

Parks & Open Spaces Committee

1st November 2023

To: All members of the Parks & Open Spaces Committee

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

Dear Councillor,

You are summoned to a Parks & Open Spaces Committee meeting of Haydon Wick Parish Council on Tuesday 7th November 2023 to be held at the Parish Council Offices, Thames Avenue, Haydon Wick, Swindon, SN25 1QQ.

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 no later than 12.00pm on Monday 6th November 2023.

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 accept and approve the minutes of the meeting held Tuesday 10th October 2023 (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. **Parks & Open Spaces (POS) Reporting System & Maintenance Schedules**
To receive a presentation from Councillor V Manro on the new POS reporting system and discuss the grass cutting and shrub bed maintenance schedules (attached).
11. **Winter Projects**
To receive the planned winter projects schedule for November 2023 – February 2024 (attached).
12. **Tiny Forest Creation - Next Steps**
To receive an update on the creation of Tiny Forests at Grace Walk and Voyager Drive and to consider a third site at Heaton Close, pending the outcome of a utility search (attached).
13. **Parks & Open Spaces Grounds Maintenance Facility**
To receive a verbal update on the progress of the Grounds Maintenance Facility.
14. **Operational Budget Monitoring**
To note the Parks & Open Spaces Income and Expenditure for Month 7 (to follow).
15. **Budget Aspirations**
To receive any budget aspirations to be costed and prioritised ahead of budget setting for 2024/2025.
16. **Trees, Bulbs and Wildflower**
To receive an update on Trees, Bulbs and Wildflower (attached).
17. **Leisure Gardens Plot Holders Meeting 2023**
To receive an update following the annual Plot Holders Meeting held in October 2023. To review the list of actions since 2021 and agree the works and/or any consultation required first (attached).
18. **Items for the Next Agenda**
To be sent to the Chief Officer in advance of the next meeting on 9th January 2024.
19. **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: Sensitive & Contractual.
20. **Tree Matter**
To receive a verbal report regarding a tree.
21. **Parks & Open Spaces Grounds Maintenance Facility**
To agree any contractual elements to the project (if required).
22. **Accident Reporting**
To receive an update on a recent accident and mitigation methods (attached).

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.