

Parks & Open Spaces Committee

3rd January 2024

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 9th January 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 no later than 12.00pm on Monday 8th January 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 accept and approve the minutes of the meeting held Tuesday 7th November 2023 (attached).
6. **Seven Fields**
 - A) To receive a verbal update on matters arising from Seven Fields.
 - B) To receive a request from Seven Fields Conservation Group to deposit £500.00 into one of the Parish Council's holding accounts for protection during banking issues until a new bank account can be opened.
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 Maintenance Schedules**
To receive an update on the planned maintenance schedules (attached).
11. **Winter Projects**
To receive the planned winter projects schedule for January - March 2024 (attached).
12. **Pocket Forest Creation - Next Steps**
To receive a verbal update on the creation of Tiny Forests at Grace Walk and Voyager Drive.
13. **Leisure Garden Plot Holders Communication Responses**
To receive an update on responses received from Plot Holders with regards to a communication letter sent in November 2023 (to follow).
14. **Royal Horticultural Society's (RHS) 'Its Your Neighbourhood' Scheme 2024**
To raise awareness of the scheme and to discuss if there are any suitable community groups or dormant land that could be re-earthed (attached).
15. **Parks & Open Spaces 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 9 (to follow).
17. **Items for the Next Agenda**
To be sent to the Chief Officer in advance of the next meeting on 5th March 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 & Complaint.
19. **Tree Matter**
To receive a report detailing a tree maintenance issue on land that the Council leases (attached).
20. **Parks & Open Spaces Grounds Maintenance Facility**
To agree any contractual elements to the project (if required).
21. **Locksgreen Crescent Pathway**
To receive a request from a resident to install a gravel footpath in Locksgreen Crescent (to follow).
22. **Hire Vehicle Maintenance Complaint**
To receive an update on the outcome of a recent complaint logged by Haydon Wick Parish Council (attached).



23. Grass Cutting – Large Areas 2024

To consider quotations and appoint an external contractor for the provision of grass cutting 10 large areas in May – October 2024 (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.