



WROUGHTON PARISH COUNCIL

3rd July 2025

Dear Councillor

Committee members are summoned to attend
a meeting of the **COMMUNITY ASSETS & OPEN SPACES COMMITTEE**
on **TUESDAY 8TH JULY 2025 at 7:30pm** in the Ellendune Community Centre.

Emma Freemantle
Parish Clerk

AGENDA

1. **Apologies**
To receive apologies.
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 (Maximum of 10 minutes)**
To receive and respond to any questions, comments or representations from the public.
4. **Minutes**
To approve the minutes of the meeting of 14th May 2025 – copy attached.
5. **Updates for Noting and for Information Only.**
 - a) **Mobile Residents' Litter Pick Station:** To note that the Wichelstowe Team will be making 2 litter pick stations, and the Grounds Team will be making a 3rd.
 - b) **Community Litterpicks:** To note the report attached with the details for 2 community litterpicks on Thursday 28th August 2025.
 - c) **Tree works in the Weir Field adjacent to Wroughton Club:** To note these took place on 16th and 17th June 2025 and the Club has already paid their 50% contribution.
 - d) **Defibrillator at Alexandra Park shop:** To note the landlord has given verbal agreement but has not yet confirmed this by email or in writing. The Projects and Grants Officer will also need to obtain formal agreement from the tenant who would be responsible for the small increase in utility costs due to the cabinet needing to be kept at a defined temperature for the defibrillator.
 - e) **Responsibility for the maintenance of the footpath from Barret Way to the Bowls Club:** To note that following the offer by Cllr Chris Watts (Swindon Borough Council Cabinet Member for Transport & the Environment) to check ownership and responsibility of this footpath, Swindon Borough Council's Drainage Asset Engineer has recently confirmed that this footpath is a highway, and has notified the relevant officers to make them aware of Wroughton Parish Council's request for Swindon Borough Council to carry out patch repairs. The Deputy Clerk is awaiting a response and an update will be brought to September's Committee meeting.
 - f) **Responsibility for the maintenance of the ditch and bank between the Weir Field and the rear gardens on Mill Close:** To note that Swindon Borough Council has checked their detailed mapping system and the Land Registry details, and has advised that the Parish Council owns and maintains the Weir Field, the path and the ditches adjacent to the field.

6. Allotments

- 6.1 To receive the notes from the Allotment Working Party meeting held on 10.06.25.
- 6.2 To consider the recommendations for an Allotments Swap Shop at a total cost of £485, which could be met from General Reserves £153,762 or from CiL £165,616. Please see the report attached for the details, together with a copy of the quote from Treebitz.
- 6.3 To confirm the rent increase effective from October 2025 will be 5% in line with the decision taken by the Open Spaces Committee at the meeting on 1st August 2023 Minute reference OS/21.2 – please see Allotment Rent Review Report attached.
- 6.4 To consider the recommendation from the Allotments and Administration Officer for a rent increase of 5% to be effective from October 2026 - please see Allotment Rent Review Report attached.
- 6.5 To consider the recommendation from the Allotments and Administration Officer to have a twice yearly skip for the allotment site, costs are currently £730 + VAT per 20 yard roll-on roll-off skip, the costs for which could be met from General Reserves £153,762 or from CiL £165,616. Please see the report attached for the details.

7. Request to purchase, install and take responsibility for emptying a new combined rubbish and dog waste bin on Ridgeway Park.

To consider the request from a resident of Ridgeway Park to purchase, install and take responsibility for emptying a new combined rubbish and dog waste bin on Ridgeway Park at an approximate cost of £600 + VAT. Please see report attached.

8. Complaint regarding the noise caused by balls being kicked against the green ball-stop fences in the Weir Field.

To consider the complaint received from a resident and to discuss whether there are any actions which could be taken to try to ameliorate the concerns. Please see copy email trail attached (personal details have been redacted).

9. Maunsell Way Pavilion – lease to Wroughton History Group

To consider agreeing to lease Maunsell Way pavilion to Wroughton History Group at a peppercorn rent, with Wroughton Parish Council continuing to pay the utility and maintenance costs for the following reasons:

- To enable Wroughton History Group to keep their membership costs at a level where as many residents are able to join as possible
- To enable Wroughton History Group to securely and safely store items relating to the history of the parish for the benefit of current and future generations of residents.

10. St Andrews Depot.

To note the No parking/ keep clear sign has been installed and there has been no repeat of the problem, but Swindon Borough Council has not yet painted the cross hatching on the road.

To receive a verbal update from the Clerk.

To review the draft lease – copy attached.

To consider whether to accept the advice of the Parish Council's solicitor to obtain a highways search at an estimated cost of £150 + VAT incase a right of access is required if the estate roads are not adopted; or to accept Swindon Borough Council's position that a right of access is not required as the roads are adopted.

To consider delegating authority to the Clerk in consultation with the Chair of this Committee (or in the absence of the Chair, in consultation with the Vice-Chair of this Committee) to approve the final lease.

11. Contract for tree works following Bawdens 2025 Survey and the Committee's decision to fell any trees with ash dieback:

To note the information contained at agenda item 5f above and to confirm that when the Deputy Clerk invites quotes from 4 tree surgeons as agreed at the meeting on 14th May 2025 at Minute Reference CAOS/010, this will include the trees between the rear gardens of Mill Close and the footpath running between Devizes Road and the Guide Hut.

12. Beranburh Play Area

To consider the recommendation from the Play Area Working Party to renew the lease for Beranburh Play Area – please see the report attached which sets out the detailed recommendations.

13. VE Day 80

To consider the proposal for memorial planting to commemorate the Victory in Europe 80 Year Anniversary – please see the recommendations in the report attached together with appendices.

14. 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.

15. 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**
- **Tree Survey:** To recommend to the Finance & General Purposes Committee that the next tree inspection is carried out in October 2026 and to budget accordingly.

Members of Committee (11)

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