

Minute Book: Page 1

Minutes of the **Parks & Open Spaces Committee** meeting of Haydon Wick Parish Council held on **Tuesday 13th May 2025** at 8.00pm.

ATTENDANCE

MEMBERS: Councillors R Hailstone (Chair), S Heyes (Vice Chair), L Stevenson, V Manro, P Park, L Jackson, J Jackson, R Ross and R Worman.

OFFICERS: Georgina Morgan-Denn, Chief Officer/Clerk & RFO
Laura Cutter, Deputy Clerk/RFO, HR & Services Manager
Jason Watts, POS Operations & Facility Manager

POS 001 APOLOGIES

Apologies were received and noted for Councillors J Ali and O Munagala (Personal Commitments).

POS 002 DECLARATIONS OF INTEREST

None.

POS 003 PUBLIC PARTICIPATION

One member of the public observed the meeting.

POS 004 CHAIRMAN'S ANNOUNCEMENTS

None.

POS 005 MINUTES OF THE PREVIOUS MEETING

Members approved the minutes as a true record of the meeting held on Tuesday 4th March 2025.

Proposed: Councillor L Stevenson Seconded: Councillor R Hailstone

Vote: Agreed with two (2) abstentions.

RESOLVED: Members confirmed as a true record the minutes held on Tuesday 4th March 2025 and they were signed by the Chairman.

POS 006 SEVEN FIELDS

The social media update on antisocial behaviour in Lark Meadow appears effective, with no further reports received. The POS Team completed the required work promptly and to a high standard. The Conservation Group is seeking funding for Kings Bridge.

At the Annual Parish Meeting, members acknowledged efforts to recruit more members and volunteers, suggesting that the Conservation Group Representatives (Cllrs Stevenson/Park) invite the group to explore collaboration and improve communication. It was agreed the group could use the Parish Council Office for meetings. Volunteer support is especially needed for Kings Bridge repairs and wood chipping in muddy areas after rainfall.

POS 007 DEPUTY CLERK & SERVICES MANAGER'S REPORT

Nothing to report.

POS 008 COUNCILLOR REPORTS

All mentioned at the Annual Council Meeting prior to this evening's Committee meeting.

Initials _____

POS 009 PARKS AND OPEN SPACES REPORT

Members noted the report that was circulated in advance. Key topics include resourcing, scheduling and the general management of the team. Two new members have completed training and have integrated into the team successfully. Fly tipping has been investigated with evidence of addresses being passed through to Waste Enforcement at Swindon Borough Council (SBC). Painting of all underpasses has been completed, and the areas continue to be monitored for instances of graffiti. Akers Way continues to be hot spot for litter, within the last 13 days there have been 7 bags of litter picked, it is believed this is a knock on effect of SBC's Household Recycling collections. Members suggested encouraging volunteer litter pickers in that area to litter pick Akers Way to cut down on the operational time required from the Tidy Up Team. The issue will also be raised with the SBC Ward Councillors

Three rounds of grass cutting have been completed so far this season with support of the Contractor on large areas and additional areas. Weed spraying has been completed within 9 working days in line with the set specification. 270,000 steps completed by the Contractor which equated to 118 miles. Will return in August to complete second phase.

20.30: Member of Public left the meeting.

POS 010 PARKS AND OPEN SPACES REPORTING STATISTICS

126 jobs have been logged in total through March – April. 28% are still outstanding, which identified as larger projects, winter work or areas require escalation to Swindon Borough Council. Councillor V Manro has developed the system and will be showing the Admin Team the next phase of the system on Thursday and the version that will go live will also be available to the public. Councillors will then also be able to report issues via the POS Reporting System too. Query about shopping trolley collection and more investigation required at SBC and report back to a future meeting. Members requested to see costs for each service and the duration of additional tasks is taken to ensure the model is sufficient. This information is available, but further data analysis is being done in line with the scheduling and POS Reporting System.

POS 011 CLIFFORDS MEADOW

Members noted the report in advance with recommendations about how to proceed, mainly focused on communications with Natural England, Land Agent and Landowner. Funds are not available for the Tenant Farmer to conduct the maintenance of the fence, dead trees and roadside fencing have collapsed. The unadopted fence row owned by the housing developer is broken. Dead trees may be in the remit of Swindon Borough Council, many because of Ash Die Back, these could be replaced by SBC for saplings. Heras fencing was put in place by a space in the hedge at Luna Close Play Area, but these were vandalised and removed to gain access from members of the public to the field. If the SSSI status is lost the land can be sold. Wiltshire Wildlife Trust may be able to offer some advice.

Action: Deputy Clerk, HR & Services Manager to establish contact with relevant parties and progress the communication plan.

Proposer: Councillor V Manro

Seconded: Councillor L Stevenson

Vote: Agreed unanimously.

RESOLVED:

- 1. To contact Natural England and Wiltshire Wildlife Trust about the expectations for the site.**

Minute Book: Page 3

2. **Propose a joint site visit with Natural England, Tenant Farmer, Land Agents and Parish Council representatives to assess the access issues and boundary responsibilities.**
3. **Communicate with the public about not trespassing on the field and protecting the SSSI status, redirecting access to Tadpole Field.**

POS 012 OUTDOOR GYM PROJECT 2025/2026

Members received a verbal update that five tenders have been received, due to be opened tomorrow and presented to the Play Area Working Party on Thursday 15th May 2025. Recommendations will be provided to Full Council at the end of May 2025 and it is hoped project delivery will take place in September/October time.

POS 013 GREAT WESTERN COMMUNITY FOREST – OAKS AT 80 PROJECT

Members noted an email from Great Western Community Forest about receiving Oak Trees to plant. Some suggestions were given where two large trees have been recently lost:

- Purton Road – put on to the Moredon estate and feel contributed to
- Rex Barnett Walk – open piece of land
- King George V Field – original Oak Tree had root disturbance, and this is now carved into a squirrel which stands outside the Council Offices

Members questioned what the underlying costs for Line Search and present back to the July Committee.

Action: POS Operations & Facility Manager to obtain further information and report back prior to the 'register of interest' deadline in September.

POS 014 PARKS & PROJECTS TEAM UPDATE

Members received the report in advance detailing the upcoming projects and timescales. The team is requesting to purchase some replacement basket swings using existing funds and propose a new play area reporting app and iPad. Several advantages to the app include built in asset data, history, work scheduling and report Committee updates. Members agreed to the app but may be able to purchase an iPad elsewhere for cheaper, if not can progress with purchase from supplier.

Action: POS Operations & Facility Manager to confirm the purchase of the app and await options for the iPad.

Dog Play Area costs are progressing through Community Choices funds and sponsorship funds, the proposal will need to include signage. The Council needs to inform Swindon Borough Council of the intentions for the site.

Action: Deputy Clerk, HR & Services Manager to progress the project and inform SBC about intentions for site.

Proposed: Councillor V Manro

Seconded: Councillor J Jackson

Vote: Agreed unanimously.

RESOLVED:

1. **To purchase 2 x replacement basket swings & fixings for Basil Close Play Area and Voyager Drive Play Area at a cost of £1,051.00 + VAT to be met from 4305/302.**
2. **To purchase the inspection app for £525.00pa and support package of £62.00pa for 2025/2026.**

Initials _____

Minute Book: Page 4

3. To recommend to Full Council the funds for the inspection app are vired from the Play Area Repairs 4305/302 budget into the Play Area Inspections 4306/302 budget.
4. To note the costs for the app and submit a budget aspiration for next financial year (if necessary) for future years' use.

POS 015 DOGS ON LEADS TRIAL ON A FOOTPATH IN HAYDON END

The area continues to be monitored and escalated to SBC where necessary. The SBC Dog Warden has visited.

POS 016 LEISURE GARDENS

Members received an update on the status of the leisure gardens, in particular the upcoming dates for the Annual Leisure Garden Competition and the Annual Plot Holders Meeting. Members congratulated the team on the appointment of the Leisure Garden Representatives and acknowledge how this creates a safer and more understanding community ahead of the monthly inspections. Members agreed with the suggestion to utilise land on Plot 20B Goodearl which is unusable to create raised beds for plots.

Proposed: Councillor V Manro

Seconded: Councillor R Ross

Vote: Agreed unanimously.

RESOLVED: Members agreed to utilise Plot 20B as a space for raised beds to promote a space for accessible gardening.

POS 017 GROUNDS MAINTENANCE FACILITY

No updates to report but will continue to liaise with Contractors and Project Manager.

POS 018 VEHICLE AUDIT

Members noted the vehicle audit and would like this to be expanded to show future replacement vehicles to be utilised at budget setting and three year budget forecasting.

POS 019 POS ACTION REVIEW SUMMARY

Members noted the Action Review Summary.

POS 020 ITEMS FOR NEXT AGENDA

None.

POS 021 EXCLUSION OF PUBLIC & PRESS

There were none.

POS 022 TREE WORK QUOTATIONS

Members noted the priority findings, to be actioned within 3 months, from the Tree Survey 2025 – 2030. Quotations were provided. Members agreed to accept the quotation as per the recommendation for the Trees within KGV Play Area but would like further information on a tree in Hamble Road to agree upon the confirmed course of action – felling to ground level or crown lifting by 40-50% - this will be brought to a future meeting.

Proposed: Councillor V Manro

Seconded: Councillor R Hailstone

Vote: Agreed unanimously.

RESOLVED:

1. To appoint Cotswold Tree Surgeons to conduct the Tree Works at King George V Play Area at a cost of £550.00 + VAT to be met from 4301/307.
2. To receive further information regarding the tree adjacent to a property in Hamble Road to determine best course of action.

Minute Book: Page 5

POS 023 MAINTENANCE SCHEDULE ENQUIRY

Members acknowledged the receipt of an enquiry, via Swindon Borough Council, regarding maintenance on Akers Way via from the HM Coroner's Office. In response to the request for clarification concerning the maintenance of vegetation in the vicinity of the pedestrian crossing, it was confirmed that the grounds maintenance work for this location was contracted out, and the contractor has been asked to provide the information. Neighbouring parishes have also been contacted and confirmed their work was also conducted by external contractors.

It was noted that future records of the work completed by the in-house Parks & Open Spaces Teams work will be kept for seven (7) years in case of future enquiries, in line with best practice.

POS 024 RESIDENT COMPLAINT / POTENTIAL INSURANCE MATTER

A resident has suffered an injury at a Play Area. The independent safety inspection report mentioned the surface to remove the moss and make repairs, but it was graded as a low risk priority. A safe fungicide will be applied and repairs will feature on the Operative's maintenance schedule.

Meeting Closed at: 21.45

Signed by Chairman: _____

Initials _____