



**WROUGHTON & WICHELSTOWE
PARISH COUNCIL**

Community Assets & Open Spaces Committee

Minutes of the meeting held on 11th March 2026 at 7.30pm

Present:

Wroughton Parish Council:

Cllr D Archer	(Chair of this Committee)
Cllr J Hewer	(Chair of the Parish Council)
Cllr L Campisano	(Vice Chair of the Parish Council)
Cllr D Hooper	
Cllr N McMahon	
Cllr H Woodward	
Cllr A Varma	

Clerk, Emma Freemantle
Community Projects and Events Officer, Amanda Woodhead.

Public: 0

CAOS/080

Apologies

Apologies were received and accepted from Cllr B Streeton, Cllr L Coady.

CAOS/081

Declarations of Interest & Applications for Dispensation

Cllr D Archer declared an interest in Agenda Item 14 as a member of the Wroughton History Group and Maunsell Way Pavilion.

CAOS/082

Public Questions:

There were no members of the public present.

CAOS/083

Minutes of the previous meeting

Members RESOLVED to approve the minutes of the Community Assets & Open Spaces Committee meeting held on 11th February 2026. Note that Cllr L Coady was present and previous minutes to be amended.

CAOS/084

Updates for Noting and for Information Only

- 1) Members NOTED the ongoing projects and outstanding committee items, a copy of the list is attached as **Appendix A** in the Minute Book.
- 2) **Maunsell Way – Wroughton History Group Museum – the Chair declared an interest:**
Previous Correspondence – The Chair read aloud the previously circulated email for the record; copy attached as **Appendix B** in the Minute Book.

Signage - New sign approved for *Maunsell Way – Wroughton History Group Museum*.
Special spray anti-graffiti protective coating to be used.

All attendees were happy with the proposal.

Building Access & Safety - A step at the front of the building would be preferable for improved access. Wheelchair access is currently not possible because both the front door and the fire exits are too narrow. The building has two exits, but neither meets disabled access requirements. A grab bar will be installed on the wall near the front door to assist visitors.

Funding - Required adjustments will be funded through the History Group's grant funds.

Compliance - Electrical certificates have been completed and received.

- 3) Members NOTED the current CIL funds allocation spreadsheet for current and future projects, copy of the CIL funds breakdown is attached as **Appendix C** in the Minute Book.
Questions were raised from Cllr H Woodward regarding the S106 funds for Hogging path at Alexandra park. The Chair confirmed that the parish council are holding the funds until the Management Company, via consultation with the parish agree to progress the hogging path repairs at Alexandra Park.
All NOTED that Firstport (Management Company) are being slow to progress like for like quotes which would enable further consideration.

CAOS/085

Defibrillator Alexandra Park

Members received a verbal update from the Community Projects and Events Officer regarding ongoing discussions with the landlord to install a defibrillator at the shops, Alexandra Park.

The Chair confirmed she would be willing to have the installation placed at her house. It was agreed to wait until 31st March for a response from Hannick Homes regarding permission; if none is received, WPC will proceed with installing it at Cllr D Archers property, which is noted as being easily accessible with a central footpath near the hotel. Emergency services receive the access code and location when called, ensuring they can reach the site quickly. The group expressed thanks to the Chair for offering this option to the public and parish, especially as the project has been outstanding since May—almost a year.

CAOS/086

Tree Warden and Councillor Memorial Trees

Members received a report from the Community Projects and Events Officer regarding the parish councils volunteer warden and also replacement suggestions for existing memorial trees. A copy of the background paper is attached as **Appendix D** in the Minute Book.

The Community Projects and Events Officer provided a verbal update and read through her report. Belmont Green is currently full of trees, and replacements can be costly. The committee discussed the late John Newman, with questions raised about whether any family members can be identified before proceeding with plaques for the healthy trees. Cllr L Campisano proposed planting two new apple trees, and this was agreed, but no plaques will be installed until it is confirmed whether family are involved. The grounds team will remove the diseased trees.

A dead apple tree at the Secret Garden will also be removed as agreed. Cllr H Woodward expressed a preference for heritage apple trees, but the Community Projects and Events Officer confirmed that a like-for-like replacement is required. Thanks were recorded to our local volunteer for the valuable work he carries out on behalf of the parish.

CAOS/087

Wroughton Youth Football Club WYFC

All received the February 2026 newsletter from the Wroughton Youth Football Club, a copy is attached as **Appendix E** in the Minute Book.

Members NOTED that the Clerk and Community Projects and Events Officer will be meeting with the New chair to the Wroughton Youth Football Club. Both are meeting with the football club to improve community relations and support conversations being pushed forward in relation to the new Winchestowe Sopot's Hub.

CAOS/088

Community Litter Pick Day – 26th March 2026

The Community Projects and Events Officer provided an update ahead of this month's litter pick, taking place as part of the Great British Spring Clean week.

Mobile Litter Pick Stations - The grounds team is still required to construct a new mobile litter pick station and repair the existing one. Work remains outstanding.

Permanent Litter Pick Stations - Two permanent litter pick stations have been installed at *The Orchards* near Wichelstowe.

Litter Concerns in Wichelstowe – Cllr H Woodward raised concerns regarding litter in the Wichelstowe area and asked whether a litter-picker presence could be arranged locally. AW confirmed she regularly posts on Facebook to request volunteer litter pickers for Wichelstowe, but no volunteers have yet come forward.

Volunteer Recognition- Members noted and commended the contribution of the Duke of Edinburgh participant supporting the litter-picking efforts.

CAOS/089

Beranburh Play Area Lease

Members NOTED the latest correspondence received from Savills, land agent for the Beranburh play area lease. Copy attached as **Appendix F** in the Minute Book.

All agreed to request the same terms remain and to extend the lease a further 25 years with the cost of the lease to be waived in the hope so save the parish council £587.50, the request is also to include a peppercorn rent to remain in place.

Action: Following discussions around the lease description of "Wroughton Parish" rather than "Wroughton & Wichelstowe Parish" Council – the Clerk is to chase up the name change with SBC and query why the Ward name isn't being used by Swindon Borough Council and why the parish council is yet to receive official correspondence around the formal name change.

CAOS/090

Play Area Working Party

The Community Projects and Events Officer provided a verbal update following the Play Area Working Party meeting held on 16th February 2026. The officer outlined the key recommendations contained within the report. A copy of the report is attached as **Appendix G** in the Minute Book.

General Updates / Actions: It was agreed that a green bench will be installed using the existing base of the old bench, which includes a concrete foundation.

It was agreed that an item would be added to the full Parish Council agenda regarding the use of **£15,000 CIL funding for Weir Field** improvements.

The Community Projects and Events Officer will prepare a written proposal outlining the agreed works and requirements, including the addition of resistance equipment.

Maunsell Way - It was NOTED that improvements to Maunsell Way are extensive and would incur significant costs.

The recommendation was split into two parts:

- **Play Area:** To be included in the 2027/2028 budget setting process. The Play Area Working Party will further scope costs and develop plans.
- **Picnic Bench:** Approved and agreed.

Public Toilet Provision It was noted that the History Group are now happy to facilitate increased access to the public toilets. Additional users include the youth club during summer and the football club at weekends. The History Group has agreed to support wider use going forward.

Barenburgh Site A verbal update was provided. The site requires thorough cleaning and pressure washing. It was noted that there are already two picnic benches in place. Funds previously received for the play area will be used for long-term maintenance and replacement equipment. The recommendations were supported and agreed by all.

CAOS/091 **Ellendune Car Park Recycling Bins**

Members received and discussed correspondence received from the following organisations in relation to the recycling bins situated in the Ellendune Community Centre Car Park:

- 1) Monster Recycling (phone update received)
- 2) Recycling Solutions (email received)
- 3) HVDV (phone update received)

A copy of the correspondence is attached as **Appendix H** in the Minute Book.

Members RESOLVED to agree the following:

The Parish Council resolved that the Purple Monster bins should be removed, as they are not associated with a recognised local charity and there is no evidence of permission for their siting. SBC, as the landowner, is requested to contact the company and arrange for their removal. The remaining two green bins, supporting HVD and The Air Ambulance, may remain in place subject to SBC, as landowner, confirming its agreement.

CAOS/092 **Common Farm / Solar Farm Maintenance**

Members received the correspondence from Swindon Borough Council in relation to the maintenance of the solar farms and that the parish councils' services are no longer requested (Copy attached as **Appendix I** in the Minute Book).

All NOTED that assistance from the parish council is no longer required and that SBC will continue maintenance.

CAOS/093 **Litter Bin Replacement Installation**

Members considered replacing the existing litter bin at the lay by on the A4631 (past Elcombe on the right hand side) with a larger black wheelie bin, secured to the fence in place, which can be emptied by the parish council. A copy of the Clerks report is attached as **Appendix J** in the Minute Book.

All present agreed to a 6 month trial period but are aware this may also cause other issues such as encouraging larger fly tipping at the site.

CAOS/094

Maunsell Way Pavilion

Members received an update from the Clerk and the Chair regarding the pavilion decoration, roller shutter maintenance, electrical works and any Health and Safety items. All present NOTED that the painting is complete, new sockets, new carpets, cleaned throughout and overall improvements.

CAOS/095

Proposal – Purchase of a New Bus Shelter

Members considered the purchase of a new bus shelter for Perrys Lane as per the attached report and liaise with Swindon Borough Council to complete the necessary highway installation applications, utility and license checks. A copy of the Clerks report is attached as **Appendix K** in the Minute Book.

Members RESOLVED to agree the recommendations within the Clerks report and present the budget paper to Full Council for the use of CIL funds should the marketing company not wish to partake in the project.

CAOS/096

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/097

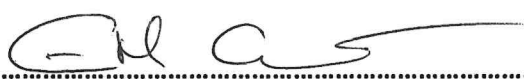
Footpath Maintenance – Barret Way to Bowls Club

Item DEFERRED to next meeting pending further information and update from the Clerk.

The Chair of the Committee, Cllr D Archer formally thanked Cllr G Overbury for his time as Chair to the committee and looks forward to seeing him again at full council meetings with his Transportation Rep report update.

This was Cllr G Overbury's last official council meeting and all present thanked him for his time over the past term.

The meeting finished at: 20.29

Signed: 

Date: 22/5/2026

Chair of Community Assets & Open Spaces Committee