

Finance & General Purposes Committee

Report: Raybrook Meadow Footpath

Report Author: Andrew Briggs - Head of Operations

Date: 15th September 2026

1. PURPOSE

To seek Councillor approval for Central Swindon North Parish Council (CSNPC) to commission the refurbishment of the deteriorated hard-standing path across Raybrook Meadow, which links Pasture Close with Mannington Recreation Ground.

2. BACKGROUND

The route is an established pedestrian link between Pasture Close and Mannington Recreation Ground.

The surface has deteriorated and is now uneven and very patch. This makes access difficult for people with limited mobility, wheelchair users and those using pushchairs, particularly during wet conditions.

Refurbishing the path will restore a firmer and more consistent all-weather surface, improve accessibility and reduce the likelihood of users leaving the established route to avoid poor sections.



3. PROPOSED WORKS

Swindon Borough Council (SBC) has reviewed and accepted a quotation for the refurbishment of approximately 80–100 metres of the path/vehicle access, at approximately 2 metres wide.

Before the works are instructed, officers will confirm that the finished path width provides suitable accessible passage, including sufficient width for two wheelchair users to pass where practicable.

At SBC's request, the scope will also include a wider area approximately three metres wide at a suitable midway point along the route. This will provide a space where wheelchair and mobility-aid users can safely pause, allow other users to pass and view the meadow without obstructing the main path.

The precise location, dimensions and construction detail of this area will be agreed between SBC, CSNPC and the contractor before works commence.

The proposed works include:

- Excavation of the failed surface and disposal of arising waste;
- Installation of a geotextile membrane;
- Installation of treated timber edging;
- Laying 150–200 mm of compacted MOT Type 1 sub-base;
- Application of a watered and rolled path-gravel wearing surface;
- Construction of a three-metre-wide passing and viewing area at a suitable midway point; and
- All associated labour, materials, plant, equipment, traffic management and site-safety measures.

4. FINANCIAL IMPLICATIONS

The accepted quotation for the main path works is as follows:

Quoted works: £8,762.00 excluding VAT

VAT: £1,752.40

Gross payment by CSNPC: £10,514.40

The cost of providing the additional three-metre-wide passing and viewing area has not yet been confirmed. SBC has advised that it has funding available to cover this additional cost. The final cost will be obtained and agreed with SBC before the additional work is instructed.

CSNPC will initially pay the contractor and then invoice SBC for full reimbursement of the main works and the additional passing and viewing area.

The arrangement will create a temporary cash-flow requirement for CSNPC but no net project cost, subject to the funding and reimbursement arrangements being confirmed in writing.

No additional work or variation will be instructed unless SBC has first confirmed in writing that it will meet the full associated cost.

5. PROCUREMENT AND PROJECT MANAGEMENT

SBC has reviewed and accepted the quotation for the proposed works.

Subject to Committee approval, CSNPC will act as the commissioning body, issue the instruction to the contractor, oversee delivery of the works and retain the necessary contract, inspection, payment and reimbursement records.

Officers will also agree the programme of works with the contractor and SBC, including any temporary access restrictions required while the path is being refurbished.

6. CONSTRUCTION DESIGN AND MANAGEMENT

SBC and CSNPC will share the relevant client-side responsibilities under the Construction (Design and Management) Regulations 2015 in accordance with the agreed project arrangements.

Before the works commence, officers will:

- Document the allocation of responsibilities between SBC and CSNPC;
- Confirm the necessary CDM duty-holder appointments;
- Provide the contractor with relevant pre-construction information;
- Obtain and review the contractor's risk assessments and method statements;
- Ensure suitable welfare arrangements are in place;
- Ensure a proportionate construction phase plan is prepared; and
- Confirm the arrangements for protecting members of the public during the works.

Public access, temporary segregation, signage and any required traffic management will be controlled throughout the works.

7. RISKS AND CONTROLS

Reimbursement delay

Risk assessment: Low/Medium

Control: Obtain written confirmation of the funding and reimbursement arrangements, submit the invoice to SBC promptly and retain complete supporting records.

Cost or scope variation

Risk assessment: Medium

Control: No variation will be instructed without prior written approval from SBC.

Public access during the works

Risk assessment: Medium

Control: The contractor will provide appropriate segregation, signage, managed access and traffic-management measures.

Poor finish or early failure

Risk assessment: Low/Medium

Control: Officers will inspect the formation, sub-base depth, compaction and finished surface before accepting the completed works.

Unclear CDM responsibilities

Risk assessment: Low/Medium

Control: The responsibilities and appointments of SBC, CSNPC and the contractor will be documented before the works are instructed.

8. EQUALITY AND ACCESSIBILITY IMPLICATIONS

The proposal will have a positive accessibility impact.

A level, firm and more weather-resistant surface will make the route easier to use for people with mobility impairments, wheelchair and mobility-aid users, families with pushchairs and other pedestrians.

The finished width of the path will be confirmed before construction to ensure that it provides suitable accessible passage, including opportunities for wheelchair users to pass.

The proposed three-metre-wide area midway along the route will provide a dedicated space where wheelchair and mobility-aid users can pause, allow others to pass and view the meadow without obstructing the main path.

These improvements will help provide a more inclusive and accessible connection between Pasture Close and Mannington Recreation Ground.

9. ENVIRONMENTAL IMPLICATIONS

The proposed works will be confined to the existing path and access route.

Officers will require the contractor to remove waste appropriately, protect the adjacent meadow and vegetation and minimise disturbance outside the agreed working area.

The proposed compacted gravel finish will provide a consolidated surface while retaining a degree of surface-water permeability.

10. RECOMMENDATION

It is recommended that the Finance and General Purposes Committee:

1. **APPROVE** the refurbishment of the Raybrook Meadow path at the quoted value of £8,762 ex VAT;
2. **APPROVE** the inclusion of a three-metre-wide passing and viewing area at a suitable midway point along the route, subject to the additional cost being confirmed and funded in full by SBC;
3. Authorise officers to commission and manage the works once written confirmation has been received that SBC will reimburse the full cost of both the main path works and the additional passing and viewing area.
4. Authorise CSNPC to pay the contractor and invoice SBC for full reimbursement; and
5. Delegates authority to the Operations Manager, in consultation with the Clerk, to agree the final accessible width, location and specification of the passing and viewing area, the programme of works and the CDM arrangements, provided that there is no net cost to CSNPC.

