



3 GILBERTS LANE
HIGHWORTH SN6 7FB
01793 762377

www.highworthtowncouncil.gov.uk

**ENVIRONMENT & LEISURE MEETING MINUTES
TUESDAY 4th JUNE 2024**

Present:	
Councillors:	K Saunders(Chairman), S Apps, G Dennis, F Haines, A Houghton, J Murphy, G Olley, K Smith and R Williams
Town Clerk:	D Rose
Assistant Town Clerk:	C Haines
Members of the Public: 3	
Apologies:	Councillor I Durnin-Duffy (Family commitments)
Absent:	Councillor N Gardiner

		Action
01	ELECTION OF CHAIRMAN: RESOLVED by Councillor F Haines and Seconded by Councillor J Murphy that Councillor K Saunders be appointed as Chairman. Voting was unanimous and Councillor K Saunders was duly appointed and took the Chair.	
02	DECLARATIONS OF INTEREST: None	
03	ELECTION OF DEPUTY CHAIRMAN: RESOLVED by Councillor R Williams and Seconded by K Saunders that Councillor G Olley be appointed as Deputy Chairman. Voting was unanimous and Councillor G Olley was duly appointed.	
04	PUBLIC QUESTION TIME & CORRESPONDENCE (Maximum 10 Minutes): None	
05	MINUTES OF THE MEETING: RESOLVED to confirm and sign the Minutes of the Environment & Leisure Committee Meeting held on Tuesday 5 th March 2024.	

06	<p>TERMS OF REFERENCE:</p> <p>RESOLVED by Councillors to re-adopt the Terms of Reference. Voting was unanimous and the Resolution was duly carried.</p>	
07	<p>ENVIRONMENT & LEISURE POLICY STATEMENT:</p> <p>RESOLVED by Councillors to approve the Environment & Leisure Policy Statement with minor amendments. Voting was unanimous and the Resolution was duly carried.</p>	
08	<p>OUTSTANDING ACTIONS:</p> <p>The outstanding actions were reviewed and the following updates reported:</p> <ul style="list-style-type: none"> a. Minute Reference E&L 19 Signposting – Councillor L Gow to investigate and report back. b. Minute Reference E&L 18 4 year strategy – The Town Clerk is to arrange a meeting with the chairs once they have been appointed. c. Minute Reference E&L 25b Community Flag Scheme – An article will be in the Highworth Link promoting community flags being flown in the High Street. d. Minute Reference E&L 50 Community Bus – Town Clerk currently waiting for the appointment of a new Clerk to Faringdon Town Council before arranging a meeting. 	<p>LG</p> <p>DR</p> <p>DR</p>
09	<p>TOWN GARDENS:</p> <p>Councillor L Gow presented a proposal to use the Town Gardens:</p> <p>On the corner of Swindon Street. As a modest community garden project, which would be maintained & cared for by local volunteers with the professional support of a local resident, Michelle Aherne.</p> <p>Michelle proposes a joint approach with Highworth Town Council (HTC) Grounds Team which would not cost a great deal, and if it was not as successful as hoped, would not require expensive dismantling of equipment, etc. Michelle wishes to help with expertise and knows of sources of equipment / plants and the Woodland Trust even supplies free trees e.g. fruit trees which could be planted along the stone walls.</p> <p>The main innovations would be a couple of raised beds, fruit trees, seeds and herbs.</p> <p>Councillors expressed their concern regarding the security of the tools, however, were supportive of the plans for the Town Gardens, and requested a more detailed proposal, including costings, be brought to E&L in September 2024 for approval.</p>	<p>LG</p>
10	<p>ALLOTMENT REPORT:</p> <p>The Town Clerk gave the following update on allotments:</p> <p>One double plot was not renewed in February 2024 despite numerous reminders, so the two plots were withdrawn from the tenant.</p>	

	<p>Allotment inspections were delayed this Spring due to the poor weather. Inspections took place on 9th May 2024 at Park Avenue and The Old Golf Course sites. On 15th May 2024 the inspection was carried out at the Swindon Road site.</p> <p>Approx 32 allotment tenants were emailed about the condition of their plot, along with supporting photographs.</p> <p>Whilst a couple of tenants felt they were being targeted, the majority agreed and apologised, expressing that they planned to visit their allotments as soon as possible.</p> <p>Follow up inspections on the flagged plots will take place week commencing 3rd June 2024, to make sure work has been carried out.</p> <p>A couple of plots have been left in a very poor state and this has resulted in our HTC Grounds Team spending time clearing the plot and disposing of items. This may be something we need to look at in the future as currently there are no consequences for leaving a plot in a poor state.</p> <p>We currently have two plots available at the Swindon Road site. We have five people on the waiting list, most waiting for their preferred site, two are currently viewing the two available plots.</p> <p>Going forward, we will continue to monitor all allotment plots and the next full inspection is scheduled for September/October 2024.</p> <p>Thank you to Councillor Ken Saunders for giving his time to attend the inspections and advise where required.</p> <p>The Chairman thanked T Clarke for all her hard work.</p>	
11	<p>ENTERTAINMENT ON THE PODIUM:</p> <p>RESOLVED by Councillor K Smith, Seconded by Councillor S Apps to approve the suggestion of live music to be played on the Podium during the Saturday Market to be coordinated through the office. Voting was 8 in Favour, 0 Against and 1 Abstention, the Resolution was duly carried.</p>	
12	<p>PLAY AREAS:</p> <p>The Town Clerk reported the Grounds team have cleared the site at Northview park and contractors will commence work on Monday 10th June 2024. The project is to be completed within 6-8 weeks, weather dependent. There will be a grand opening, date to be confirmed. The Working Party is working hard to secure funds for Barra Close Park, which is anticipated to commence around June 2025, the Rec Park will follow.</p>	
13	<p>MEMBERS' BUSINESS:</p> <p><u>Councillor R Williams:</u> Invited Councillors to join at 8:00am on Thursday 6th June 2024 at the Podium for D-Day followed by tea and coffee in the Community Room.</p> <p><u>Councillor G Olley:</u> Enquired about the next meeting date for the National Local Recovery Strategy (NLRS) meeting. The Town Clerk is to follow this up.</p> <p><u>Councillor F Haines:</u> Thanked the Mayor for attending The Highworth Town Football tournament presentation to hand out trophies.</p>	DR

	<p><u>Councillor J Murphy:</u> The flag poles on the Podium will be installed week commencing 10th June 2024.</p> <p><u>Councillor K Saunders:</u> Residents enquired about the parking on the road at Roundhills Mead. It was confirmed they are not illegally parked.</p>	
Meeting Closed 20:16 PM		

Signed:

Date: