

WROUGHTON PARISH COUNCIL

Community Assets & Open Spaces Committee

Minutes of the meeting held on 14th January 2026 at 7.30pm

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 Ben Streeton (Vice-Chair of this Committee)
Cllr John Hewer (Chair of the Parish Council)

Clerk, Emma Freemantle

Public: 0

CAOS/046 **Apologies**
Apologies were received and accepted from Cllrs H Woodward, Cllr W McGregor, Cllr L Coady and Cllr G Overbury.

CAOS/045 **Declarations of Interest & Applications for Dispensation**
Cllr D Archer declared an interest in Agenda Item 11 as a member of the Wroughton History Group.

CAOS/046 **Public Questions:**
There were no members of the public present.

CAOS/047 **Minutes of the previous meeting**
Members RESOLVED to approve the minutes of the Community Assets & Open Spaces Committee meeting held on 08th October 2025. **The Chair signed the minutes.**

Members noted that the November 2025 and December 2025 meetings were cancelled and urgent matters were added to either the F&GP or Full Council agenda. Noted Cllr J Hewer was not present at the meeting.

CAOS/048 **Updates for Noting and for Information Only**
Members reviewed and NOTED the ongoing projects and outstanding committee items, copy of which can be found as Appendix A in the Minute Book.

Action: Clerk to update the projects list and allocate the Weir Field Pavilion replacement project and new suggestion for gym equipment to the CA&OS Committee until a point which quotes are received and considered. Business will then be decided at Full Council as per the parish councils Financial Regulations.

CAOS/049 Tree Works following the 2025 Tree Assessment

Members NOTED that quotes have been received and reviewed for the parish councils tree work and that the agreed contractor being appointed as of the October 2025 Full Council min ref FC/277 is now Bawden Tree Care.

Members NOTED that there is a delay in the works starting and that a revised start date will now be the mid-February 2026. The Clerk advised that a more detailed update with list of timescales will need to follow via email.

Members NOTED that all urgent dangerous trees have been cut and or maintained as per the first round of works in 2025.

CAOS/050 Benches owned by Swindon Borough Council (SBC)

Members NOTED the last response from SBC: ***'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 reviewed the parish councils bench audit documentation, a copy of which can be found as Appendix B in the Minute Book and NOTED that the benches in Willowbrook Garden have been refurbished in 2025 by local volunteers.

Members NOTED and supported that the Grounds Team to now take on maintenance of the SBC benches which have been newly adopted within the attached audit and Clerk to notify SBC to include in revised deeds.

NOTED, the Clerk is meeting with SBCs new interim Service Delivery Manager on 21st Jan and he will be updated with the new asset management for maintenance purposes by the parish council moving forward.

Cllr D Hooper passed on a request from a resident to install a bench on Perrys Lane. Members discussed the possibility and if there would be a suitable location for one. The main issue is the that the land is majority owned by SBC and the costs to seek permissions and installation / licenses for the work would be more expensive than the bench itself.

Members RESOLVED to agree to consider increasing the budget for new benches with the additional installation costs via SBC, at the future budget setting process for 2027/2028.

CAOS/051 Vehicle Lease Proposal

Members reviewed the information and quotes received for the purchase or lease of a new vehicle to replace the Isuzu . A copy of the quotes can be found as Appendix C in the Minute Book.

Members RESOLVED to agree to progress the new vehicle under a lease model and AGREED the following recommendations:

- 1) That the Committee agrees to enter into the 4-year lease agreement with the servicing package, rather than purchasing the vehicle outright.
- 2) The Service package at Attachment C is included.
- 3) Gap insurance for the new leased vehicle is added via our existing insurers with the cost to be agreed once registration for vehicle available.

This recommendation is based on the financial predictability of the lease, reduced maintenance risk, and the avoidance of a large upfront capital expenditure. The agreed recommendations also allows for CIL funds to be spent on other capital items and not to increase the budget by a further estimated £40,000.

Budget Available: 4614/450

CAOS/052

New Equipment Purchase

Members reviewed and RESOLVED to AGREE a quote from TH White for new strimmer's for the Grounds Team, a copy of which can be found as Appendix D in the Minute Book. Members NOTED and supported that the strimmer's will assist the team with the additional tree work and maintenance.

Budget Available: EMR 355 Grounds Team Workshop - £5,405.81 Available

CAOS/053

Beranburh Play Area s.106:

Members NOTED the parish council is due to receive the S106 funds of £15,188.60 by the end of January 2026.

Members NOTED the latest correspondence received from Savills, land agent for the Beranburh play area lease with the parish councils request to extend the term.

A copy of the lease correspondence is attached as Appendix E in the Minute Book.

CAOS/054

VE Day 80 Commemorative Planting – Climate for Trees

Members received and NOTED the update report from the Community Projects & Events Officer regarding the remaining funding for ongoing maintenance of the newly planted trees at Belmont Green. A copy of the report is attached as Appendix F in the Minute Book.

All noted that partial funds have been spent already due to previous maintenance and beat up costs however a new maintenance schedule for the parish council grounds team will be brought forward to the next meeting.

CAOS/055

Weir Field Footpath Works

Members NOTED that the Clerk, Grounds Manager and Community Projects & Events Officer has met with the parish councils appointed contractor Rock Ground Work Ltd in December to discuss the works at the Weir Field, a start date is expected early Feb. Residents and users will be written to once a date is agreed.

CAOS/056 British Spring Clean – Save the Date

All agreed that Thursday 26th March 2026 will be the designated parish councils Litter Pick Day to take part in this year's Great British Spring Clean.

<https://www.keepbritaintidy.org/our-work/eliminating-litter/great-british-spring-clean>

Note the National week runs 13th to 29th March 2026.

Note – Community Projects and Grants Officer to request involvement from the schools in the area to take part in the litter pick event.

CAOS/057 Emergency Bike First Aid Kits

Members NOTED that the Parish Council is working with Swindon Borough Council who are partnering with the Swindon Cycle Campaign, to provide Emergency First Aid Bike Repair kits for cyclists. A copy of the information is attached as Appendix G in the Minute Book.

Clerk confirmed that the bike repair kits will be available from the Ellendune Community Centre in the next few months and the parish will promote the offering once up and running.

CAOS/058 Emergency Bleed Kits

Members reviewed an update from the Community Projects and Events Officer regarding the purchase and installation of emergency bleed kits across the parish. A copy of the latest correspondence and update can be found as Appendix H in the Minute Book.

All agreed that this was a great incentive and work should be done to achieve further funding from the charity to purchase new kits.

CAOS/059 Play Area Working Party

All NOTED that the Community Projects & Events Officer will be organising the next play area working party for early March. The working party will need to put forward suggestions and research for:

- *Replacement Play Equipment at Maunsell Way*
- *Replacement Play Equipment for Weir Field (older age category and individual items)*
- *Outdoor Gym locations and equipment. (Chiseldon parish and Lechlade)*
- *Beranburh Play Area considerations*

Working party date to be confirmed.

CAOS/060 Maunsell Way Pavilion

Members considered a quote for the replacement of 5 security roller shutters with new electrical installation points at the Pavilion, a copy of the quote is attached as Appendix I in the Minute Book.

Budget Available: General Reserves

The Clerk advised that the Community Projects & Events Officer is actively seeking a second and third quote for the replacement shutters.

Second option – reconfirm quote for two shutters and inc maintenance package. Suggestions put forward for the replacement of two front windows with maintenance contract.

Members RESOLVED to agree to wait for the second quote to come back and compare to original. Agreement made to delegate authority to the Clerk and Chair to make a decision and inform the committee via email.

CAOS/061 Exclusion of Press and Public

To resolve in accordance with Standing Order 3 (d) that ‘in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they be instructed to withdraw’.

Reason: **Contractually Sensitive**

CAOS/062 Bowls Club – Bowls Green Maintenance

Members received an update from the Clerk regarding a meeting with the Grounds Manager and Bowls Club representatives on 06 Jan. Note that a copy of the original request attached in the Confidential Minute Book.

Members considered and RESOLVED to AGREE to the terms withing the draft SLA which would enable the parish council to assist the Bowls Club with this seasons maintenance / grass cutting of the green. attached in the Confidential Minute Book.

Note a discount for the first trial year has been included.

The meeting finished at: 20.25

Signed:

Date:

Chair of Community Assets & Open Spaces Committee