

Dear Councillor

You are formally summoned to attend a meeting of  
**WEST SWINDON PARISH COUNCIL**  
to be held on **Monday 22nd July 2019 at 7.00pm**  
at **WEST SWINDON LIBRARY**



Parish Manager

### **AGENDA**

Public Questions, Comments or Representations (**maximum of 20 minutes**).

1. **Apologies**

To receive and approve Apologies for Absence

2. **Declarations of Interest & Applications for Dispensation**

To receive any Declarations of Interest required by the Code of Conduct adopted by the Parish Council on 14<sup>th</sup> May 2019.

3. **Minutes of the previous meetings**

To confirm as a true record the minutes of the Parish Council meeting held on Monday 17 June 2019.

4. **Minutes of the Planning & Environment Committee**

Also Agenda Item 10.

To receive Recommendation Minute (74)

- a) that the Council tasks the Parish Manager to draft an application for a BMX track for the Rivermead site adjacent to the skate park
- b) the Council approves the proposal to make an application to the Landfill Grants through Community First Wiltshire, for a project in the region of £50,000, with a grant request of £25,000, and for that project to be confirmed as recommended above.

To confirm and adopt the minutes of the Planning & Environment Committee meeting held on Monday 01 July 2019.

5. **Minutes of the Finance & Staffing Committee**

To confirm and adopt the minutes of the Finance & Staffing Committee meeting held on Monday 1 July 2019.

6. **Minutes of the Leisure & Amenities Committee**

Also Agenda Item 11.

To confirm and adopt the minutes of the Leisure & Amenities Committee held on Wednesday 3 July 2019.

7. **Update from Swindon Borough Councillors**  
To receive verbal updates and information from Swindon Borough Councillors present.
8. **Updates from Parish Council Representatives**  
To receive updates from any Councillors who have represented the West Swindon Parish Council since the last Full Council Meeting.
9. **Grant Application: Digital Writes**  
To consider approval of a grant application for a summer project – Total: £2665.00
10. **Landfill Grants (Minute 74)**  
To receive a report setting out a grant application for Landfill Grants (copy attached).
11. **Play Area Refurbishment**  
To receive a report setting out recommendations from the Leisure & Amenities Committee on 3 July 2019 regarding play area refurbishment (copy attached).
12. **Tall Shrub Team**  
To receive a report requesting confirmation of arrangements for the tall shrub team from September 2019 (copy attached).
13. **Review of Polling Districts and Polling Places**  
To note the review being conducted by Swindon Borough Council. To collate any feedback regarding the review (copy circulated).

**Date of next meeting: Monday 19 August 2019 7.00 pm**

**Members of the West Swindon Parish Council:**

Cllr Umar Ali  
Cllr Mike Burtenshaw  
Cllr Steph Exell  
Cllr Simon Firth  
Cllr Suresh Gattapur  
Cllr Nigel Gibbons  
Cllr Geoff Gould  
Cllr Prakash Khaitan  
Cllr Timothy Makofu  
Cllr Nick Martin  
Cllr Mary Martin  
Cllr Trish Philpot  
Cllr Tim Swinyard  
Cllr Caryl Sydney Smith  
Cllr Keith Williams

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation), Crime and Disorder, Health & Safety and Human Rights.

**WEST SWINDON PARISH COUNCIL**

Minutes of the  
**WEST SWINDON PARISH COUNCIL** on  
**MONDAY 17 JUNE 2019 at 7.00pm** at **WEST  
SWINDON LIBRARY**

**Present:**

Cllr Umar Ali  
Cllr Mike Burtenshaw  
Cllr Steph Exell  
Cllr Simon Firth  
Cllr Suresh Gattapur  
Cllr Nigel Gibbons - Chair  
Cllr Geoff Gould  
Cllr Prakash Khaitan  
Cllr Timothy Makofu  
Cllr Nick Martin – Vice Chair  
Cllr Trish Philpot  
Cllr Caryl Sydney Smith  
Cllr Keith Williams

**Officers:**

Paula Harrison (Parish Manager)  
Leanne Curtis (Assistant Clerk)

Public: Seven

**Public Session:**

Resident asked that Councillors consider an extension to public question time from 10 minutes to 20 minutes, to encourage people to attend and engage. The Chair agreed that public question time would be advertised extended up to 20 minutes.

Meeting start 7.04 pm

**53.**

**Apologies**

Apologies received from Cllr Mary Martin and Cllr Tim Swinyard, both on annual leave.

**RESOLVED** that the apologies are accepted and approved.

**54.**

**Declarations of Interest & Applications for Dispensation**

None.

**55. Minutes of the previous meeting**

**RESOLVED** that the minutes of the Parish Council meetings held on Tuesday 14 May 2019 and Wednesday 29 May 2019 be confirmed and adopted.

**56. Minutes of the Planning & Environment Committee**

**RESOLVED** that the minutes of the Planning & Environment Committee meeting held on Thursday 06 June 2019 be confirmed and approved subject to noting that in Minute 35. the Parish Manager will write formally to request action from Highways to progress outstanding matters.

**57. Minutes of the Finance & Staffing Committee**

**RESOLVED** that Recommendation (Minute 40) that 13 payments totalling £142,844.52 be approved.

**RESOLVED** that the minutes of the Finance & Staffing Committee meeting held on Thursday 06 June 2019 be confirmed and adopted.

**58. Minutes of the Leisure & Amenities Committee**

Amendment agreed: Minute 47. Minutes are corrected to note that this item was proposed by Cllr Exell.

Amendment agreed: Minute 50. Minutes are corrected to note that this item was proposed by Cllr Exell.

**RESOLVED** that the minutes of the Leisure & Amenities Committee held on Wednesday 12 June 2019 be confirmed and adopted subject to the corrections noted above.

**59. Update from the Chair, West Swindon Parish Council.**

The Chair confirmed that there had been a liaison meeting between Clerks, Chairs and Swindon Borough Council. Key issues arising were Swindon Borough Council front line communications, long running highways issues and slow progress for decisions on property matters.

**60. Update from Swindon Borough Councillors**

Cllr Exell confirmed that it is a privilege to spend time with residents in Toothill. The state of the pavements is making some residents ability to maintain independence very difficult. Cllr Exell advocated that this work is done so that residents can do what needs to be done. Idovers Drive is missing a dropped kerb. Pavements are collapsing. Cllr Exell confirmed that she would be writing to Swindon Borough Council in the hope that this can be resolved.

Cllr Williams reported that Swindon Borough Council's customer services had a new telephone system. A Climate Change working group has been formed to work on initiatives across the Borough; including single use plastic, electrical vehicles at Waterside depot. The new all weather pitch at the County ground has been opened. Lydiard House and Gardens have been doing well and plans for the future events including Chilli and Cheese festival and Mfor music festival were underway.

**61. Reports from Parish Council Representatives**

Cllr Nick Martin reported that the new Middleleaze play area was being used with enthusiasm. Cllr Gould agreed.

Cllr Gattapur reported that the bin from McDonalds had been received and installed, discussions with KFC and Barclays were ongoing.

**62. Memorial Scheme**

Councillors received a report on the potential to create a memorial scheme for benches, plaques etc. a copy of which appears as **Appendix A** in the Minute Book.

The Parish Manager introduced the report and indicated that any type of memorial scheme has to have a clear set of principles and be respectful to those seeking to install a memorial.

Councillors discussed this item and agreed that there were many sensitivities and practical issues that required more detailed consideration. General agreement that a donation scheme may be more practical.

**RESOLVED** that a small group comprising Cllrs Martin, Williams, Khaitan and Sydney Smith be established to consider the principles and mechanisms for a Donation Scheme and for report to be brought back to Full Council at a future date.

**63. Standing Orders**

Councillors received a copy of a revised Standing Orders for 2019/20 as proposed at the Annual Parish Council meeting, a copy appears as **Appendix B** in the Minute Book. Cllr Exell proposed the following amendment:

*4. d. Where a Councillor has requested an item to be on the Committee Agenda and this has been agreed by the Chair or Clerk, this item is recorded on the Agenda as 'requested by Councillor . . . The minutes will also note that the item was requested by Councillor.*

The Parish Manager highlighted further revisions summarised as follows:

1.e. Amendment to allow motions to be proposed based on written reports under discussion.

9.b. Motions that relate to a report recommendation or item on the Agenda will be accepted by the agreement of the Chair.

**RESOLVED** that the Standing Orders be amended as proposed in Minute 63 and adopted thereafter.

**64. Calendar of Meetings 2019/20**

The Assistant Clerk presented to Councillors a revised Calendar of Meetings, a copy of which appears as **Appendix C** in the Minute Book. Councillors considered the start times where there are two meetings in one evening.

**RESOLVED** that the Calendar of Meetings be approved subject to an amendment where the second meeting of any evening is scheduled to start at an earlier time of 6.45 pm.

**65. Grant Application: Neighbourhood Watch**

Councillors received a neighbourhood grant application for new Neighbourhood Watch signs at a total cost of £90.00. A copy of the application appears in the Minute Book as **Appendix D**.

**RESOLVED** that the Neighbourhood Watch Grant Application be approved.

**RESOLVED** that parish councillors conduct their own local inventory of signs that need replacing across the Parish and report to the Parish Manager accordingly.

7.40 pm meeting suspended

**66. Admission of the Public and Press**

In accordance with Standing Order 3 (d) that 'in view of the confidential nature of the business transacted, the press and public were temporarily excluded and instructed to withdraw'. Reason: Contractual matters/business sensitivity

7.50 pm meeting resumed

**67. Grounds Maintenance & Street Cleaning Review**

Councillors discussed current performance of the grounds maintenance and street cleaning services. A number of observations were noted including

- General quality is ok although inconsistency in cuts between different types of mowing machines deployed in West within one location
- Blowers aren't used consistently leaving grass on footpaths
- Inefficiencies generated by lack of correct equipment and the way jobs are allocated
- Backlands working party has noted the lack of resources to tackle derelict areas that continue to attract vandalism and anti social behaviours
- Flytipping is collected promptly once reported
- Bins are being used and emptied well enough
- Encroachment of grass/ground across footpaths is an issue in some places

- Tall work is conducted by the additional tree surgeon team, this has attracted some negativity due to combination of other tree works in the Parish. Workers could be deployed on other tasks during April-August
- More could be done to promote bio diversity in the Parish
- General agreement that community involvement and community pride is key

**RESOLVED** that

- a road sweeping schedule, bin emptying schedule and the schedule for play area inspections is provided by Streetsmart for the attention of the Services Working Party
- the Parish Manager provides costings for grounds work in the backland sites for the next working party meeting
- the Services Working Party members note the points raised for future discussions and recommendations

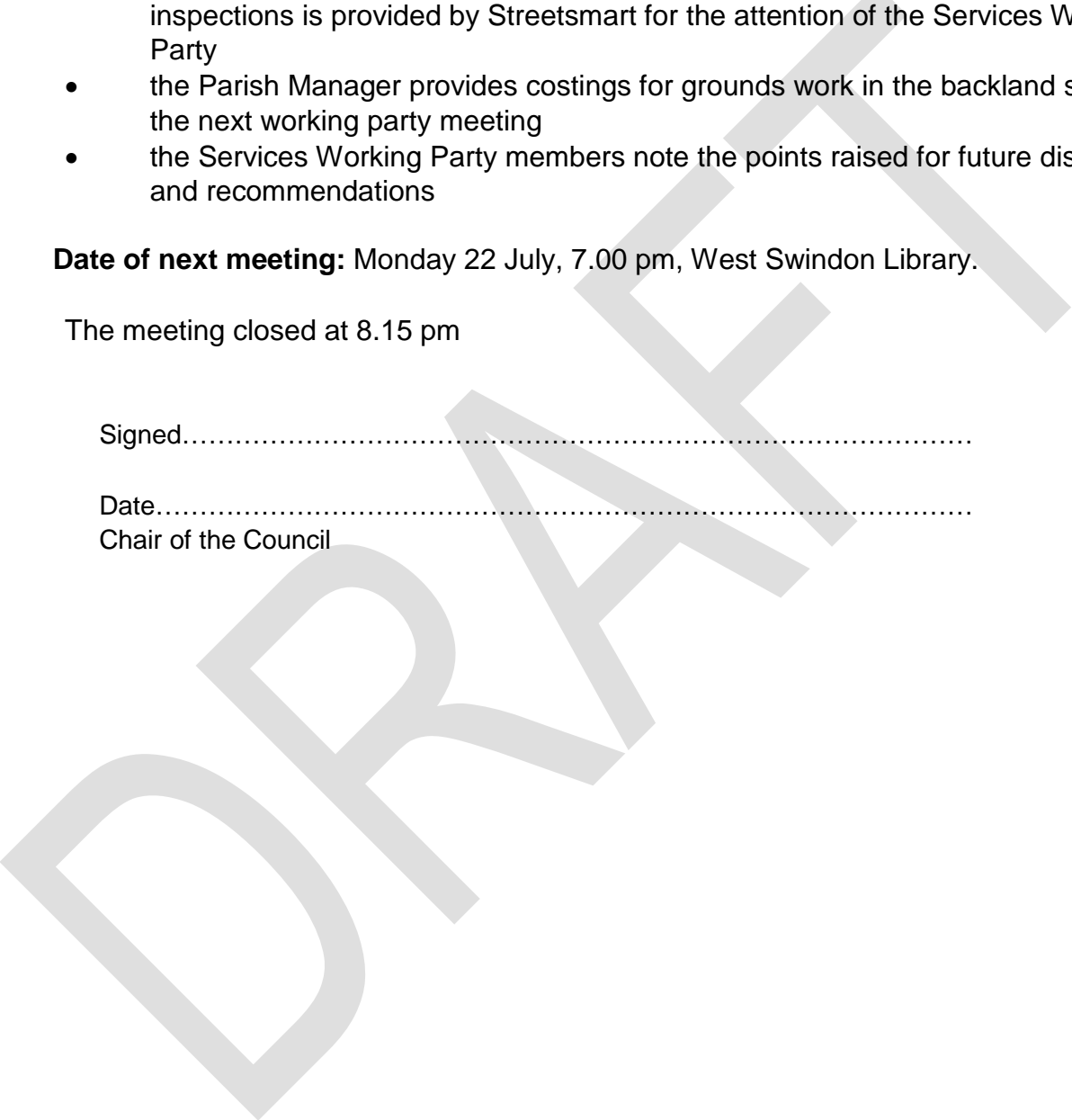
**Date of next meeting:** Monday 22 July, 7.00 pm, West Swindon Library.

The meeting closed at 8.15 pm

Signed.....

Date.....

Chair of the Council



**WEST SWINDON  
PARISH COUNCIL**  
Grant Application  
Form

West Swindon Parish Council  
West Swindon Library  
Whitehill Way  
Swindon  
SN5 7DL  
Email: [clerk@westswindon-pc.gov.uk](mailto:clerk@westswindon-pc.gov.uk)  
Tel: 01793 466418

<b>About You:</b>	
<b>Date:</b>	16 July 2019
<b>Name of Organisation</b>	Digital Writes - Development & Publishing C.I.C.
<b>Name of contact person</b>	Keith Phillips
<b>Contact Address and contact number</b>	
<b>E-mail for organisation</b>	keith@digitalwrites.org.uk
<b>How long has your organisation has been active?</b>	3 years  Keith Phillips, company director of Digital Writes, was the filmmaking tutor on the Lydiard Park Academy's West Words poetry film.
<b>Please tick the boxes to confirm you are submitting all of the following with your completed application:</b>	Governing Document e.g. Constitution/Terms of Reference  (attached)
	Management Group or Committee Membership details  Paid Directors: Keith Phillips, tutor Sherylee Houssein, producer, tutor  Voluntary Directors (acting in the capacity of trustees) Ben Morris (youth and disability) Oliver Webb (performance, equalities) Allan Bott (gaming culture)
<b>Annual Turnover of your organisation</b>	<b>£20,000</b>



<b>Your Grant Project:</b>	
<b>Name of project or activity?</b>	<b>Beyond Reality - Video Game Design</b>
<b><u>Who</u> is it for? and <u>where</u> is it happening?</b>	<p>The project is for children who use West Swindon Library and who visit other venues in West Swindon.</p> <p>Digital Writes are working at Shaw Ridge Primary School and others to enable children to make their own artistically ambitious surrealist video game. This project will go on to the beginning of the Autumn term 2019. At this time, the game will be published on Steam for PC and Mac, on the Apple App Store and on Google Play for mobile devices. There will then be a launch event to which all the local press will be invited.</p> <p>We would like to expand the project to offer this opportunity to all children and their families in West Swindon during the school holidays.</p> <ol style="list-style-type: none"> <li>1. We will put up displays in West Swindon Library of the work done by children from Shaw Ridge Primary.</li> <li>2. The display would include website addresses that children and their families could visit to play demo versions of the levels made by the children at Shaw Ridge. We will encourage them to evaluate the levels and report any bugs. And hopefully this will inspire them to make their own levels to go in the game.</li> <li>3. We will set up a table with paper and drawing materials (or leave them with library staff) for children visiting the library to draw their own landscapes, characters and props that will then go into the published game. We will ask the library to stock a couple of good reference books on surrealism for the children and their families to refer to. We will also supply our own references and worksheets to help guide the children's work.</li> <li>4. We will have regular hours in the library where members of Digital Writes staff will be present to work with children and their families and friends, and help them put their work in the game and be able to play it and show it off to their families and friends.</li> <li>5. We will publicise the project with posters around West Swindon. Posters would have sample images from the Shaw Ridge group. "This is a scene from a video game made by children from Shaw Ridge Primary School. Would you like to make your own level for this game and see it published worldwide? Of course you would. So get along to West Swindon Library and look around for the Beyond Reality Workstation."</li> </ol>
<b>How will residents in West Swindon benefit from this?</b>	Residents will be able to create artwork with their children, learn about the surrealist art movement and see their work published in a video game that will be available for free on the Steam online game store and on the Android and Apple game stores.

<b>When you aim to start and finish?</b>	Start 24/7/19 Finish 15/9/19
<b>What funding are you requesting from the Parish Council?</b>	Inter-Library Loan: 3 books @ £5 = £15 Display: 6 weeks @ £100 = £600 Workshop Space: 12 sessions x 2 hours @ £20/hr = £480 Game Design Tutor (working in library): 12 sessions x 2 hours @ £25/hr = £600 Game Design Tutor (working in office*): 24 hours @ £25/hr = £600 Poster Designer: 2 hours @ £25 = £50 Poster Printing: 10 posters @ £7 = £70 Project Management: 10 hours @ £25 = £250  <b>TOTAL: £2665</b>  *Non-contact time is required to process children's work, incorporate it into the game, and do workshop plans to respond to children's work and guide them in directions most suitable for their abilities and interests.
<b>Please detail any match funding you will bring to the project</b> <i>e.g. donations, in kind funding, volunteer hours.</i>	IT equipment loaned by Ideal Films: 6 weeks @ £135 = £810 Software licenses: Adobe: 2 months @ £25 = £50 Dropbox: 2 months @ £7 = £14 Insurance: 2 months @ £25 = £50 <b>TOTAL: £924</b>

**Thank you.** Please return your form in person, post or email to: Grants, West Swindon Parish Council, to the contact details at the top of the form.

**WEST SWINDON PARISH COUNCIL****Landfill Grants****1. General Information:**

- 1.1 The Landfill Communities Fund (LCF) is an innovative tax credit scheme enabling operators of landfill sites in England and Northern Ireland to contribute money to organisations enrolled with ENTRUST as Environmental Bodies (EBs). The organisation leading it locally is Community First based in Devizes.
- 1.2 Community First manage a formal application process which will require
- site location
  - site costings (including 3 quotes)
  - permissions (*the Parish Council is not the landowner*)
- 1.3 The Fund would make a part contribution towards the overall cost of the project. There are two sites linked to the scheme for West Swindon - Crapper & Sons Landfill or Purton Landfill (run by Hills Waste) & Sons. Both operate their own timeframes for reviewing and approving applications. The first potential deadline for an application is end of August 2019.

**2. West Swindon Options:**

- 2.1 The Parish Council could apply for a contribution under the Fund's

**Object D****The provision, maintenance or improvement of a public park or another public amenity**

This has three overarching principles:

- The park or amenity must be open and accessible to the general public;
  - The park or amenity must not be operated with a view to profit; and
  - The park or amenity must be in the vicinity of a landfill site.
- 2.2 Most sites in West Swindon would be eligible for applications to Crapper & Sons Landfill or Purton Landfill (run by Hills Waste) & Sons. We could apply to both to contribute to two different projects or ask for contributions to one project. If a project was estimated to be costing in the region of £50,000, it is possible that contributions up to £25,000 could be requested.

- 23 Projects that have been discussed by Parish Councillors previously include a bmx track and graffiti wall at Rivermead, and the relocation of the ball court at Shelfinch. Either of these projects would likely reach costs in the region of £45,000 plus VAT. The Parish Council would need to consider allocating funding of £25,000 if the grants were successful. No early investigative work has been undertaken at either site in terms of permissions or consultation and this would be necessary prior to an application.
- 24 ABMX pump track was recently created in Wroughton through support from this grant fund. It was led by BMX Wroughton and has proved to be very popular across all ages.



### **3. Recommendations:**

- 3.1 It is recommended that
- a) the Council tasks the Parish Manager to draft an application for a BMX track for the Rivermead site adjacent to the skate park
  - b) the Council approves the proposal to make an application to the Landfill Grants through Community First Wiltshire, for a project in the region of £50,000, with a grant request of £25,000, and for that project to be confirmed as recommended above
  - c) the Council delegates the detail of the initial Expression of Interest to the be approved by the Planning & Environment Committee

Paula Harrison  
Parish Manager

**WEST SWINDON PARISH COUNCIL****Play Area Refurbishment Recommendations****1. Play Refurbishments 2019**

- 1.1 Following the Leisure and Amenities Committee meeting in July 2019, it was agreed that tender documentation be drafted for Shelfinch and The Chesters play areas for 2019/20 and Nine Elms, The Holbeins, Tumpy Field, Bloomsbury Park and Uxbridge Road Play Area for 2020/21. At Shelfinch there is additional consultation to be undertaken to gauge views on potential additions to Flint Hill including a Muga and movement or removal of the youth shelter.
- 1.2. It is important to note that there are no significant repairs or replacements highlighted in the annual Inspection reports for any of the proposed refurbishment sites. As additional information, independent play company feedback on the prospective sites is as follows:

<b>PLAY AREA</b>	<b>ADVISORY INFORMATION</b>
<b>Nine Elms Park (SN5 5UL)</b>	Timber play is mostly intact, but needs maintaining around it. Play value not varied. Spider net, swings and rockers should be replaced, along with suitable surfacing to separate out the toddler play space and junior play space. All weather mulch pathways to other play activities.
<b>Tumpy Field (SN5 5SL)</b>	Cradle swings could be refurbished, but kept. All other pieces, suggest replacement. The Springer has seen better days and all the timber equipment, in the bark area is coming to end of life. Lots of trail items currently - more variety needed and an identity of age group suitability
<b>The Holbeins (SN5 6DW)</b>	Bark surfacing needs topping up. The equipment itself is in pretty good condition, although no rotating or swinging except on the larger climbing unit. The two climbing units could be refurbished, but apart from the surface, no immediate spend is necessary. The Shelter could be refurbished - there is no point taking it out to replace with a similar unit. Potential to replace the Basketball Hoop with more comprehensive goal end.
<b>Uxbridge Road (SN5 8RT)</b>	All timber posts on tarmac area need removing. A tarmac skim, some rails or ledges, all would encourage more skate/scooter use. The play equipment and surfacing are still fit for purpose, but offer little play value or variety.
<b>Bloomsbury Close (SN5 8PJ)</b>	The Toddler Play area is intact, but lacks variety, play value and challenge. The large Crows Nest Unit looks tired - this unit would be a priority for change. The embankment slide and rocker also need replacing. The Shelter could be refurbished and the MUGA is absolutely fine.

**Shelfinch Play Area (SN5 8AR)**

The Steel Trail is intact, although new ropes would refresh it, along with a new Basket for the swing. The Shelter could be refurbished and as a future development Eco Mulch pathways could be added to this area, to encourage year round use. The Ball area is imposing and the breeze blocks and hoop could be replaced with a more open "Goal End", which would give better visual aspect for the residents and also children playing in the space. Potential for a full MUGA, but just goal ends may be a better use of funds. The toddler area has a fabulous timber retaining wall - this would make a great feature for a "Destination" play space. The play equipment in the toddler area offers no play value or variety and a complete refresh of the surfacing would also help.

**The Chesters (SN5 7HX)**

The imposing unit in the centre looks like it has served its purpose - I would suggest replacing it with a more open structure. There is little flow around this play space and no challenge or real play value. The swing has seen better days. The timber structures around the park offer little variety or purpose except for some balance. The Tunnel is a waste pipe that runs directly to the pathway.

**2. Tender Process**

- 2.1 Individual tenders are posted on Contracts Finder, this is a national portal for organisations seeking tender opportunities. There is no obligation for the Parish Council to award a tender as part of the advertising process. The Parish Council can retender if it changes the specification or wishes to review the budgets during the process.
- 2.2 The timeframe proposed to the previous Leisure and Amenities Committee meeting is as follows:

22.07.2019	Full Council considers recommendations
26.07.2019	Tenders posted on Contracts Finder
21.08.2019	Deadline for submissions for The Chesters & Shelfinch
31.08.2019	Deadline for submissions for Nine Elms, The Holbeins, Tumpy Field, Bloomsbury Park and Uxbridge Road
11.09.2019	Designs Reviewed by L&A/Presentations
07.10.2019	Final decision and recommendation by L&A Committee
28.10.2019	Final approval by Full Council
31.10.2019	Contracts awarded – negotiation on commencement of works

Each tender document is largely the same and is based on the Minor Works Building Contract 2011. Section 2 which details the scope of works is specific to each site and has been circulated to members of the Leisure and Amenities Committee for consideration and review.

### **3. Budgets**

- 3.1 It is proposed to ask prospective tenders to consider pricing for 2 sites (*Shelfinch, The Chesters*), 5 sites (*Shelfinch, The Chesters, Nine Elms, Tumpy Field and the Holbeins*) and then all 7 sites (*Shelfinch, The Chesters, Nine Elms, Tumpy Field, the Holbeins, Bloomsbury Park and Uxbridge Road*).

This should enable Councillors to make a judgement on the cost benefits realised in proposing a group installation. Certainly, if a block date is agreed for installation, companies can realise cost and resources benefits of moving and sharing tools, machinery and specialist staff within a small geographic area. The risk is that any failures, issues or delays may impact on more than one site.

- 3.2 Generally it is practical to specify a budget or a budget range within the tender process in order that play companies can create a realistic proposal. It also means that one design can be considered against another with a degree of reasonable comparison in terms of cost and deliverability. The budget allocated for play renewal in 2019-20 is £90,000 with same currently proposed for 2020-21.

- 3.3. The Leisure and Amenities requested that unspent funds from 2018-19 linked to play, parks and open spaces to be identified to support an expansion of the refurbishment budget. Relevant underspend from 2018-19 which went into general reserves can be identified as follows:

Play Renewal fund underspend = £26,519.00  
 Parks and open spaces underspend = £7543.00  
 Maintenance underspend = £2,000.00

These three areas of underspend total: £36,062.00.

- 3.4 At this stage, if an allocation of the reserves is approved (as detailed above) it is proposed to group together the budgets for 2019-20 and 2020 – 21 together and allocate budget headings in the tender process as follows:

- Shelfinch £45,000 (*plus £15,000 from Toothill Big Local = £60,000*)
  - The Chesters £40,000
  - Nine Elms £50,000
  - Tumpy Field £30,000
  - Bloomsbury Park £30,000
  - The Holbeins £10,000
  - Uxbridge Road £11,000
- Total £216,000*

- 3.5 It is worth allowing for a degree of flexibility when allocating the budgets to specific sites in order to accommodate particular pieces of equipment and cover contingencies. Play companies will ask if they can flex the budgets across the sites to suit their designs whilst observing an overall spend. Sites that need all weather

flooring are likely to incur higher expenditures as flooring is usually the highest cost element in play area budgets.

- 3.6 The Parish Council will not be committed to anyone submitting a quotation and budgets can be confirmed at the point the Council awards the contract/s.

**4. Recommendations:**

- 4.1 The Council agrees the sites which quotations will be sought.
- 4.2 The Council approves the proposal to extend an invitation to quote on Contract Finder as set out in 2.2. and that the Parish Manager is instructed to issue the documentation.
- 4.3 The Council approves budgets to be specified in the documentation.
- 4.4. The Council delegates the review of the quotations received to the Leisure and Amenities Committee and that subsequent Leisure and Amenities Committee recommendations on the approval of designs and quotations will be made to Full Council in the Autumn.

Paula Harrison

Parish Manager



**WEST SWINDON PARISH COUNCIL****Tall Shrub Team Report****1. Background**

- 1.1 Since April 2017, the Parish Grounds Maintenance team have been undertaking an annual cut of all hedges and shrubs on Swindon Borough Council land. The scale of the work is significant:
- 67,000 square metres of shrub bed
  - 69,174 linear metres of hedge
- 1.2 The Grounds Team work with a range of tools from the ground only. Early in the first season, the Grounds Team reported that progress was slow as many of the original and traditional shrub beds had not been regularly maintained by and were no longer identifiable as shrubs. Many had grown in excess of eight feet and brambles and self seeded trees and weeds had taken hold.
- 1.3 In response to this, the Parish Council funded additional support to the Grounds team through the addition of a tree surgeon and assistant. This has enabled collaboration with the Grounds team to tackle taller greenery and reduce hedges and boundary lines that have grown too tall for the grounds maintenance team.
- 1.4 The team's approach has been to strip out self seeded saplings, remove bramble and redress overgrowth to a maintainable height for the grounds team.
- 1.5 Ideally, a maintainable height is generally viewed to be 4-5 feet when cut and 6-8 feet at the end of the growing season. In order to address the neglect from many years of abandonment, the team have felt it necessary to bring heights down to 2-3 feet. This has been visibly shocking at first, however in the majority of cases e.g. Cartwright Drive to Clarke Drive, the new growth is healthier and more vigorous and has recovered height within one season.
- 1.6 Whilst trees remain the responsibility of Swindon Borough Council, in some cases the Grounds Team have removed smaller diseased or weak trees (primarily elder) with the approval of Swindon Borough Council's tree officer.
- 1.7 As at March 2019, the contract for the Tall Shrub team was extended to the end of September 2019. This is now ready for review.

**2. Detail**

- 2.1 The work programme of the Tall Shrub team is mostly shaped by resident complaints and requests for service. The team also propose areas that they themselves think would benefit from thinning or reduction. The team only

targets shrubs and hedges on public open space and does not fund any work on private property such as low hanging or overhanging branches into people's gardens.

- 2.2 This year, the work which is visible all year round, has been linked to some negative comments on social media about disruption to natural habitats and nesting. There have been no direct complaints with evidence of disruption although there are occasional queries about work that is being done.
- 2.3 The visibility of the work equally attracts positive comments particularly in parks and open spaces as the pathways and sightlines get opened up and people feel safer.
- 2.4 The team have identified many future projects. The list of projects completed and proposed future work is attached as **Appendix A**.
- 2.5 Streetsmart have indicated that due to the specialist skill set of the Tall Shrub team, if the Parish Council does not continue with the team, the resource will no longer be available. As a result, shrub work will be confined to the 'non grass cutting' season which is typically October to March. The remaining grounds maintenance will only be able to tackle growth which can be reached by hand tools from the ground only, coupled with the side arm.

### **3. Options**

- 3.1 The Parish Council could continue with the services of the team as West Swindon has many kilometres of hedge and shrub maintenance. The Parish Council could give careful review of all projects proposed between April and August to minimise negative perceptions.
- 3.2. The Parish Council could agree the termination of the enhanced service and look to contract private contractors for site specific work on a project by project basis.

### **4. Recommendations:**

- 4.1 That Councillors note the report and considers the options above.

Paula Harrison  
Parish Manager

## Appendix A

### Work completed by the Tall Shrub Team – 2019:

Work generally includes height reduction, removal of suckers, self seeded saplings, removal of bramble, weeds and dead wood:

- Flint hill second section to the side
- Colchester Close
- Salgitter path to bus stop
- Stamford close
- Clare Walk
- Pevensey Way
- Whitehill Park
- Edington Close
- Basingstoke alley reduction (side only)
- Crawford CI footpath reduction (parish/resident)
- Rowton heath way Bus stop (new)
- Uxbridge Road subway
- Mead Park
- Chalgrove Field
- Kiln Park and alley
- Kimbolton/Crawford alley
- The Chesters Rec
- Westlea Park lift trees
- Risingham Mead car park
- Old Shaw lane entrance
- Shaw orchard (eastleaze play area)
- Clay Pits off Cartwright Drive
- Sandacre corner play space + roundabout
- Standings Close footpath
- Nine Elms tidy - Beehive CI side
- Goldsborough
- Denbeck wood
- Oakwood
- Sudeley way gates and path
- Ferrers park
- Lisle Close hedge reduction
- Mardale and dalefoot alley
- Sparcells drive reduction
- Portmore hazel reduction
- Rochester Close (rear)
- Conisborough corner
- Uxbridge play area

- Godolphin alley ways
- opp. Winstanley
- Bloomsbury Park
- Cartwright Drive corner
- Link to Eastleaze subway area
- Fiveways Roundabout lift trees
- The Chesters subway (eastleaze side)
- Cartwright to Clarke Drive

**Projects remaining 2019:**

- Markenfield
- Oakham close
- Prinnels pond
- Sleaford CI (side arm)
- Corton Crescent
- Subway to Eastleaze (Chesters side)
- Westlea School alley brambles
- Walkway to Toothill Park
- Rear of Wilmot Close/Shaw Ridge Linear Park



**NOTICE OF REVIEW OF POLLING DISTRICTS  
AND POLLING PLACES 2019**

**The Review of Polling Districts and Polling Places (Parliamentary Elections)  
Regulations 2006**

The above regulations require each local authority to carry out a review of Polling Districts and Polling Places on a five yearly basis. The reason for this review is to ensure that all electors within the Borough of Swindon have such reasonable facilities for voting as are practicable and to ensure that polling stations are accessible to all electors, including those with special needs.

The consultation period will commence on Monday 8<sup>th</sup> July 2019.

The Acting Returning Officer for the Parliamentary Constituencies of Swindon North and Swindon South will be consulted and will make formal comments on the existing polling places and stations and any newly recommended polling places and stations. These comments will be published within 30 days of receipt.

Representations and comments on the proposals are invited from all residents, elected members (MP's, Borough and Parish councillors) and persons or organisations that have a particular expertise in relation to access to premises for people with different forms of disability. Any representations given should, if possible, give alternative places that may be used as polling places.

More information can be obtained from Electoral Services, Civic Offices, Euclid Street, Swindon SN1 2JH between the hours of 09:30am to 4:00pm Mondays to Thursdays, or from

[www.swindon.gov.uk/councillors,democracy & elections/elections and voting](http://www.swindon.gov.uk/councillors,democracy%20&%20elections/elections%20and%20voting)

Representations should be submitted to arrive no later than Friday 16<sup>th</sup> August 2019 to:

Electoral Services (Review PD)  
Civic Offices  
Euclid Street  
Swindon  
SN1 2JH

Or email (please use subject 'Review PD') to [elecereg@swindon.gov.uk](mailto:elecereg@swindon.gov.uk)

Lesley Toogood, Electoral Registration Officer  
Dated: Monday 8<sup>th</sup> July 2019



**SWINDON**  
BOROUGH COUNCIL

## **Review of Polling Districts, Polling Places and Polling Stations.**

### **Consultation Document**

The consultation period runs from Monday 8<sup>th</sup> July 2019 to Friday 16<sup>th</sup> August 2019.

#### **1. Background to the Review**

The Electoral Registration and Administration Act 2013 introduced a change to the timings of compulsory reviews, and the council have a duty to carry out the current review by 31<sup>st</sup> January 2020.

As part of this process the council is consulting elected members (MP's, Borough and Parish councillors), local political parties and electors, as well as persons or organisations that have a particular expertise in relation to access to premises for people with different forms of disability.

#### **2. Definitions**

A **polling district** is a geographical area created by the sub-division of an electoral area, e.g. a constituency or a borough ward. Each polling district forms a separate section of the Electoral Register.

A **polling place** is a designated building or area in which polling stations will be located. The polling station itself could be the polling place or it could be part or all of the polling district.

A **polling station** is a room or building where the process of voting takes place. Polling stations are chosen by the Returning Officer for specific elections.

#### **3. The Review Process**

- The Council will publish a Notice of Review of Polling Districts, Polling Places and Polling Stations on Monday 8<sup>th</sup> July 2019
- The Acting Returning Officer for the parliamentary constituencies of Swindon North and Swindon South will be consulted and will make formal comments on the review and its recommendations. These comments will be published within 30 days of receipt.
- Representations will be invited from MP's, Borough Councillors, Parish Councillors, local residents and any person or organisation that have a particular expertise in relation to access to premises for people with different forms of disability on the proposed polling arrangements.
- The authority will consider all representations made and makes recommendations for any new polling districts and polling places, however there is no requirement to change any existing arrangements.

#### **4. What is not being reviewed**

The following are not covered by the review:

- Boundaries of parliamentary constituencies
- Boundaries and names of Swindon Borough Council wards, or parish and parish wards within the Swindon Borough Council boundary

This consultation document can be inspected upon request at Electoral Services, Civic Offices, Euclid Street, Swindon SN1 2JH between the hours of 09:30am to 4:00pm Mondays to Thursdays, or from [www.swindon.gov.uk/Councillors, Democracy and Elections/ Elections and Voting](http://www.swindon.gov.uk/Councillors, Democracy and Elections/ Elections and Voting).

#### **5. Proposed New Polling Arrangements**

Changes are proposed to establish coterminous polling places and polling districts arrangements within the parliamentary constituencies of Swindon North and Swindon South. A change is proposed to polling arrangements within the parliamentary constituency of Swindon South. This is in the Mannington and Western Ward only.

#### **6. Representations and Comments**

These should be submitted to arrive by 5pm on Friday 16<sup>th</sup> August 2019 to:

The Returning Officer  
Electoral Services (Review PD)  
Civic Offices  
Euclid St  
Swindon  
SN1 2JH

Or email (please use subject 'Review PD') to [elecereg@swindon.gov.uk](mailto:elecereg@swindon.gov.uk)

Comments and representations will be made available for inspection with this consultation document at the Electoral Services Office.

#### **7. Completion of the Review**

A report will be submitted to the Council meeting on Thursday 7<sup>th</sup> November 2019 for Councillors to consider the proposals, any representations received and recommendations in order to reach a decision on future polling arrangements. These will be implemented for elections held after 1<sup>st</sup> December 2019.

Lesley Toogood Electoral Registration Officer  
Dated: Monday 8<sup>th</sup> July 2019

Parish and Parish Ward	Polling District References	Current Polling Place	Proposed Polling Place (to be coterminous with Polling District)	Electorate Total (including postal votes)	Comments
Wanborough	RWC	Wanborough Village Hall	RWC	1635	
West Swindon Eastleaze&Shaw Ward	SHD	Shaw Ridge Primary School	SHD	1843	
Freshbrook Ward	LFC, LFE	Freshbrook Community Centre	LFC&E	1520+1633	Double Station
Grange Park Ward	LFA, LFB	Lydiard Park Academy	LFA&B	1456+1802	Double Station
Middleaze&Ramleaze Ward	SHB	Holy Trinity Church	SHB	1264	
	SHC	Salt Way Centre	SHC	1599	
Peatmoor&Sparcells ward	SHA	Roughmoor Social Hall	SHA	1438	
	SHF	Peatmoor Community Primary School	SHF	1133	
Toothill Ward	LFD	Oliver Tomkins Primary School	LFD	1825	
	MWC	Hazelwood Academy	MWC	1730	Hazelwood Academy is the current polling station location however Toothill Community Centre has re-opened and available for use.
Westlea Ward	MWB	Delta Tennis Centre	MWB	1466	