

WROUGHTON PARISH COUNCIL

Community Assets & Open Spaces Committee

Minutes of the meeting held on 8th October 2025

Present:

Wroughton Parish Council:	Cllr Diane Archer	(Chair of this Committee)
	Cllr Lisa Campisano	(Vice Chair of the Parish Council)
	Cllr Debbie Hooper	
	Cllr Neil McMahon	
	Cllr Will McGregor	
	Cllr Graham Overbury	
	Cllr Ben Streeton	(Vice-Chair of this Committee)
	Cllr Holly Woodward	
	Cathy Martyn	Deputy Clerk
Public:	0	

CAOS/030 **Apologies**
Apologies were received and accepted from Cllrs Lauren Coady and John Hewer.

CAOS/031 **Declarations of Interest & Applications for Dispensation**
Cllr D Archer declared an interest in Agenda Item 11 as a member of the History Group.

CAOS/032 **Public Questions:**
There were no members of the public present.

CAOS/033 **Minutes of the previous meeting**
Members RESOLVED to approve the minutes of the Community Assets & Open Spaces Committee meeting held on 9th July 2025. The Chair signed the minutes.

- CAOS/034** **Updates for Noting and for Information Only**
- a) **Quotes for tree works following the 2025 Tree Assessment:** Members NOTED quotes had been requested from 4 known and trusted contractors; quotes to be received by noon on 13th October 2025. A recommendation from the Deputy Clerk would go to the Finance & General Purposes Committee meeting on 20th October 2025; work should begin 1st November 2025.
- b) **Benches owned by Swindon Borough Council:** Members NOTED Swindon Borough Council had confirmed: *'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'.*
Members also NOTED that Vision For Wroughton (V4W) had refurbished 2 benches in Willowbrook Garden and re-varnished the aeroplane seats. Members thanked V4W.

- c) **Vehicle Report:** Members NOTED the Grounds Team Manager was in the process of obtaining quotes to lease the vehicles which required replacing, with the intention of bringing a report and recommendations to November's Committee meeting.
- d) **Residents Litter Pick Stations:** Members NOTED the Mobile Litter Pick Station made by the Grounds Team had been sited at various locations including Beranburh, Maunsell Way, Belmont Green, the Weir Field and the Ellendune Shopping Centre. It had been well received but was not used at all at Beranburh. An apprentice with the Wichelstowe Development Team had made 2 litter pick stations for free for use in Wichelstowe. These had been sited permanently with the agreement of the Wichelstowe JV Team, at the lakes car park and also The Orchards.

ACTION: Members asked whether the Kembles would be willing to site it on the edge of their field on Brimble Hill.

- e) **Defibrillator at Alexandra Park shop:** Members NOTED the report from the Projects and Grants Officer attached to these Minutes as Appendix A.

FOR NOV AGENDA: Members queried whether the verbal indication from the landlord would be sufficient to instruct a contractor to install the cabinet onto the exterior of the shop.

- f) **Responsibility for the maintenance of the footpath from Barret Way to the Bowls Club:** Members NOTED 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 was correct, they would carry out small areas of patching to ensure the path was safe.

- g) **Beranburh Play Area:** Members NOTED the Clerk had requested the s.106 funding and expected 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:** Members NOTED The report from the Projects & Community Events Officer, a copy of which is attached to these Minutes as Appendix B. The next community litter pick would be scheduled to coincide with the Great British Spring Clean 2026 (assume March-April 2026 - dates to be announced).

- i) **Hedgehog Survey:** Members NOTED that in July 2024, they had 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 was likely to run. The cameras had been installed again in September this year, including a camera 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:** Members NOTED the Deputy Clerk was still awaiting a substantive response from FirstPort and had followed this up again recently with both Bellway Homes and FirstPort.

ACTION: Members requested the Deputy Clerk ask the resident to contact First Port to obtain the information requested including permission to install a bin.

CA/035

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

Members NOTED The update report from the Projects & Community Events Officer, a copy of which is attached to these Minutes as Appendix C, and the report from the Deputy Clerk attached as Appendix D. The Deputy Clerk gave a verbal update that Swindon Borough Council had appointed Eco-Librium who would start rotavating and clearing on 27th October, with a proposed delivery date of 28th October, and completion by 7th November.

Members RESOLVED to agree 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 and tidy any fallen supports, ahead of the VE Day 80 Commemorative Planting.

CA/036

Councils' Footpaths Update

Members NOTED:

- Three officers from Swindon Borough Council had 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 looked at the Lower Churchyard footpath.
- The Swindon Borough Council officers had offered 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 was responsible.
- Swindon Borough Council had advised the footpath in the lower churchyard needed a full reconstruction due to the complete failure of the sub-base and edgings. They had asked if the contractor would suggest what work needed carrying out, and provide an estimate.

CA/037

Annual Play Area Safety Inspection 2025

Members NOTED 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. A copy of the report is attached as Appendix E.

Members RESOLVED:

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

CA/038

Maunsell Way Play Area – accidental damage caused to the MUGA

Members NOTED that since the annual play area safety inspection had been carried out, some accidental damage had been caused by the Parish Council's grounds contractor to one of the uprights on the MUGA (multi-use games area). The equipment was currently safe, but the Grounds Team Manager had recommended that the upright was replaced. The contractor had notified their insurers and quotes for a replacement upright were being sought.

CA/039

Allotments

Annual Plot Holders' meeting held on 29th September 2025: Members RECEIVED the notes of this meeting, a copy of which is attached as Appendix F.

Plotholders' Picnic: Members NOTED that 2 plot holders had organised a plotholders' picnic on the allotments for a couple of hours one August evening. This had been agreed on the understanding that there were no bonfires or BBQs due to the ongoing fire risk, plotholders would be responsible for leaving the area tidy, no glass was to be brought to site, and noise was to be kept to a minimum. Approximately 40 plotholders (including children) attended and brought dishes to share. They all appreciated the opportunity to get together and meet others. This was used to celebrate National Allotment Week and might become an annual event.

Green Social Prescribing Scheme Allotment: Members NOTED the Social Prescriber at Wroughton Surgery had been added to the allotment waiting list. The scheme was already being used by the same social prescriber at an allotment in Shrivenham and was used to hold sessions to improve people's wellbeing. The intention was to offer them one of the larger plots to enable small groups to be able to work together. More information on social prescribing is available here: [What is social prescribing? | Healthwatch Swindon](#)

CA/040

Maunsell Way Pavilion – lease to Wroughton History Group

Members NOTED Swindon Borough Council had still not advised the Parish Council's solicitor of their estimate of costs to review the draft lease.

Due to having declared an interest, Cllr Diane Archer did not vote on this resolution.

Members RESOLVED:

- to approve the estimate of costs from Parish Council's solicitor, calculated at up to 4 hours of their time at their standard hourly rate of £170.00 per hour on the basis that much of the previously agreed drafting could be replicated. This equated to £680.00 plus VAT.
- to instruct 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 allow Wroughton History Group to use Maunsell Way Pavilion in advance of the lease being signed, on the basis that the Parish Council would continue to be responsible for the building maintenance and utility costs, with a peppercorn rent of £10 pa and that Wroughton History Group had Public Liability Insurance of £5m.

- CA/041** **Request to purchase replacement metal bin liners.**
Members RESOLVED 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 had already been exceeded.
- CA/042** **Weed spraying by Swindon Borough Council**
 Members NOTED the 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.
- Members RECEIVED an update from Swindon Borough Councils Grounds Supervisor regarding the schedule of works planned for October and the request for parish councils cooperation.
- Members NOTED the Clerk had requested clarification from Swindon Borough Council (SBC) as to which areas would be sprayed and had requested sight of a map for Wroughton & Wichelstowe Parish Council area. The Deputy Clerk provided a verbal update that the SBC Officer had advised they were not permitted to provide details of when and where the weed spraying would take place.
- Members RESOLVED to delegate authority to the Deputy Clerk to complete the survey in consultation with the Grounds Manager and the Chair of this Committee.**
- CA/043** **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.
- ACTION:** **Members requested an update on this item for the next committee meeting.**
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.
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. The stage doors have now been repaired.
Footpath Barret Way to Bowls Club: £6,000 budget agreed to get legal advice. Patch repairs would cost £6,000+.
Replacement of Weir Field Pavilion: Business case required; Projects & Grants Officer to carry out consultation first.
- FOR NEXT AGENDA** **Weir Field Pavilion floor has damp and was blown in the changing room / toilet area. Requires repair/ replacement.**

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.

CA/044

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.

ACTION:

Members raised a concern about large boughs continuing to fall from the Willow trees opposite the Mobility shop and asked the Deputy Clerk to contact SBC to enquire how often they surveyed their trees, whether they would come and re-check these willow trees which were overhanging the pavements and road on Devizes Road.

**FOR NEXT
AGENDA**

Ask SBC to replace the 2 willow trees opposite the Mobility Shop which have been felled.

The meeting finished at: 20.36

Signed:

.....

Date:

Chair of Community Assets & Open Spaces Committee