

**WALLINGFORD TOWN COUNCIL**

**M I N U T E S**

of the

Parks, Gardens, Allotments and Open Spaces Committee  
Meeting held in the Town Hall, Wallingford  
on Monday 1<sup>st</sup> July 2019

---

**P R E S E N T**

Councillors Davidson, Davies, Kidley, Lester, Prunier, Sinkinson.  
The Mayor of Wallingford, Councillor Lee Upcraft  
In Attendance – Tracey Collins (Officer)  
Barbara Atkins (Officer and Minute Taker)

**100. ELECTION OF CHAIRMAN**

**It was Proposed by Councillor McGregor, Seconded by Councillor Lester and**

**RESOLVED:**

**THAT** Councillor Kidley is elected Chairman of the Parks, Gardens, Allotments and Open Spaces Committee for the 2019/2020 Municipal Year.

**101. APOLOGIES**

Apologies were received from Mr Bryan Gilbey (Parks Foreman)

**102. DECLARATION OF INTERESTS**

A Councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in our Council's Standing Orders code of Conduct (Item 13) in a matter being considered at a meeting is subject to statutory limitations or restrictions under code of conduct and his right to participate and vote on the matter (guidelines are available at the meeting and all Councillors have received a copy prior to the meeting).

**103. ADMISSION OF THE PUBLIC**

There were no admissions to the Public

**104. PUBLIC PARTICIPATION – NOTIFIED AND IMPROMPTU 15 MINUTES IN TOTAL)**

To be notified to The Town Clerk by 10am on Friday 28<sup>th</sup> June 2019.

(i) **Vicki Baker – Radnor Road** – Vicki Baker stated that a community led group has spoken to the District Council regarding what Section 106 monies might be available for this site and also regarding the maintenance of the site. The group's initial plan meant that they were speaking to other groups such as the Scouts and Wildlife group, both of which had been interested in their plans. Following these discussions, the next step would be public consultation. Councillor Kidley commented that the area was used by the children of Fir Tree School on a regular basis and Councillor Lester thought that there was about £91,000 in Section 106 monies waiting to be spent.

**ACTION: To engage District Councillors in project.**

**Ceri Groves – Wallingford Wildlife Group** – Ceri Groves of Wallingford Wildlife Group stated that they had their first meeting in March and they had 3 aims:

1. To engage people in Wildlife – Public wildlife surveys and notices of meetings on Facebook Page
2. Recruit Volunteers – To help improve areas
3. Cattle Car Park Area – Improvements to area including around the gym

The Wallingford Wildlife Group holds monthly meetings and have a lot of local expertise within their group. There are also a lot of diversity improvement grants available.

The Mayor asked that the group lookout for the Neighbourhood Plan consultation as their input would be welcome.

Both Vicki and Ceri were thanked for attending the meeting.

**105. PARKS, GARDENS, ALLOTMENTS AND OPEN SPACES MINUTES**

To sign as a correct record the Minutes of the Parks, Gardens, Allotments and Open Spaces Meeting held on the 15<sup>th</sup> April 2019, as set out on pages 290-297.

It was Proposed by The Mayor, Seconded by Councillor Lester and

**RESOLVED:**

**THAT** the Minutes of the Parks, Gardens, Allotments and Open Spaces Committee Meeting held on the 15<sup>th</sup> April 2019 as set out on pages 290 - 297 of the Minute Book, copies circulated to Councillors, be signed as a correct record.

## **106. WELCOME TO NEW COUNCILLORS**

i) The Chairman welcomed new Members to the meeting and gave an overview of the open spaces that fell with the Council's responsibilities. The Terms of Reference are to be reviewed at next meeting.

ii) Mrs Collins gave an overview of how bookings are made, the Town Council's responsibilities and the expectations for events in terms of Public Liability Insurance, Street Traders and the Market Place.

**Action: Market Traders Policy to be presented to Councillors and a list of all town council owned properties/responsibilities to be sent to Councillors.**

## **107. ALLOTMENTS**

- a. **Waiting list** - The Allotment Officer stated that there were 4 people waiting for an allotment.
- b. **Allotment Trophy** – Councillor Lester reported that it would be good to have as many Members as possible to help with the judging for the best allotment. A date is usually set in August and the name of the winner is kept a secret until the Town Council's trophy is presented at the WAGS show is 14<sup>th</sup> September.

**Action: Allotment Officer to send suggested dates to Members for the judging.**

## **108. PARKS STAFF**

The Parks Foreman had sent his report which read 'they had 2 part timers, both for 7 hrs a day, 2 days per week until mid-September. The flower containers were all planted up. Machinery: the large ford tractor has had a major clutch overhaul but is now repaired and working. There have been no issues with anti-social behaviour or damage in our parks. There has surprisingly been positive feedback with the changes to the pond from mothers with small children, commenting the castle is a safer environment with the removal of a water hazard'.

**Action: When will the trough by the Market Place be planted up?**

## **109. KINECROFT**

a. **Charges revisited – Minute 487b) (ii)/01/2019, 694(a)/04/2019** update on charges by other local towns.

Councillor Davidson had been looking into this but stated that she hadn't got much further. She was going to ring around other councils today to find out what they charged but she had been too busy. The Mayor expressed his frustration that the data/numbers were not available for Members to have a meaningful discussion. Councillor Davidson reported that basically the Town Council charges for external events as well as a deposit but makes no charge apart from a deposit for town events. This topic had come up a year ago when it was decided that these charges had not

been looked at for a number of years. Tracey Collins (Officer) outlined the charges for Fairs and Circuses, stating that local events were only charged a deposit which was refundable if there was no damage. Councillor Davidson expressed her concern that the circus had not booked this year. Councillor Davidson suggested that the charges could be based on how much of the Kincroft was used, times the number of days for each event to make it fairer. Tracey Collins advised that she had spoken to a number of local towns regarding their charges and Wallingford was cheaper. Councillor Davidson asked for Councillors thoughts.

Members discussed, stating they would like more information in front of them, how our open spaces are advertised, that they liked our open spaces being available for local events and the possibility of having a standby list if someone such as the circus does not come.

**Action: Tracey Collins (Officer) to consolidate all the information and report to Members via an email.**

b. **Michaelmas Fair** – Request to pull on Sunday 22<sup>nd</sup> rather than Monday 23<sup>rd</sup>. Tracey Collins reported that the Michaelmas Fair wished to pull on the Sunday again this year and the Parks Foreman had stated that mowing was not an issue. The Mayor suggested that they did not pull on until after 3pm. Tracey Collins asked if any Councillors were available to take the key and open up for them. It was also suggested that if the request to pull on early becomes a regular one then an additional charge should be applied in the future.

**Action: Councillors McGregor and Sinkinson may be available to be a key holder and Tracey Collins will email nearer the time to confirm availability.**

**The forthcoming events on the Kincroft were noted by Members**

Wallingford Festival of Cycling, 14<sup>th</sup> July

Bunkfest, 30<sup>th</sup> August to 1<sup>st</sup> September

Michaelmas Fair, 26<sup>th</sup> – 28<sup>th</sup> September

## **110. BULLCROFT**

Councillor McGregor, as the Chairman of the Bull Croft working party gave an overview of their recent meeting. LAPD are working on the concept plans for the Bull Croft Park. The first working party meeting had been good and they had a very good team. Ceri Groves of the Wallingford wildlife Group had attended. Councillor Sinkinson was very keen on the nature side of the project.

Councillor McGregor stated that Wallingford School staff and pupils had attended the recent Arts Working Party meeting to express their ideas and that they were very interested on working on projects outside of the school.

#### **111. CASTLE GARDENS**

a. **Request for Memorial Bench** – Members considered the request by a family member of the late Mr Jim Spence to have a memorial bench. Currently there is a bench which needs replacing in the Castle Gardens. **It was Proposed by Councillor Lester, Seconded by Councillor McGregor and**

**RESOLVED: THAT** a memorial bench in memory of the late Mr Jim Spence may be placed in the Castle Gardens. The cost of the bench (Town Council's specification) and maintenance to be met by the family.

**Action: Office to progress.**

b. **Pond** – Minutes 167/07/2016, 29/9/2016, 483a/1/2019 & 696(d)/4/2019 refer.

Members discussed future options for the pond area and noted that

- i) The Park Foreman had reported that some mothers of young children were pleased that the pond had gone.
- ii) Historic England had not expressed any views regarding the removal.
- iii) Reinstated by professionals should be considered
- iv) Ponds with fish do not necessary support an eco-system
- v) Earth Trust suggest miniature bowl water features to encourage wildlife.
- vi) Possibility of fencing off any future pond.

Members concluded that as there was no specific money in the budget at the moment therefore they would defer until the autumn.

**Action: Pond/Eco-system future agenda item**

c. **Band Concerts** – The request for volunteers resulted in Councillor McGregor and Tracey Collins agreeing to cover the 14<sup>th</sup> July with Councillors Kidley and Lester covering the 1<sup>st</sup> August.

d. **Flowers** - Minute 696(f)/4/2019, Councillor Upcraft reported that Wallingford Connecticut had requested a red, white and blue colour scheme across the town.

**Members noted forthcoming events in Castle Gardens –**  
Band concerts on the 14<sup>th</sup> July and 11<sup>th</sup> August 2019.

## **Councillor McGregor briefly left the meeting**

### **112. OPEN SPACES**

a. **Earth Trust** – Councillor Sinkinson updated Members on his involvement with the Earth Trust. Councillor Sinkinson reported that he had a very productive meeting with Earth Trust and that every year the chairman of Oxfordshire County Council presents a rose to the Earth Trust as a symbolic ‘peppercorn rent’ as part of a historical agreement to allow the public free access to trust’s green spaces. The Earth Trust is now responsible (in their area) for quite a lot of the river bank which is needed for ecology. After this event Councillor Sinkinson had managed to meet up with an Earth Trust representative and they had walked round the Town Council’s open spaces and some of her suggestions had been to conduct more wildlife surveys (e.g. Apps – Oxford Brooks University), engage Green Gym in future projects, try to prevent dumping in the historic ramparts of the town and the brook near to St Leonard’s Church and she would be sending information on how to develop ecology in the town. The representative had also given Councillor Sinkinson various contacts to assist him.

The Mayor suggested that Historic England should be consulted. Finally Councillor Sinkinson reminded Members to leave a space under fences so that hedgehogs can move about freely.

Councillor Sinkinson was thanked for his report.

### **Members noted the forthcoming events in Open Spaces –**

Bunkfest, 30<sup>th</sup> August to 1<sup>st</sup> September

### **113. MOORINGS**

**Fees** – A number of complaints have been received with regard to the increase in fees from £7 in 2018 to £10 in 2019.

Councillor McGregor stated that he thought that fees had been increased in order to be in line with others and that he thought Abingdon’s three day free mooring was a great idea. Tracey Collins reported on the last 3 years of mooring revenue which had been taken between during the first quarter. Members noted the income and asked if local businesses had noticed any changes or complained since the charges had been increase to £10. The office had not received any complaints of this nature. The majority of people paid the fees but it was now three boats that were causing a problem and all three seemed to know one another.

Members discussed and raised the following:

i) Abingdon only had a small amount of public mooring

- ii) It may be better to collect money around 4pm rather than 8am in the morning when people are already up and on their way to the next stop.
- iii) Wallingford is not alone in not having any facilities
- iv) Should charges be according to boat size?
- v) Could local businesses give mooring money back if goods/services are purchased from them.
- vi) Complaints regarding facilities are in regard to the District Council's mooring site
- vii) There are no mooring spaces at 7pm in the evening they are all taken.

Members discussed and noted that possible plans for the future when all current projects are complete could include:

- a) Possibility of using CIL money for improvements
- b) Water facilities, toilets, etc
- c) 'Policing' the moorings
- d) Paying fees by App

**Acton: Members concluded that as there is no evidence that tourism/businesses are suffering that the Town Council has a responsibility to maximize its income and therefore the fee should remain at £10. In addition the Town Clerk should continue with her enquiries on how to 'police' the moorings and District Councillors to be asked to get their side of the moorings sorted.**

**114. FUTURE AGENDA ITEMS**

Terms of Reference

Radnor Road Green Space – Engage District Councillors

Charges for Kinecroft (email in first instance)

Moorings – Enforcement

Dog Waste Bins (report in first instance)

Market Traders Policy (overlap with tourism)

Any Developments regarding Site B & E that affect this committee?

**Meeting closed at approximately 8.35pm**

Parks, Gardens, Allotments and Open Spaces  
2019.07.01. ba

Chairman