

SCHEDULE 1 A (FUNCTIONS AND SERVICES) REVISED 2021

Updated

To discuss

The Functions to be discharged by the Parish Council are the following Services:

1 Grounds Maintenance

- 1.1 Amenity Grass Cutting and gang mowing as indicated in the maps enclosed with this deed – minimum 6 cuts per annum. The Parish Council will modify its timing and approach to grass cutting based on seasonal weather issues and as part of climate change initiatives.
- 1.2 Cultivation – the Parish Council will have the right to introduce cultivation on public open spaces where it determines that this will add value to public amenity and where this will not result in a change of use. All cultivation will be of temporary nature. This will include community-led projects and participation.
- 1.3 Fencing – Parish Council is responsible for maintenance, repair, removal, or installation of fencing around play areas within the Parish.
- 1.4 GIS/information – SBC will provide the Parish Council with updates as reasonably requested from time to time by the Parish Council. This will give updated access to GIS information and maps as per the GPs information provided by the Borough Council so that it supports and enables the Parish Council to deliver its services and functions as per this agreement.
- L 1.5 Hedge cutting & maintenance as indicated in the maps enclosed with this deed (to include tractor and side arm work) – minimum 1 visit per annum. The Parish Council will modify its timing and approach based on seasonal weather issues and as part of climate change initiatives.
- 1.6 Nature Reserves and Country Parks – Parish Council responsible for maintenance of two metre main footpaths and cutting back of overhanging brambles and hedges encroaching the two metre main footpaths.
- 1.7 Planters – The Parish Council may service and maintain shrubbery or plants within existing planters on public open space with the Parish.
- 1.8 Shrub bed maintenance/flower bed planting at least 1 visit per annum.
- 1.9 Tree maintenance (using hand tools only from the ground) – as required.

2 Street cleaning

- 2.1 Dead Animals – to be provided by the Parish Council (with the exception of cats and dogs)
- 2.2 Dog and Litter Bin emptying – all bins to be checked at least three times per week, with regularly used bins (for example, play areas and convenience shops) to be checked daily.
- 2.3 Fly Posting – removal will be undertaken by the Parish Council.
- 2.4 Fly Tipping removal within Parish Council's capacity (ie one operative and one vehicle in a single visit and includes materials that the Parish Council is licenced to remove).
- 2.5 Graffiti Removal will be undertaken by the Parish Council and include street name plates. If beyond the Parish's capability incidences will be logged with SBC.
- 2.6 Gritting/Ice – the Parish Council may wish to work with local businesses to grit private car parks and public underpasses.
- 2.7 Leaf clearance where there is a safety concern and to further enhance the area
- 2.8 Litter clearance – in accordance with parts of the Environmental Protection Act guidance relevant to the transferring services contained in the Code of Practice on Litter and Refuse.
- 2.9 Out of hours – to be provided by the Parish Council.
- 2.10 Pavement and minor road sweeping (mechanical and using barrow and brush) shop areas – daily; other areas in accordance with Environmental Protection Act guidance
- 2.11 Pest Control – the Parish Council will take action to remove nest or pests where there is potential impact on access to its play areas and allotments
- 2.12 Shopping Trolley removal – undertaken Parish Council in return for part payment from SBC.
- 2.13 Street furniture – maintained on any areas in the Parish
- 2.14 Street signs/bollards cleaning - the Parish Council has permission to undertake the washing of street name plates and bollards, should this be a desire of the Parish

3 Swindon Borough Council's (SBC) Discharged Functions

Sources: as detailed in 17.2.17 CGR Parishes letter, Clegg email 03.04.17, West Swindon email

- 3.1 Brick Walls – SBC is responsible for the maintenance, repair, removal or installation of brick walls on public land within the Parish.
- 3.2 Bridger/Underpasses – SBC is responsible for the maintenance, repair, removal or installation of bridges/underpasses on public land within the Parish.
- 3.3 Car Parking – SBC is responsible for the maintenance and repair of its public and residential car parking areas.
- 3.4 Dead animals – cats and dogs to be removed by SBC.
- 3.5 Enviro-crime function (enforcement and education).
- 3.6 Fencing – SBC is responsible for maintenance, repair, removal or installation of fencing bordering the public highway.
- 3.7 Footpaths/cycle ways – SBC as the Highways Authority is responsible for the maintenance, repair and improvement of public footpaths and cycleways.
- 3.8 Flytipping that is reported to be outside the above defined capacity of the Parish Council or of a hazardous nature.
- 3.9 Forage harvesting (Meadow and Country Parks are cut clear of long grass).
- 3.10 Graffiti beyond the Parish's capability will be logged with SBC.
- 3.11 Grass Cutting Gateways – gang mowing cut the gateways within the parish boundary, for example, Whitworth Road and Thamesdown Drive. Twice per year.
- 3.12 Gritting/Ice – SBC is responsible for gritting the highways.
- 3.13 Highway weed control, twice per year. Undertaken on all roads and paths throughout the Borough on behalf of the Highways Department.
- 3.14 Major street cleaning which uses HGV road sweepers. Minimum to be delivered in each area (4 times per annum on A & B roads, once per year on estate road).
- 3.15 Nature Reserves and Country Parks - any required agricultural work, annual hay cuts, tree work to maintain conservation status is the responsibility of Swindon Borough Council in conjunction with relevant third parties. Swindon Borough Council should notify the Parish Council of any annual works taking place where possible.

- 3.16 Pest Control – SBC is responsible for pest control except the Parish's play areas and allotments.
- 3.17 Ponds and surrounding amenity spaces – SBC is responsible for maintenance, repair, removal or installation of ponds on public land within the Parish. Once per annum.
- 3.18 Rural highway grass verge maintenance - four times per year.
- 3.19 SUDS, swales, ditch maintenance. SBC will respond to issues and maintenance of drainage ditches on SBC land. ~~Emergency work only.~~
- 3.20 Tree gang inspections and work programme.
- 3.21 Waste disposal generated from Parish Council in accordance with known current tonnages – costs will be met by Swindon Borough Council Disposal records will be maintained by the Borough Council and if an increase is identified in waste disposal tonnages from the Parish Council then both parties will meet to understand the potential cause. If the increase is due to a change in working practices or enhanced service standards, then the Parish Council will be invoiced for the marginal tonnage (£122.46 dog faeces / general waste and £60 per tonne for green waste).