

## Parks & Open Spaces Committee

**28<sup>th</sup> August 2024**

**To: All members of the Parks & Open Spaces Committee**

Councillors R Hailstone (Chair), S Heyes (Vice Chair) J Ali, Ellen Baker-Walker, J Jackson, A John, V Manro, O Munagala, R Ross, L Stevenson and R Worman

Dear Councillor,

You are summoned to a Parks & Open Spaces Committee meeting of Haydon Wick Parish Council on Tuesday 3<sup>rd</sup> September 2024 to be held at the Parish Council Offices, Thames Avenue, Haydon Wick, Swindon, SN25 1QQ at 7.30pm.

Members are politely asked to forward any questions or queries relating to items on the agenda to the Clerk at least 48 hours prior to the meeting. Swindon Borough Council Ward Members, the public and press are also invited. Any questions for the public participation must be sent to [clerk@haydonwick.gov.uk](mailto:clerk@haydonwick.gov.uk) no later than 12.00pm on Monday 2<sup>nd</sup> September 2024.

Yours sincerely,

**Georgina Morgan-Denn**

**Georgina Morgan-Denn BA (Hons), FSLCC**  
Chief Officer/Clerk & RFO

## AGENDA

1. **Apologies**  
To receive and note.
2. **Declarations of Interest**  
To receive any Declarations of Interest.
3. **Public Participation**  
A period not exceeding 15 minutes for members of the public to ask questions or submit comments.
4. **Chairman's Announcements (if any)**
5. **Minutes of the Previous Meetings**  
To approve the minutes of the meeting held Tuesday 2<sup>nd</sup> July 2024 (attached)
6. **Seven Fields**  
To receive a verbal update on matters arising from Seven Fields.
7. **Head of Parks & Open Spaces Report**  
To receive an update in relation to work scheduling, team objectives and any matters arising (attached).
8. **Deputy Clerk & Services Manager's Report**  
To update on issues and actions since the last meeting that do not appear on the agenda.



9. **Councillor Reports**  
To receive reports from members on attendance at external meetings or events and an opportunity for members to bring matters of interest to the attention of the Council for information or future discussion.
10. **Leisure Gardens**
  - A) To receive an update on matters arising from the leisure gardens (attached).
  - B) To set the annual rates for leisure garden rents 1<sup>st</sup> October 2024 – 30<sup>th</sup> September 2025 (attached).
11. **Parks & Open Spaces Maintenance Schedules**
  - A) To receive an update on the planned maintenance schedules and grounds maintenance service (attached).
  - B) To receive a verbal update on the status of the shrub bed regeneration at Elstree Way/Ealing Way Junction in Abbey Meads and consider the next steps.
  - C) To receive suggestions for hedge and shrub bed removal, subject to public consultation in Autumn 2024.
12. **Meadowsweet Close Shrub Bed Area Maintenance**  
To receive a suggestion to improve the Meadowsweet Close walled shrub bed area, subject to public consultation.
13. **Wildflowers, Trees And Bulbs**  
To receive an update on the success of 2023/2024 winter planting & wildflower areas and to receive suggestions for this winter 2024/2025.
14. **Parks & Projects Team Update**  
To receive an update on works recently completed and upcoming by the Parks & Projects Team (attached).
15. **Grounds Maintenance Facility**  
To receive a verbal update on the progress of the Grounds Maintenance Facility.
16. **Operational Budget Monitoring**  
To note the Parks & Open Spaces Income and Expenditure for Month 4 (attached).
17. **Items for the Next Agenda**  
To be sent to the Chief Officer before the next meeting on 5<sup>th</sup> November 2024.
18. **Exclusion of Public & Press**  
To resolve in accordance with Standing Order 3 (d) that 'in view of the confidential nature of the business about to be transacted and in the public interest, that the press and public be temporarily excluded, and they be instructed to withdraw'. Reason: Contractual, Staffing and Complaint.
19. **Grounds Maintenance Facility**  
To note any contractual arrangements (if applicable) regarding the Grounds Maintenance Facility.
20. **Grounds Maintenance Complaint**  
To note a complaint received by a member of the public regarding an unadopted shrub bed on a footpath in Gaynor Close leading into Baxter Close (to follow).



**Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation), Crime and Disorder, Health & Safety and Human Rights.**

**Recording including filming, audio recording, taking photographs, blogging, tweeting and using other social media websites is permitted at Council meetings which are open to the public – however, anyone wishing to do so must speak to the Clerk prior to the meeting as there are rules which must be followed. Any person who may find difficulty accessing the meeting through disability is asked to advise the Clerk at least 24 hours before the meeting so that every effort may be made to provide access.**