

WANBOROUGH PARISH COUNCIL

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Minutes of the Wanborough Parish Council (WPC) Footpaths, Village Maintenance and Allotment Committee (FVM&A) meeting held on Monday 31st March 2025 at 7pm at Hooper's Field Pavilion, Rotten Row, Wanborough

Cllrs Present: Richard Bellamy (Chair from min no.7), John Emmins, Kathy Glanville and John Warr (Chair up to min no 7)

In attendance: Sally Thurston, Interim Clerk. Cllr. Hayward
One Member of Wanborough and Covingham Allotment Society (WCAS)

Minute ref: F&VM/03/25

It was PROPOSED SECONDED and RESOLVED that Cllr. Warr act as Chair in the absence of Cllr. Bellamy

1. Apologies

None received.

2. Declaration of interest

None received.

3. Minutes

The minutes for the committee meeting held on Tuesday 19th November 2024 were signed as a correct record

4. Public Participation Time

No members of public wished to speak at this time. It was noted that the member of WCAS would need to speak during item 12.

5. Items for Information

- a) Action List – actions undertaken to be discussed under items 8 and 11
- b) The clerk informed members that a letter had been received from South Marston Parish Council notifying of plots available at their allotment site. It was suggested that Redland Grove residents on the WPC waiting list may be interested in this site, the clerk would investigate further.

6. Finance

Financial reports for the allotments and play areas and common land were noted.

It was PROPOSED, SECONDED and RESOLVED that following the arrival of Cllr. Bellamy that he now act as chair for the rest of the meeting.

It was PROPOSED to discuss item 12. at this point. It was further PROPOSED to allow the member of WCAS to speak during this item to provide information on the new society and the allotments. Both proposals were SECONDED and RESOLVED.

12. Allotments

- a. Cllr. Emmins gave an update on the first Allotment Society Meeting. The member of WCAS added further context. It was noted that the society had been formed and were keen to improve the allotments and advise WPC on their maintenance and management. Members noted that that an allotment check and report would be undertaken after Easter. Priority should be given to allocating vacant plots.

b. Members considered requests and actions needed from the meetings:

- i. It was PROPOSED SECONDED and RESOLVED to approve a draft partnership agreement for WCAS to consider. The agreement, which needs to be approved by both parties, sets out the responsibilities of WPC and WCAS.
- ii. Rental payments - WCAS pointed out that the date of billing does not work. The invoice is sent in September and agreement starts in April. Members agreed that alignment would be sensible but were aware that there was historic legislation that governed how allotments were managed. It was agreed that legislation would be investigated by Cllr. Bellamy and the clerk to confirm if any adjustments could be made.
- iii. WCAS queried if plot holders would have their agreement terminated if they did not pay. It was confirmed that the plot holder would be sent reminders but if they failed to communicate or pay they would be asked to vacate.
- iv. WCAS asked for an email to be sent to plot holders requesting they put up a plot number sign. It was agreed that the clerk would get quotes to provide these signs. It was also agreed for the clerk to write to all allotment holders to check addresses and payment details.
- v. Hedging – it was PROPOSED SECONDED and RESOLVED to purchase requested hedging from maintenance budget up to £162

c. Terms of Reference for WCAS were noted.

7. Terms of Reference (TOR)

Draft TORs for FVM&A were considered. It was PROPOSED, SECONDED and RESOLVED to APPROVE the FVM&A TORs making clear that the £3,000 maximum spend was for a single item.

8. Footpaths and Village Maintenance:

- a. The maintenance log was reviewed. Actions taken were NOTED. It was PROPOSED SECONDED and RESOLVED to carry out further actions as highlighted and detailed in appendix a.
- b. Members received requests for maintenance from residents:
 - a. Members considered a request for a dog waste bin. It was PROPOSED, SECONDED and RESOLVED to site a dog waste bin on Wanborough Rd at a midway point between Redlands Grove and the High Street.
 - b. Members considered a request for signage for a footpath across private land opposite Redlands Grove, where walkers were not sticking to the path and allowing dogs off lead. It was noted a sign had already been observed on site. It was PROPOSED, SECONDED and RESOLVED to monitor the situation and ensure that the countryside code was published online and in the Lyden magazine to remind residents of their responsibilities when using footpaths.
 - c. Members considered a request to maintain Green Lane where the bridleway was worn and muddy. It was PROPOSED, SECONDED and RESOLVED that the clerk check responsibility for the bridleway and in the meantime source quotes to repair.
- c. Members agreed that footpaths should be allocated to councillors and staff to walk and check for maintenance issues. Cllr. Bellamy agreed to use the footpath map and create zones for allocation at the next full council meeting,

- d. Members considered an historic project list. Cllr. Bellamy agreed to update the list, to begin creation of an annual calendar and maintenance plan for consideration at the next meeting.

9. Tree Survey

Members noted a tree survey had been scheduled for May 2025 and quotes requested to add Springlines Meadow.

10. Road Sweeping

- a. Members received and consider quotes.
- b. It was PROPOSED, SECONDED and RESOLVED to accept a quote from BF Sweepers Ltd to carry out two days sweeping as soon as possible using an updated map of arterial routes. Cllr. Bellamy voted against noting that road sweeping should be a Swindon Borough Council responsibility.

11. Play Areas

- a. Members noted an update
- b. A play equipment report for Church Meadow was received. Members NOTED actions taken so far and PROPOSED, SECONDED and RESOLVED to get a quote for the playground suppliers to adjust the trampoline.
- c. A play equipment report for Lower Rec was received. Members NOTED actions taken so far and PROPOSED, SECONDED and RESOLVED to get a quote to replace the rubber surfacing under the swings.

The meeting closed at 20.50pm

appendix a.

Date	Reported Problem	Action
20/9/24	Resident from Nut Cottage would like large 30ft Ash tree slightly reduced in height as concerned for safety if it was to fall towards the house	<i>To be considered in 2024/25 Tree Survey</i>
17/7/24	Message from Resident - Footpath 44 on Burycroft to The Marsh, closed since 2018(?), granted official status by the Inspector in 2023 is still blocked. What is the problem now and would the Parish put pressure on the Rights of Way Officer to enforce its access?	<i>ROW officer met with Cllr Bellamy & Cllr Warr – update on this</i> <i>Follow up April 25</i>
17/7/24	Lower Rec playground – matting under swings starting to turn up at corners	<i>On play maintenance list – close</i>
2/7/24	Large trailing brambles from the hedge next to the school overhanging the footpath	<i>done - close</i>
1/7/24	Resident of Stanley Close, hedge at front of property footpath side is maintained by WPC, is now getting very high, can this be cut	<i>This hedge is not on the footpath but on private land – inform resident – close</i>
25/5/24	The storyboard post in front of Calley Arms fallen over, pub have taken it in for safe keeping	<i>Done - close</i>
21/5/24	Kings Lane kissing gate broken and not opening	Handyman eased the issue, but a new gate is required <i>Cost for new gate RB to check</i>
31/1/2025	The footpath off Callas Hill is getting hard to use again, it's very muddy especially at the entrance, can you arrange some bark at the entrance like previously.	<i>Now dry – order bark for when lower rec is hard enough to drive on then play area and footpath can be done at the same time</i>

13/2/25	Please could the footpath Silversprings House and Woodlands off Callas Hill be looked at as it is virtually impassable. The hedge is blocking 15 m of the footpath.	Cut back done – needs further work in September
25/2/2025	Green Lane in the Spring? The Burycroft/The Marsh end, at the gate is an increasingly deep muddy area, perhaps some hard core?	To inspect Check responsibility – costing Call PROWO
11/3/2025	style on the footpath across the fields from The Plough to Hinton Parva. I attach a photo, the styles have completely collapsed and the only way through is by using the farm gate which I expect isn't ideal if someone forgets to close it.	Done - close
12/3/2025	Outside 4 & 5 Mayfield, which is public land, is missed out and I have to let you know each time. Please could you arrange to get this area cut and the contract amended to include it in future.	D cut contractor informed – close