



Wallingford Town Council

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1 November 2023

To the Members of the Parks, Gardens, Allotments and Open Spaces Committee

Councillor Mike Acreman
Councillor Mahmood Ebrahimjee
Councillor Susan Hendrie
Councillor Stephen Holder (Chairman)
Councillor Katharine Keats-Rohan
Councillor Ros Lester (Vice-Chairman)

The Mayor, Councillor Dan Beauchamp (ex-officio)

Dear Councillors

You are hereby summoned to attend the **Parks, Gardens, Allotments and Open Spaces Committee** on **Monday, 6 November 2023** at **7.00 pm** in the **Town Hall** for the transaction of business as set out on the attached agenda.

Apologies for the meeting should be sent to the Meetings Officer, at meetings@wallingfordtowncouncil.gov.uk

Yours sincerely

Michelle Taylor

Town Clerk & Responsible Finance Officer

**MEETING OF THE PARKS, GARDENS, ALLOTMENTS AND OPEN SPACES COMMITTEE
MONDAY, 6 NOVEMBER 2023, 7.00 PM
WALLINGFORD TOWN HALL**

AGENDA

1 Meeting protocol

The Chairman to explain the protocols to be followed for the meeting

2 Apologies

To receive and accept apologies for the meeting (RESOLUTION REQUIRED)

3 Declarations of interest

To receive and record declarations of interest

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 held on 4 September 2023 and authorise the Chairman to sign them (SUPPORTING PAPER/RESOLUTION REQUIRED)

5 Actions from previous meetings

To review progress on 'open' actions agreed at previous meetings (SUPPORTING PAPER)

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 at the discretion of the Chairman.

Members of the public who wish to speak at this meeting should email Luke Whitcomb, Meetings Officer, in advance at meetings@wallingfordtowncouncil.gov.uk

GENERAL

7 Seasonal report

To receive a report on seasonal activity from the Parks and Estates Manager (SUPPORTING PAPER)

8 Six-month walk around

To NOTE that the next walk around will be on 23 December 2023

9 Health and safety audit

To receive a health and safety update

10 Five-year strategy

To hear a report on the recent event organised for the Parks and Estates Team to consider their five-year horizon planning

THEMATIC

11 Anti-social behaviour

To receive an update on any instances of anti-social behaviour

12 Events on public spaces

To note the following public events taking place on Council-owned outdoor property from the date of the meeting to the end of the 2023 calendar year

- 4 November, Fireworks (this will have taken place by the time of the meeting)
- 12 November, Remembrance Sunday, Market Place (plus Remembrance Display in Town Hall on 10-12 November)
- 3 December, Santa Dash, Bull Croft and Kinecroft
- 3 December, Christmas trading fayre, Town Centre
- 13 December, Christmas Carols, Market Place

13 Britain in Bloom

To consider the judges' report, following the awards ceremony on 27 September 2023, and next steps (SUPPORTING PAPER TO FOLLOW)

14 Climate emergency

To consider the following action relating to the climate emergency:

- (a) **Community gardens and orchards** – to receive an update from Wild About Wallingford
- (b) **Equipment for 'low mow' areas** – Parks and Estates Manager to update

(c) **Electric vehicles** - to replace diesel ones. This item may have been discussed earlier in the meeting under Item 10

15 Arboriculture

To consider recent tree survey and the management of our tree portfolio and to consider how we develop the new Trees Working Group (SUPPORTING PAPER)

16 Vegetation management

To consider new proposals. This item may be considered under item 21 as the paper particularly relates to that space (SUPPORTING PAPER)

17 Red kites

To consider what further action may be necessary to address the nuisance issues being caused by the growing numbers of red kites in the area. The Chilterns Conservation Board (Area of Outstanding Natural Beauty) held a strategic discussion on red kites on 27 September 2023 with stakeholder bodies. (RESOLUTION MAY BE NECESSARY)

18 Species surveys

To note the species surveys in the Bull Croft, the Castle Gardens and the new Winterbrook Meadows (SUPPORTING PAPERS)

SPECIFIC SPACES

To receive updates on work in the following spaces:

- RESOLUTIONS MAY BE REQUIRED

19 Kinecroft - including trees (see also Agenda Item 14), triangle of land and review of Bunkfest, Michaelmas Fair and the annual Fireworks event

20 Bull Croft - including planning applications, archaeology surveys, landscape management and tennis courts (SUPPORTING PAPER)

21 Castle Gardens - including water feature, the doorway in Castle Lane, the Castle Motte, security and a special opening event for the Castle Ruins (SUPPORTING PAPER)

22 Allotments - including waiting list for existing allotments (37 at the time of writing), annual meeting of allotment holders, the Wallingford Allotments and Gardens (WAGS) Show, fencing, and the handover of the Highcroft allotments (including new numbers, signage and noticeboard) (SUPPORTING PAPER)

23 Riverside – including an update on accessible moorings, mooring income and buoyancy aids

24 Rest Garden – including King Charles III coronation commemorative art installation

- 25 **St John's Green** – including bulb planting and the replacement/renovation of the bench
- 26 **Harwell Estate 'Hot Dog'** – including cutting-back in the autumn, bulb planting and the possible replacement of the cherry trees
- 27 **New Road Green Space** – an update from the Parks and Estates Manager
- 28 **Additional green spaces in the Highcroft and Winterbrook Meadows housing developments**
To consider the intended and most appropriate arrangements for the management of public outdoor space in the Highcroft and Winterbrook Meadows housing estates
- 29 **Future agenda items**
To identify items for future meetings

The following items have already been identified for future meetings:

- St Mary-le-More and St Leonard's (Church of England) – verge-cutting

CLOSED

- 30 **Exclusion of press and public**
To resolve that the press and public be excluded from the meeting due to the confidential nature of the business to be transacted (RESOLUTION REQUIRED)
- 31 **Team update [confidential]**
To receive an update following the discussion at the meeting of the Personnel Committee on 30 October 2023

The quorum for this Committee is **4**

The next meeting of the Parks, Gardens, Allotments and Open Spaces Committee will be held on **Monday, 5 February 2024**. The summons and agenda papers for that meeting will be issued by email on Wednesday, 31 January 2024. Items for the agenda need to have been received by the Meetings Officer at meetings@wallingfordtowncouncil.org.uk by 26 January 2023.

Distribution: Town Council website and Town Hall noticeboard

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