



Wallingford Town Council

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**To the Members of the Parks, Gardens, Allotments & Open Spaces Committee**

Councillor Sue Hendrie  
Councillor Steve Holder (Chairman for 2021-22)  
Councillor Katharine Keats-Rohan  
Councillor Mike Kidley  
Councillor Rosslyn Lester (Vice-Chairman for 2021-22)  
Councillor Christian Sinkinson  
Councillor Deborah Whelan

The Mayor, Councillor Marcus Harris (ex-officio)

Officers:

Scott Wells, Acting Parks Foreman  
Tracey Collins, Senior Local Government Officer

20 July 2022

Dear Councillors

You are hereby summoned to attend a meeting of the **Parks, Gardens, Allotments & Open Spaces Committee** on **Monday 25 July 2022** at **7.00 pm** at **Wallingford Town Hall** for the transaction of business as set out on the attached agenda.

Apologies for the meeting should be sent to [meetings@wallingfordtowncouncil.gov.uk](mailto:meetings@wallingfordtowncouncil.gov.uk)

Yours sincerely

Michelle Taylor  
Town Clerk/Responsible Finance Officer

**MEETING OF THE PARKS, GARDENS, ALLOTMENTS & OPEN SPACES COMMITTEE  
MONDAY 25 JULY 2022, 7.00 PM  
WALLINGFORD TOWN HALL**

**AGENDA**

**1     ELECTION OF CHAIRMAN FOR 2022-23**

To elect a Chairman for the 2022-23 Municipal Year

- RESOLUTION REQUIRED

**2     ELECTION OF VICE-CHAIRMAN FOR 2022-23**

To elect a Vice-Chairman for the 2022-23 Municipal Year

- RESOLUTION REQUIRED

**3     MEETING PROTOCOL**

The Chairman to advise those present of the protocol to be followed for this meeting

**4     APOLOGIES**

To receive apologies for absence

**5     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.

**6     MINUTES**

To approve the minutes of the meeting of the Parks, Gardens, Allotments & Open Spaces Committee held on 24 January 2022 and authorise the Chairman to sign them

- DOCUMENT ATTACHED
- RESOLUTION REQUIRED

**7     ACTIONS FROM PREVIOUS MEETING**

The Chairman to run through the list of items to check for completion or receive an update

- DOCUMENT ATTACHED

## **8 PUBLIC PARTICIPATION**

To hear from members of the public on any matter on the agenda

We welcome members of the public at our meetings. A total of 15 minutes has been set aside for this. The maximum length for an individual contribution is 10 minutes.

See also agenda item 18c below which is a reference from the Tourism & Economic Development Committee on 27 June 2022 concerning public representation.

Members of the public who wish to speak at this meeting should email the Meetings Officer at [meetings@wallingfordtowncouncil.gov.uk](mailto:meetings@wallingfordtowncouncil.gov.uk)

## **9 TERMS OF REFERENCE**

### **Co-option of Non-Councillors**

To consider and agree our policy. The Committee's terms of reference allow for the co-option of two non-councillors (in addition to two officers, including the Parks Foreman) but these additional members will not have voting rights.

- RESOLUTION REQUIRED

## **10 POLICIES**

To consider and approve the following policies

- DOCUMENTS TO FOLLOW
- RESOLUTIONS REQUIRED

- a. **Tree planting**
- b. **Memorial benches**
- c. **Weed control**

## **11 CLIMATE ACTION**

- a. **'Low mow' areas: Castle Gardens with mown path, Bull Croft under trees, Kinecroft edges** [see also agenda item 20c]

Councillors Holder to update

- (i) Wild About Wallingford: potential volunteer role
- (ii) Extending areas for 2023
- (iii) Relevant statistics and benefits

b. **Queen's Canopy & Treescape**

Wendy Tobitt and Councillor Keats-Rohan to update on Jubilee Tree in Castle Garden

Also to consider whether a tree should be planted by The Mayor

- DOCUMENT ATTACHED

**12 BIANNUAL WALKAROUND**

Councillor Holder to update the Committee

- DOCUMENT ATTACHED

**13 KINECROFT**

- RESOLUTIONS REQUIRED

a. **Coach & Horses Pub, Horse Chestnut Tree**

To determine next steps in the light of the Full Council's discussion on 18 July 2022 (Minute 153/22).

b. **Ownership of strip of land on west side**

Councillor Hendrie to update the Committee

- DOCUMENT TO FOLLOW

c. **Triangle of land**

Councillor Holder to update the Committee

d. **Giant Hog Weed and Japanese Knotweed**

Acting Parks Foreman to update

**14 BULL CROFT**

- RESOLUTIONS MAY BE REQUIRED

a. **General update**

To receive an update from Councillor Holder on behalf of the Working Party

b. **Rec Rooms**

Councillor Holder to update the Committee

c. **Earthworks/Ramparts**

Councillors Holder to update the Committee

**15**     **CASTLE GARDENS**

- RESOLUTIONS MAY BE REQUIRED

a.     **Castle Ruins**

Councillor Keats-Rohan to update the Committee on this project

b.     **Reinstatement of wall**

To report the completion of this project

c.     **Memorial benches**

Councillor Holder to update the Committee on the placement of two benches

d.     **Band stand**

To consider the installation of a band stand with arts monies

e.     **Water feature**

To consider the replacement of the water feature and agree next steps

f.     **Steps & lion castle wall**

Acting Parks Foreman to update

**16**     **ALLOTMENTS**

- RESOLUTIONS MAY BE REQUIRED

a.     **General update, including allotments waiting list**

To receive an update from the Senior Officer

b.     **Highcroft (Site B) allotments**

To consider future management measures, including timing (February/March 2023)

c.     **Winterbrook Meadows (Site E) allotments**

To consider future adoption and management measures, including timing (2027/2028)

d.     **Hogweed**

Acting Parks Foreman to update

- e. **Filming**  
Senior Officer to update
- f. **Trophy**  
Senior Officer to update
- g. **Annual meeting**  
Senior Officer to update

## 17 **RIVERSIDE**

- RESOLUTIONS MAY BE REQUIRED

- a. **General**  
To receive an update from Councillor Whelan on matters relevant to this Committee (the Working Party also reports to the Tourism and Economic Development Committee)
- b. **Winter moorings**  
To determine our approach
- c. **Anti-social behaviour**  
To receive an update and consider what further action may be necessary
- d. **Refurbishment of benches**  
Acting Parks Foreman to update

## 18 **OTHER OPEN SPACES**

- RESOLUTIONS MAY BE REQUIRED

- a. **Britain in in Bloom**  
To consider steps that need to be taken for submission in 2023
  - DOCUMENT TO FOLLOW
- b. **Weed control around the Town Hall**  
To consider and determine our approach, as per Item 10 (c) above
- c. **Wallingford in Business: reference from Tourism & Economic Development Committee**  
To respond to the concerns of Wallingford in Business about the 'scruffiness' of the town centre, including poor weed control outside shops. This is a reference from

the Tourism & Economic Development Committee whose meeting on 27 June 2022 was attended by Elaine Hornsby of Wallingford in Business.

Councillor Holder to update

d. **St Leonard's roundabout**

To receive an update on solar lighting

e. **Noticeboard and bench by LIDL**

To receive an update from Councillor Lester

f. **Market Place sockets**

To determine necessary action, as per Action Log

g. **Rest Garden opposite Waitrose**

To consider the space for potential public art works in collaboration with the Arts Working Party

h. **New Road green space**

To consider whether this space should be offered to the Arts Working Party for possible new artwork, a bench installed and a potential sensory garden

i. **Ball and Colegrave summer 2023**

To receive an update

j. **Biannual tree health survey**

To receive an update

k. **Christmas tree and lights**

To receive an update

## 19 **EVENTS**

To note the following events being held on our open spaces over the coming months

### **Kinecroft**

- 26 April to 27 October 2022 – 966 (Wallingford) Air Cadets – Sports Evenings
- 2, 3 & 4 September 2022 – Bunkfest
- 17 September 2022 – AV Events – Outdoor Cinema
- 19 to 25 September 2022 – Michaelmas Fair

- 5 November 2022 – 1155 & Illusion Fireworks - Bonfire and Fireworks Display

### **Bull Croft**

- 9 June to 24 September 2022 – Body Training Studio for Outdoor PT
- 1 September 2021 to 22 July 2022 – Wallingford and Crowmarsh Youth Football training/matches
- School summer holidays (date to be agreed) – Litter Bug Trail

### **Castle Gardens**

- 7 August 2022 – possible Band Concert enquiries
- 14 or 21 August 2022 – possible Band Concert

### **Market Place**

- September 2022 – Big Green Week

## **20 PARKS TEAM**

- RESOLUTIONS MAY BE REQUIRED

### **a. General update**

To receive an update from the Acting Parks Foreman on the recent activity of the team, in particular a trial of winter hanging baskets, plants for the winter and the riverside moorings

### **b. Staffing structure and job titles**

Councillor Holder to update the Committee

### **c. Vehicles and equipment [see also agenda item 11]**

To receive an update, including on the purchase, delivery and use of the Mini Flail Mower Collector for the 'low mow' areas (Full Council Minute 158/22 – July 2022)

### **d. Upcoming seasonal work schedules**

Councillor Holder and Acting Parks Foreman to update the Committee

### **e. Bulb planting in in autumn 2022**

Councillor Holder and Acting Parks Foreman to update the Committee on plans

### **f. Poles and lantern**

To receive an update



## **21 FUTURE AGENDA ITEMS**

To identify items for future meetings

The following items have already been identified:

- Allotment policy
- Committee meetings – frequency and timing

**The next scheduled meeting of the Parks, Gardens, Allotments & Open Spaces Committee will be held on Monday 21 November 2022**

**Distribution: Town Council noticeboards and website**

**Non-confidential supporting documents may be made available upon request.**

**We welcome members of the public at our meetings. Any member of the public wishing to speak at the meeting should contact the Meetings Officer in advance by emailing [meetings@wallingfordtowncouncil.gov.uk](mailto:meetings@wallingfordtowncouncil.gov.uk)**