



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)  
Councillor Katharine Keats-Rohan  
Councillor Mike Kidley  
Councillor Rosslyn Lester (Vice-Chairman)  
Councillor Christian Sinkinson  
Councillor Deborah Whelan

The Mayor, Councillor Marcus Harris (ex-officio)

1 February 2023

Dear Councillors

You are hereby summoned to attend a meeting of the **Parks, Gardens, Allotments & Open Spaces Committee** on **Monday, 6 February 2023 at 7.00 pm** in **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 6 FEBRUARY 2023, 7.00 PM  
WALLINGFORD TOWN HALL**

**AGENDA**

**1     MEETING PROTOCOL**

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

**2     APOLOGIES**

To receive apologies for absence

**3     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 their 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.

**4     MINUTES**

To approve the minutes of the meeting of the Parks, Gardens, Allotments & Open Spaces Committee held on 21 November 2022 and authorise the Chairman to sign them

- DOCUMENT ATTACHED
- RESOLUTION REQUIRED

**5     ACTIONS FROM PREVIOUS MEETING**

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

- DOCUMENT TO FOLLOW

**6     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 and is at the discretion of the Chairman.

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)

The organisers of Bunkfest and Michaelmas Fair will be attending this meeting and may speak under this item or under item . We have received some public concerns about these events, including noise, emissions, footfall and parking.

**7 EVENTS ON OPEN SPACES**

To consider and receive updates on the following:

- (a) Annual Wallingford 1155 litter pick
- (b) Coronation activities
- (c) Band concerts
- (d) Carnival 2023
- (e) Michaelmas Fair
- (f) Bunkfest
- (g) Parking at events

Representatives of the Michaelmas Fair and Bunkfest will be attending the meeting and may speak under Public Participation.

**8 HEAD OF PARKS & ESTATES**

To welcome Mr Duncan Kent, the newly-appointed Head of Parks and Estates, to his first meeting of the Committee

**9 GENERAL MATTERS**

To receive a general report by the Parks and Estates Manager, including the six-monthly walkaround

- DOCUMENTS ATTACHED

**10 CLIMATE ACTION**

To consider and receive updates on the following:

- (a) Update on climate change and ecological pledge
- (b) Low mow areas
- (c) Queen's Green Canopy and tree scape
- (d) Plant species study by Wild About Wallingford
- (e) Wildflower area for Rec Rooms

**11 POLICIES**

To approve amendment to two policies: tree/hedges and herbicide

- DOCUMENTS ATTACHED
- RECOMMENDATION REQUIRED

**12     KINECROFT**

To consider and receive an update on the Horse chestnut tree, Coach & Horses

**13     BULL CROFT**

To consider and receive updates on the following:

- (a) Lighting strategy, including focus group, as part of a wider consideration of lighting in parks requested by the Full Council
- (b) Planning update
- (c) Volunteer and landscape management plan update

**14     CASTLE GARDENS**

To consider and receive updates on the following:

- (a) Castle ruins – opening, plus a decision on railings or hedging
- (b) Placement of Queen’s Diamond Jubilee tree – to determine a day
- (c) Open and closing times     DOCUMENT ATTACHED/RECOMMENDATION REQUIRED
- (d) Tree map and overview     COPIES WILL BE AVAILABLE AT THE MEETING
- (e) Memorial bench     DOCUMENT ATTACHED

**15     ALLOTMENTS**

To consider and receive updates on the following:

- (a) Dog policy and combination lock gate     RECOMMENDATION REQUIRED
- (b) New posts, filling and hedging
- (c) Waiting list
- (d) Update on the new allotments, footpath and track (Highcroft)
- (e) Update from National Allotment Society     COPIES WILL BE AVAILABLE AT THE MEETING

**16     RIVERSIDE**

To consider a report from the Riverside Working Party, including the sink hole. The Head of Parks and Estates will also report on the sink hole

- DOCUMENT ATTACHED

**17     REST GARDEN**

To consider further the installation to mark the Coronation of King Charles III. The Full Council have lent their support to this and the use of public arts funding but wish to see the designs.

- DOCUMENT ATTACHED
- RECOMMENDATION REQUIRED

**18     OTHER OPEN SPACES**

(h) Telephone boxes

(i) Tree survey review    COPIES WILL BE AVAILABLE AT THE MEETING

(j) Tree works update

**19     NEW ROAD SENSORY GARDEN**

To consider and receive an update from the Parks and Estates Manager

**20     BRITAIN IN BLOOM**

To receive an update from the Parks and Estates Manager and to ask whether any Committee members would like to be involved in developing the documentation

**21     FUTURE AGENDA ITEMS**

To identify items for future meetings

The following items have already been identified:

- Working Party review
- Castle Motte
- Electric vehicles to replace diesel ones
- Policy for allotments

**The quorum for this meeting is 4 Members**

**The next scheduled meeting of the Parks, Gardens, Allotments & Open Spaces Committee will be held on Monday, 5 June 2023**

**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)**