



WROUGHTON PARISH COUNCIL

3rd October 2025

Dear Councillor

**Committee members are summoned to attend
a meeting of the COMMUNITY ASSETS & OPEN SPACES COMMITTEE
on Wednesday 8th October 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.
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 8th July 2025 – copy attached.
5. **Updates for Noting and for Information Only.**
 - a) **Quotes for Tree Works following the 2025 Tree Assessment:** To note that quotes have been requested from 4 known and trusted contractors; quotes to be received by noon on 13th October 2025. A recommendation from the Clerk/ Deputy Clerk will then go to the Finance & General Purposes Committee meeting on 20th October 2025 with work intended to begin on 1st November 2025.
 - b) **Benches owned by Swindon Borough Council (SBC):** To note:
 - SBC has confirmed as follows: *'we are happy for the benches to be transferred and a formal email will follow, however please do take this email as the green light to the transfer. We will make sure these assets are correctly identified when the digitisation mapping piece commences. Please can I kindly confirm that it would be great if the Streetworks streetworks@swindon.gov.uk team can be contacted if bench replacements or major changes to these assets are planned to ensure benches are compliant with Highways standards where appropriate'.*
 - V4W have refurbished 2 benches in Willowbrook Garden and have re-varnished the aeroplane seats.
 - c) **Vehicle Report:** To note the Grounds Team Manager is in the process of obtaining quotes to lease the vehicles which require replacing, to bring a report and recommendations to November's Committee meeting.

- d) **Residents' Litter Pick Stations:** To note:
- The Mobile Litter Pick Station made by the Grounds Team has been sited at various locations including Beranburh, Maunsell Way, Belmont Green, the Weir Field and the Ellendune Shopping Centre.
 - It has been well received but was not used at all at Beranburh.
 - An apprentice with the Wichelstowe Development Team made 2 litter pick stations for free for use in Wichelstowe. These have recently been sited permanently with the agreement of the Wichelstowe JV Team, at the lakes car park and also The Orchards.
- e) **Defibrillator at Alexandra Park shop:** To note the update report from the Projects & Community Events Officer.
- f) **Responsibility for the maintenance of the footpath from Barret Way to the Bowls Club:** To note that Swindon Borough Council (SBC) highways officers met the Clerk, Deputy Clerk and Chair of Wroughton Bowls Club on site. SBC advised they would double check that this was definitely their asset, and assuming this is correct, they will carry out small areas of patching to ensure the path is safe.
- g) **Beranburh Play Area s.106:** To note the Clerk has requested the s.106 and expects this to be transferred to the Parish Council by the end of October, in accordance with Swindon Borough Council's processes for transferring s.106 monies.
- h) **Community Litterpicks:** To note:
- The report from the Projects & Community Events Officer.
 - The next community litter pick will be scheduled to coincide with the Great British Spring Clean 2026 (assume March-April 2026 - dates to be announced)
- i) **Hedgehog Survey:** To note:
- In July 2024 the Committee approved a request to site a temporary wildlife camera in the allotments as part of the National Hedgehog Survey, and also agreed in principle to the cameras being brought back for the following 2 years that the survey is likely to run.
 - The cameras were installed again in September this year.
 - A camera was also installed in the grass area at Badgers Brook.
- j) **Request by a resident to purchase, install and take responsibility for emptying a new combined rubbish and dog waste bin on Ridgeway Park:** To note the Deputy Clerk is still awaiting a substantive response from FirstPort and has followed this up recently with both Bellway Homes and FirstPort.

6. Maintenance of existing Trees for Climate planting areas and VE Day 80 Commemorative Planting

To note:

- The update report from the Projects & Community Events Officer.
- The report from the Deputy Clerk requesting the Committee agrees expenditure as set out below:

To consider agreeing a total budget of £3,000 to be taken from the Trees for Climate funding to purchase 3 new trimmers and to enable the Grounds Team to work overtime in order to trim around the existing Trees for Climate trees at Belmont Green ahead of the VE Day 80 Commemorative Planting.

7. Councils' Footpaths Update

To note:

- Three officers from Swindon Borough Council met with the Clerk and Deputy Clerk to discuss:
 - the footpath from Barrett Way to Wroughton Bowls Club (the Chair of the Bowls Club also attended);
 - the Parish Council's compacted stone and concrete footpath through the Weir Field from Wainwright Mews to the gate by the Wroughton Club and the gate by the play area off Devizes Road;
 - the Swindon Borough Council officers also called in to look at the footpath in the Lower Churchyard.
- The Swindon Borough Council officers have agreed to meet with a local contractor for the Parish Council to obtain further advice about works required with a view to obtaining estimates for those areas for which the Parish Council is responsible.
- Swindon Borough Council advised the footpath in the lower churchyard needs a full reconstruction due to complete failure of the sub base and edgings. They have asked if the contractor would suggest what work needs carrying out, and provide an estimate.

8. Annual Play Area Safety Inspection 2025

To note the report from the Deputy Clerk regarding the Annual Play Area Safety Inspection 2025, and the recommendation to replace the Typhoon at Maunsell Way and the Weir Field Spinner.

To consider supporting the recommendation to remove the Typhoon at Maunsell Way play area as soon as possible and that the Projects & Community Events Officer investigates a new replacement with a shorter piece of equipment which would be easier and safer to inspect and maintain.

To consider supporting the recommendation to replace the Weir Field Spinner with a new, similar piece of equipment.

The options for the new pieces of equipment would be considered by the Play Area Working Party and their recommendations would be brought to a future committee meeting.

9. Maunsell Way Play Area – damage caused to the MUGA - Please see 2 photos attached.

To note that since the annual play area safety inspection was carried out, some accidental damage has been caused to one of the upright poles on the MUGA (multi-use games area). The equipment is currently safe, but the Grounds Team Manager has recommended that the upright is replaced. This contractor has notified their insurers who will be handling the claim. Quotes for a replacement upright are being sought.

10. Allotments

Annual Plot Holders' meeting held on 29th September 2025: To receive the notes of this meeting.

Plotholders' Picnic: To note:

- Two plot holders organised a plotholders' picnic on the allotments for a couple of hours one August evening. This was agreed on the understanding that there were no bonfires or BBQs due to the ongoing fire risk, plotholders were responsible for leaving the area tidy, no glass to be brought to site, and noise to be kept to a minimum.
- Approximately 40 plotholders attended (including children) and brought dishes to share.
- The plotholders were appreciative of the opportunity to get together and meet others.
- This was used to celebrate National Allotment Week and may become an annual event.

Green Social Prescribing Scheme Allotment: To note:

- The Social Prescriber at Wroughton Surgery has been added to the allotment waiting list.
- The scheme is already being used by the same social prescriber at an allotment in Shrivenham and is used to hold sessions to improve people's wellbeing.
- The intention is to offer them a larger plot to enable small groups to be able to work together on it.
- More information on social prescribing is available here: [What is social prescribing? | Healthwatch Swindon](#)

11. Maunsell Way Pavilion – lease to Wroughton History Group

To note that Swindon Borough Council has still not advised the Parish Council's solicitor of their estimate of costs to review the draft lease.

To approve the estimate of costs as follows from Parish Council's solicitor, calculated at up to four hours of their time at their standard hourly rate of £170.00 per hour on the basis that much of the previously agreed drafting can be replicated. This equates to £680.00 plus VAT.

To consider instructing the Parish Council's solicitor to proceed with any actions required to conclude this matter in the absence of an estimate of costs from Swindon Borough Council.

To consider allowing Wroughton History Group to use Maunsell Way Pavilion in advance of the lease being signed, on the basis that the Parish Council will continue to be responsible for the building maintenance and utility costs, and the lease will be for a peppercorn rent of £10 pa.

12. Purchase of replacement metal bin liners

To consider the request from the Grounds Team Manager to purchase 6 metal bin liners for six 100 litre dual purpose Glasdon Bins at a cost of £94.21 excl VAT each, a total cost of £565.26 excl VAT, to be taken from General Reserves as Budget Line 4695 450 is already exceeded.

13. Weed Spraying by Swindon Borough Council

To receive an update from the Swindon Local Councils Forum Chair regarding Swindon Borough Council's intention to weed spray across the borough over the second half of the financial year (please see email attached).

To receive an update from Swindon Borough Councils Grounds Supervisor regarding the schedule of works planned for October and the request for parish councils cooperation (please see email attached). *(NB: the Clerk did not receive the previous email from the Swindon Borough Council Grounds Supervisor as mentioned in this email, it was only circulated to select parishes.)*

To note the Clerk has requested clarification from Swindon Borough Council as to which areas will be sprayed and to have sight of a map for Wroughton & Wichelstowe Parish Council area.

To discuss Members' views and to delegate authority to the Deputy Clerk to complete the survey (copy attached) in consultation with the Grounds Manager and the Chair of this Committee.

14. To consider an additional priority for 2026-27

To consider the proposal by Cllr Holly Woodward that the Parish Council purchases a dual purpose bin to be sited on Overtown Hill, which will require permission from the landowner and possibly a streetworks license.

15. 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.

16. 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 (10) (Quorum = 5)

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