

HAYDON WICK PARISH COUNCIL

Minutes of the Parks & Open Spaces Committee meeting of Haydon Wick Parish Council held on Tuesday 5th March 2024.

ATTENDANCE

MEMBERS: Councillors V Manro (Chair), S Heyes (Vice Chair), J Ali, A Jimmy, A John, P Park, R Ross and R Worman.

OFFICERS: Chief Officer/Clerk & RFO, Georgina Morgan-Denn
Deputy Clerk & Services Manager, Laura Cutter
Head of Parks & Open Spaces, Dave Hunt
Meetings Administrator, Julie Coe

POS 157 APOLOGIES

Apologies were received and noted from Councillors E Baker-Walker and R Hailstone (Personal Commitments). No apologies were received from Councillor O Munagala.

Cllr J Ali joined the meeting at 7.32pm

POS 158 DECLARATIONS OF INTEREST

There were none.

POS 159 PUBLIC PARTICIPATION

There were none.

POS 160 CHAIRMAN'S ANNOUNCEMENTS

- Wiltshire Wildlife Trust and the Parks & Open Spaces Team hosted a public tree planting event at Grace Walk today (5th March 2024). There was some public attendance and a group of young children came down with their childminder to help with the planting and learn more about the project.
- The Great British Spring Clean Up commences on the 15th March all Councillors are asked to pick a date and advise the Chairman when they will be out litter picking so it can be promoted to encourage the community to join in too.

POS 161 MINUTES OF THE PREVIOUS MEETING

Members reviewed the minutes of the Parks and Opens Spaces Committee meeting held on Tuesday 9th January 2024 and the Chair of the Committee signed the minutes as a true record.

Proposed: Councillor A John

Seconded: Councillor P Park

Vote: Agreed unanimously

RESOLVED: Members confirmed as a true record the minutes held on Tuesday 9th January and they were signed by the Chairman.

POS 162 SEVEN FIELDS

No official update on this occasion, however the Chairman received a call earlier in the week from representative of Seven Fields regarding potential Boundary changes. At the recent Full Council, the Chief Officer agreed to liaise with Swindon Borough Council regarding repairs to Kings Bridge, as yet there has been no response.

POS 163 HEAD OF PARKS & OPENS SPACES REPORT

Members noted the report, in particular the statistics from the Daily Work Sheets and the hedge cutting schedule. Members requested that the continuation of shrub bed maintenance on Akers Way is programmed within the next couple of weeks so that residents have an accurate update and can move cars if necessary. The Head of Parks & Open Spaces agreed that the work will be completed once the tractor

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and flail is off-hired in mid-March as the Akers Way maintenance will be done with handheld cutting tools.

POS 164 DEPUTY CLERK AND SERVICES MANAGERS REPORT

The Deputy Clerk & Services Manager advised that the new Administration Officer has joined the team today and will continue through her induction for the next few weeks. Also reported, the Marketing and Community Co-Ordinator's are coming to the end of their induction periods and have also settled in very well.

POS 165 COUNCILLOR REPORTS

Cllr V Manro – Nothing to report.

Cllr S Heyes – Nothing to report.

Cllr J Ali – Nothing to report.

Cllr A Jimmy – Nothing to report.

Cllr A John – Attended the yellow ribbon covid event to remember the deceased. It was a good well received project and very respectful for those who have lost loved ones.

Cllr P Park – Nothing to report.

Cllr R Ross – Nothing to report.

Cllr R Worman – Advised Thames Water are still working within the Parish.

POS 166 PARKS & OPEN SPACES MAINTENANCES SCHEDULES

The Head of Parks and Open Spaces gave an overview of the current maintenance schedules which included shrub bed maintenance, grass cutting and the mini compact sweeper progress. Committee were advised that a working party was needed for Quality Checking the work and assisting with the priorities on schedules, which will enable all areas of the Parish to be managed effectively. During this meeting five (5) Councillors (Manro, John, Jackson, Heyes and Ross?) put themselves forward and requested that this can be opened further to members of Full Council.

POS 167 POCKET FOREST CREATION – NEXT STEPS

Members noted the report. The Head of Parks & Open Spaces gave further details about the tree planting event that took place earlier today and explained that originally the Grace Walk site was to be a Tiny Forest managed by Earthwatch but has now become a Community Pocket Woodland which represents Trees for Climate project. It's intended that another Community Pocket Woodland will be created next winter on the Heaton Close site.

POS 168 GRASS CUTTING AUDIT

Members noted the Grass Cutting Audit from last year and plans for this year's grass cutting season to commence on 8th April 2024, depending on the weather and ground conditions. In the chance of a dry March, grass cutting could possibly start earlier on some selected sites. The expectation is to complete ten (10) rounds of cuts from April 2024 – November 2024 with each 'round' taking approximately three (3) weeks to complete. There are a further ten (10) large open spaces in the Parish which go out to a contractor to maintain.

POS 169 LEISURE GARDEN PLOT HOLDERS' COMMUNICATION RESPONSES

The Annual Plot Holders Meeting which took place in October 2023 identified some areas of concern that required attention. The key topics from this included better maintenance of public areas within the site, noticeboard placement and updates on the Grounds Maintenance Facility. A small number of responses were received, but many of the actions have been completed or are scheduled to be completed ahead of the growing season (April). Costs for more water troughs are still being considered and will be reported back to a future meeting.

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POS 170 PARKS & PROJECTS TEAM UPDATE

Members noted a detailed report which showed all completed works along with what is hoped to be completed in April and May 2024. Any repairs to wet pour surfaces and repainting of equipment within the play areas will be done with weather is sufficient to allow for the areas to dry.

POS 171 PLAY AREA WORKING PARTY

Members were advised that an excellent Working Party meeting had taken place along with a detailed report on repairs and replacements needed to keep the Council's play areas in a well-kept and safe condition. The external play area inspections are being conducted with findings being available by the end of March. After discussion, Members agreed to approve the expenditure using existing budgets.

Proposed: Councillor P Park

Seconded: Councillor S Heyes

Vote: Agreed unanimously

RESOLVED:

1. **£2,166.88 for two replacement nets for Havisham Drive and Voyager Drive Play Areas to be met from existing budget 4305/302.**
2. **£1,131.00 for two replacement spinning bowls to be met from 4305/302.**

POS 172 HAYDONLEIGH SKATE PARK

Members noted an email from a local Ward Councillor asking about the lighting within the skate park and requesting that the opening times are revised to incorporate a later closing time in the summer months. The skate park is currently open from 7.30am until sunset, however, in the peak spring/summer months the skate park closes daily at 9pm (21.00hrs) in line with the planning conditions for the site. Officers will continue to research for funding applications for lighting at the skate park and if successful see if the planning conditions can be amended to reflect the changes to the site since it was first opened.

POS 173 PARKS & OPEN SPACES GROUNDS MAINTENANCE FACILITY

As there are no Members of the Public present, Members agreed to discuss this item later in the meeting, under Agenda Item 22.

POS 174 BIODIVERSITY PLEDGE

Members noted the report on the Council's Biodiversity Pledges to date. The Head of Parks & Open Spaces gave details of a Biodiversity training session that he attended recently with the Deputy Parks & Open Spaces Manager, there was a good turnout with plenty of representation from parishes and community groups throughout the whole of Wiltshire. A second session will be held to give consultation data and to expand upon the networking contacts.

POS 175 OPERATIONAL BUDGET MONITORING

Members noted the Parks and Opens Spaces Income and Expenditure for Month 10.

POS 176 ITEMS FOR THE NEXT AGENDA

Please pass to Chief Officer by 7th May 2024.

POS 177 EXCLUSION OF PUBLIC & PRESS

There were none.

POS 178 GROUNDS MAINTENANCE FACILITY

The Grounds Maintenance Facility Working Party met earlier this evening and presented their recommendation to the Parks & Open Spaces Committee. The

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Committee thoroughly discussed the JCT Design and Build Contract with Affleck Electrical Ltd for the Demolition, groundwork, supply, design and installation of a Grounds Maintenance Facility. Work will commence in April and complete in September 2024. Members received an update on the Council's solicitors' final comments. After discussion the meeting was satisfied with the thoroughness of the Working Party's scrutiny, the professional advice from the Council's Project Manager and Solicitor to recommend to Full Council to sign the contract.

Proposed: Cllr P Park

Seconded: Cllr R Ross

Vote: Agreed unanimously.

Resolved: To recommend to Full Council to approve the signing of the JCT Design & Build contract between Haydon Wick Parish Council and Affleck Electrical Ltd for the Demolition, groundwork, supply, design and installation of a Grounds Maintenance Facility. Work to commence in April and complete in September 2024.

POS 179

PROBATIONARY SERVICE

Members noted that the Council will be working with the Probation Service for a group of participants to conduct some maintenance work at Tadpole Field. A meeting has been arranged with the Probation Service on 6th March 2024 at 10.00am at Tadpole Field. Members noted the Probation Service is responsible and liable for the workers' health and safety, transport and supervision.

POS 180

PERMISSIVE PATH – TADPOLE FIELD

Members received an update on the proposed Permissive Path through Tadpole Field. The plans are very much in the early stages but will include signage advising the public that this is not a Public Right of Way and desire lines will be cut throughout the left hand side of the field, the desire lines will be trimmed regularly. The entrance/ exit will be in to Mayfly Road and on to the main Tadpole Lane junction. More information will follow as the plans progress.

Meeting Closed at: 8.51pm

Signed by Chairman_____

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