

## WANBOROUGH PARISH COUNCIL

### Minutes of the Footpaths & Village Maintenance Committee held on Monday 9<sup>th</sup> October 2023 at 7.30pm at Hooper's Field Pavilion

Present: Richard Bellamy (chair), John Warr, John Emmins and Kathy Glanville

In attendance: Sarah Hardwick (Parish Clerk).

Meeting ref:  
F&VM/09/23/

1. Apologies: Apologies received from Cllr Mirza and approved at the meeting.
2. Declaration of interest: Cllr Warr declared a personal interest in footpath 44.
3. Minutes of the committee meeting held on 20<sup>th</sup> February 2023:  
Proposed: Cllr Glanville      **Seconded:** Cllr Emmins  
**Resolved:** The minutes were unanimously approved.
4. Meeting was adjourned for Public Questions  
*No members of public in attendance and no question submitted to the council.*
5. Update on the current Village Maintenance & Footpath Projects
  - a. Clerk circulated the latest version of the village maintenance and footpaths projects which was reviewed at the meeting.
6. Footpaths:
  - a. To note that the Village Maintenance Report log could not be located on the one drive  
Prior to the meeting a previous version of the footpath log was located and reviewed at the meeting. Cllr Warr suggested a meeting with the Rights of Way (RoW) officer for Swindon Borough Council (SBC) would be beneficial to confirm the responsibilities between parish and borough councils. **ACTION:** Cllr Warr/Clerk to organise meeting with RoW officer. Cllr Emmins suggested obtaining the schedule of footpath maintenance from the village lengths man. **ACTION:** Clerk to contact lengths man to obtain schedule.
  - b. To review the new log  
The new log was reviewed at the meeting. Cllr Bellamy suggested adding numbering of the items in the log.  
**ACTION:** Clerk to add numbering in the log.  
**Proposed:** Cllr Glanville **Seconded:** Cllr Warr  
**Resolved:** The new format for the maintenance log was unanimously approved.
  - c. Formalise the process for reporting of issues with footpaths  
A process for reporting issues with footpaths and village maintenance was circulated by the clerk prior to the meeting and reviewed at the meeting.  
**Proposed:** Cllr Glanville **Seconded:** Cllr Warr  
**Resolved:** The proposal was unanimously approved.
7. Village Maintenance
  - a. To discuss contract tenders for village maintenance and Hooper's Field (grass and hedge cutting).

Sarah Hardwick  
Clerk to Wanborough Parish Council

A discussion regarding the tender process for the maintenance contracts took place. It was agreed to consider an agreed grass cutting schedule with dates in the contract and a report to be sent after works are undertaken. Also to consider including penalty clauses for failure to deliver works to agreed quality/timeliness.

**ACTION:** Clerk to circulate previous tender invitation documentation to the committee. **ACTION:** Clerk to discuss and establish the legalities of the tender process with the Locum clerk and a local Parish Clerk.

Cllr Emmins raised a concern regarding the maintenance of Hooper's Sports field and that consideration needed to be given to the different requirements of playing surface of the different clubs that use it. It was agreed that this would be considered as part of the tender process. **ACTION:** Clerk to contact Chiesldon Parish Clerk to find out how it is managed there.

Meeting closed at 21:15 pm