other sports.*
4. *To consider any matter related to the development site as a whole, including any expansion of the site.*

- b) *A Working Party meeting should be arranged to discuss the possible installation by Hills into the phone box of a combined defibrillator and bleed kit in a locked cabinet, the responsibility for maintaining this to be transferred to Wroughton Parish Council; how Members wished to input into the future management of the cricket pitch, pavilion and car park.*

CAOS/125 Request for tree works by Wroughton Club

Members RESOLVED to approve retrospectively Quote QU-1372 from WRC Ltd in the sum of £990.00 + VAT to reduce the hedge and trees between the Weir Field and Wroughton Club to 6 feet, and the Club will contribute 50%, as per the Resolution made at the Committee meeting on 9th April 2025 Minute ref CAOS/ 111. A copy of the quote is attached to these minutes as Appendix B.

CAOS/126 Bawdens Full Tree Condition Survey – April 2025

Members NOTED:

- The content of Bawdens Full Tree Condition Survey carried out in April 2025, a copy of which is attached to these minutes as Appendix C.
- The survey identified 39 ash trees as having ash dieback, with 33 to be re-inspected annually. These trees were very unlikely to recover and might increase the rate of spread of this disease.
- Information on ash dieback was available via this link:
<https://www.the-tree-man.co.uk/post/does-my-tree-have-ash-dieback-and-can-it-recover>
- The Deputy Clerk had 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 was what had been agreed with the Club and WRC (see Minute CAOS/125 above)
- Re: Bawdens' plan for Wroughton Central and Weir Field Trees 240, 241 and 242. Previously Officers had 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 were fenced, such as to exclude those trees from residential gardens, and Bawdens advice was that the work to T241 should be carried out within 3 months, the recommendation was 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 had identified the landowner of tree T268 Maunsell Way as Swindon Borough Council. The office would contact them to advise they may wish to get the tree assessed.
- There was 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 was explained in the following article, referring 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 were not required to tender for the work, and could approach tree surgeons who were known to and trusted by the Parish Council. This approach was recommended due to the Council's confidence in the reliability, quality and responsiveness of those contractors based on prior experience.

Members RESOLVED:

- The Deputy Clerk could 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 had already been approved by this Committee.**
- The Committee recommends to the Finance and General Purposes Committee that Wroughton Parish Council should assume responsibility for the hedge-line between the Weir Field ditch and the rear gardens on Mill Close (including trees T240, T241 and T2420; the office should then write to all residents on that side of Mill Close to advise them of this.**
- All trees showing signs of ash die back should be felled.**
- The next full inspection should take place in October 2026 as advised by Bawdens.**
- The office ask Wiltshire Wildlife Trust if they could use the wood from the felled ash trees (eg: for benches) and whether the Parish Council could apply for those as part of the grant.**

CAOS/127 **Priorities agreed for 2025/26 (with notes from Full Council)**

The following projects had been RESOLVED by 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. The shop manager and landlord are both supportive, and the Projects and Grants Officer will be contacting both.
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+.
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/116 **Possible projects for 2026/27**

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

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

CAOS/117 **Members RESOLVED in accordance with Standing Order 3(d) that ‘in view of the confidential nature of the business about to be transacted, it was advisable in the public interest that the press and public be temporarily excluded and they be instructed to withdraw’.**
Reason: contractually sensitive. There were no members of the public present.

CAOS/118 **Footpath from Barrett Way to Wroughton Bowls Club**

Members RESOLVED to recommend to the Finance and General Purposes Committee:

- a) **Wroughton Parish Council advise SBC that Members had received legal advice that as the lease was silent on any obligation on the Parish Council to be responsible for the maintenance of the footpath from Barrett Way to Wroughton Bowls Club, this responsibility remained with Swindon Borough Council.**
- b) **Wroughton Parish Council should offer that it would take on responsibility for the footpath with effect from 1st July 2025 and effect repairs, as Members were concerned there was a risk of further accidents and the footpath should be patched.**
- c) **Money received as Community Infrastructure Levy should be used to pay for the patch repairs. The Deputy Clerk advised she would need to request an updated quotation incase costs had increased since it had been received.**
- d) **If the Bowls Club would like the whole length resurfaced, the Bowls Club would need to match fund the amount paid by the Parish Council before this request could be considered.**

CAOS/119 Benches in Willow Brook Garden

Members NOTED:

- V4W had volunteers willing to maintain the benches in Willow Brook Garden.
- It had been impossible to clarify ownership of those benches, as the correspondence on this matter was very old and also conflicting; the Deputy Clerk understood the benches were owned by Swindon Borough Council, the lease was silent on responsibility for maintenance, therefore it was assumed that Swindon Borough Council remained responsible for their maintenance.
- Swindon Borough Council had not responded to the Parish Council's question whether the Borough would be willing to transfer ownership of the benches to the Parish Council. This would clarify ownership and ensure the benches were well maintained.
- In the meantime, the benches would start to deteriorate due to lack of maintenance, which would negatively impact this valued public open space and much-loved local amenity.

Members RESOLVED that the office contact the relevant Cabinet Member at Swindon Borough Council to ask them to assist in the ownership of all benches in Wroughton Parish owned by Swindon Borough Council should be transferred to Wroughton Parish Council as a matter of urgency.

The meeting finished at: 20.36

Signed:

Date:

Chair of Community Assets & Open Spaces Committee