

WROUGHTON PARISH COUNCIL

Community Assets & Open Spaces Committee

Minutes of the meeting held on 09th July 2025

Present:

Wroughton Parish Council:	Cllr D Archer	(Chair of this Committee)
	Cllr L Campisano	(Vice Chair of the Parish Council)
	Cllr J Hewer	(Chair of the Parish Council)
	Cllr L Coady	
	Cllr D Hooper	
	Cllr N Hooper	
	Cllr B Streeton	(Vice-Chair of this Committee)
	Cllr H Woodward	
	Emma Freemantle	Clerk
	Richard House	Grounds Manager
	Amanda Woodhead	Community Projects & Grants Officer

Public: 0

CAOS/016 Apologies

Apologies were received from Cllr N McMahon and Cllr G Overbury..

CAOS/017 Declarations of Interest & Applications for Dispensation

Cllr D Archer declared an interest in Agenda Item 9 as a member of the History Group.

CAOS/018 Public Questions: No members of the public present.

CAOS/019 Minutes of the previous meeting.

Members RESOLVED to approve the minutes of the Community Assets & Open Spaces Committee meeting held on 14th May 2025.

Adjustment needed – addition of Cllr W McGregor as attending the meeting on 14th May 2025.

CAOS/020 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. The Community Projects and Events Officer advised that the Installation will be taking place over the summer.

B) **Community Litterpicks:** Members NOTED the report attached a copy of which is **Appendix A** in the Minute Book. The report details the 2 community litterpicks on Thursday 28th August 2025, the first half of the day focuses at the center of the village, Ellendune Community Center and the second part is taking place at the Willowbrook View Care Home.

The Chair asked if councilors are available to help on the day, along with the staff and to update the office staff if they can attend. Copies of the leaflets are attached as **Appendix B** in the Minute Book.

Cllr H Woodward added that there is also an upcoming Footpath walking day, date to be confirmed but likely to be the end of September of which litter picking could also be included. The Clerk asked for Cllr H Woodward to update the office staff as and when the walking day is organized and advertised.

- C) **Tree works in the Weir Field adjacent to Wroughton Club:** Members NOTED that the tree works took place on 16th and 17th June 2025 and the Working Men's Club has already paid their 50% contribution.
- D) **Defibrillator at Alexandra Park shop:** NOTED that the landlord of the shop at Alexandra Park has given verbal agreement for the installation of a new defibrillator, 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. The Projects and Grants Officer is actively trying to arrange a meeting with the tenant of the shop as the landlord is not responding.
- 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.

Cllr J Hewer asked if Swindon Borough Council has provided any update on the patch repair of the footpath being patched. Update for the September meeting. The Clerk confirmed that there is no response to date but the Deputy Clerk is actively chasing this up and the Clerk is awaiting a meeting date for the site meeting.

- F) **Responsibility for the maintenance of the ditch and bank between the Weir Field and the rear gardens on Mill Close:** Members NOTED 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. The Clerk and Chair provided an update stating that the Deputy Clerk will now request tree surgeons to include the trees located in the ditch in their assessments. This follows confirmation from the deeds that this area falls under the Parish Council's responsibility. The Grounds Manager advised that the ditch has always been the responsibility of the Parish Council, and now that this has been clarified, the necessary maintenance work can proceed. It was also noted that the overhanging branches originate from residents' properties.

CA/021

Allotments

- Members received the notes from the Allotment Working Party meeting held on 10.06.25, a copy of which is attached as **Appendix C** in the Minute Book.
- Members considered 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. All NOTED the report attached for the details, together with a copy of the quote from Treebitz. A copy of the quote is attached as **Appendix D** in the Minute Book.

Members RESOLVED to agree the quote attached as Appendix D however this is on the provision that it is not possible to achieve a cheaper quote from Enterprise Works for the product.

Action: Grounds Manager to source additional quote from Enterprise Works before final quote progressed.

- **Members AGREED and noted the following: 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, a copy of the Allotment Rent Review Report is attached as Appendix E in the Minute Book.**
- **Also AGREED : To increase the rent by 5% in October 2025. Tenants will also be informed that rent will be increased by another 5% in October 2026 which will fulfil the statutory requirement of giving 12 months' notice.**
The Chair confirmed that the increase will allow for effective budgeting with the utilities, additional skip hire each year to twice yearly, general increase on maintenance costs and materials and then inflation in grounds team wages
- **Members considered and RESOLVED to agree 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. A copy of the report is attached as Appendix F in the Minute Book.**

CA/022

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

Members considered 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. A copy of the report is attached as **Appendix G** in the Minute Book.

Cllr J Hewer advised that what is thought to be the current management company "Firstport" may now have changed names. The recent media updates suggest that there has been a change in name, the Clerk confirmed that the office will check who should be contacted.

The Clerk advised that the Deputy Clerk is actively chasing for information regarding the Ridgeway Park responsibilities and to seek confirmation over the playground inspections in the area.

CA/023

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

Members 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. A copy of the email trail is attached as **Appendix H** in the Minute Book.

Members RESOLVED to agree the following:

The Parish Council agrees that the Grounds Team will relocate the football goals further down Weir Field away from their current position nearer to the Guide Hut end. This measure is intended to help reduce immediate noise disruption to nearby residents. However, the Parish Council is not in a position to remove the goals entirely, as they are essential for local sports groups and other users of the pitch. The Council will also consider the installation of new signage at the Weir Field, subject to budget considerations for the new financial year.

CA/024

Maunsell Way Pavilion – lease to Wroughton History Group

The Chair, Cllr D Archer declared an interest in this item as member of the History Group.

Members considered and RESOLVED to agree with continuing to sign the lease to 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 and to also 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.

CA/024

St Andrews Depot.

Members NOTED 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. The Clerk provided a verbal update regarding the Grounds Team maintenance of the compound area and ongoing chasing of the installation of a new electric meter. The Finance Assistant is due to hear from British Gas shortly with an installation date.

Members reviewed the lease for the depot with Swindon Borough Council, a copy of which is attached **as Appendix I** in the Minute Book.

Members considered 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.

Members RESOLVED to agree to accept that Swindon Borough Council's position that a right of access is not required as the roads are adopted. No searches required.

Members also RESOLVED to agree to delegate 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.

CA/025 Contract for tree works following Bawdens 2025 Survey and the Committee’s decision to fell any trees with ash dieback:

Members NOTED 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.

Cllr H Hewer asked what closing date would be offered to tenders, along with ensuring the contractors availability to start works. The Clerk advised that the Deputy Clerk will be working on the tenders in due course and advise the committee off the relevant dates once finalized.

CA/026 Beranburh Play Area

Members considered 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. A copy of the report is attached **as Appendix J** in the Minute Book.

Members RESOLVED to agree to renew the lease for the play area ONLY if the historic S106 funds in relation to this play area are received from SBC by December 2025. If funds are not received then further discussions via the Finance and General Purposes Committee will need to be held.

CA/027 VE Day 80

Members considered the proposal for memorial planting to commemorate the Victory in Europe 80 Year Anniversary – a copy of the report with recommendations and appendices is attached **as Appendix K** in the Minute Book.

The Community Projects and Grants officer provided a verbal update to support the report.

The committee discussed and RESOLVED to approve the proposals included in this paper including a layout plan of:

Cherry Avenue and Memorial Oak with wildflower planting underneath and mowed central avenue

Wildflower Meadow opposite Memorial Oak

Dwarf/Semi Dwarf Orchard planting with wildflowers underneath

Rowan and Silver Birch Cluster

2 x new benches located as shown on plan

And also for the bid to Include monies to hold an orchard tree pruning and maintenance training session on site.

AGREED that WPC Grounds Team as part of the ‘Contribution in Kind’ will install new benches, plant wildflower plugs/bulbs, attend appropriate training and be involved in ongoing maintenance as outlined in this paper.

AGREED to delegate to the Community Projects Officer, under the supervision of the Clerk finalising the grant funding bid, procurement and delivery of these proposals.

AGREE that the Community Projects Officer should organise a public consultation both online and on display boards at Belmont Green with feedback reviewed by Chair of CA&OS or Vice Chair CA&OS in conjunction with the Clerk//Deputy Clerk and any adjustments made to allow the timely progress of the project.

AGREE that the Community Projects Officer explores any opportunities for public involvement in planting of wildflowers or semi dwarf orchard trees whilst noting that there are time restrictions relating to the launch event and winter dormancy periods.

AGREE to delegate authority to the Community Projects Officer to arrange an appropriate launch event on 11 November 2025 involving key stakeholders including WPC Councilors and the Royal British Legion.

The Grounds Manager advised that the suggested area for wild planting which is shown in Appendix 1, would potentially be walked on by users the sports field and play area at North 'Wroughton. He suggested moving the wild planting to the area outside the Mountings which will run parallel with the houses.

AGREED - The committee agreed to move the wild flower planted area to a new location which would be more suitable for the public and the Mountings would be assessed for viability and if possible agreed.

CA/028

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:

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.

Ask the other businesses – would they contribute.

Defibrillator at Alexandra Park: £3,000 budget agreed; consider combining with bleed kit.

Benches: £2,500 budget agreed to enable benches to be installed if required.

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. Cllr G Cook will also be chasing SBC for information on what is happening with the redundant bus shelters from the Park and Ride. **August 2025 Boulevard opening in August.**

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.

Footpath Barret Way to Bowls Club: £6,000 budget agreed to get legal advice. Patch repairs would cost £6,000+. (To remove – SBC problem now).

Replacement of Weir Field Pavilion: Business case required; Projects & Grants Officer to carry out consultation first.

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.

Addition - Weir Field Pavilion floor has damp and blown in the changing room / toilet area – needs to be brought forward to the next appropriate meeting.

CA/029

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 – location to be determined.

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.

The meeting finished at: 20.41

Signed:

Date:

Chair of Community Assets & Open Spaces Committee