

Landscape Maintenance Task & Finish Group

22 DECEMBER 2015

6.30 PM

CONSERVATORY, CIVIC OFFICES
CENTRAL MILTON KEYNES

AGENDA

www.milton-keynes.gov.uk/scrutiny

Membership: Councillors Brackenbury, P Geary (Chair), Geaney, Lewis, McPake and Webb

Overview and Scrutiny Officer: Elizabeth Richardson

For more information about the meeting please contact Elizabeth.Richardson@milton-keynes.gov.uk or ring (01908) 252629

AGENDA

1. Welcome and Introductions

The Chair to welcome councillors, officers and the public to the meeting and introduce councillors and officers who are present.

2. Apologies

3. Disclosures of Interest

Councillors to declare any disclosable pecuniary interests, or personal interests (including other pecuniary interests), they may have in the business to be transacted, and officers to disclose any interests they may have in any contract to be considered.

4. Reporting Landscape Maintenance Issues to the Council

Although most landscaping works are carried out to a pre-planned schedule, the public does have the facility to report issues with trees, hedges/shrubs/grass, railings/fences/benches, landscape and Play Areas via the Council's "Report It" mechanism. The public can also request the pruning and replanting of trees and improvements to railings and benches. Details of the Parks, Open Spaces and Play Areas Report It form can be found here:

<https://my.milton-keynes.gov.uk/Pages/Form%20Pages/ReportIt-ParksandOpenSpaces.aspx>

Uprooted or fallen trees, glass in play areas and damaged play equipment are classed as emergencies and should be reported by telephone, and not via the on-line form. Apart from the regular landscaping helpline number, an out of hours number for evenings and weekends is also available.

The TFG will receive a report on how well the Council's 'Report It' system works in relation to landscaping issues, the number and type of requests received and how they are made.

5. Minutes of Previous Meeting

To receive and note the Minutes of the meetings of the Landscaping Task and Finish Group held on 24 November 2015 (Item 5a) (**pages 5 to 8**) and 9 December 2015 (Item 5b) (**to follow**).

6. Overview, Analysis and Preparation of Report

The Group will review the evidence presented by the witnesses who have attended the meetings, discuss what should be included in the final report and consider the recommendations it would like to make to Cabinet on 14 March 2016.

7. Plan for Future Meetings

Work on preparing a draft report will be done during January. The Group will meet in February to consider the draft report and make any necessary changes.

Both 9 and 16 February have been provisionally identified as possible dates for this meeting.

Health and Safety

Any persons attending meetings in the Council Offices are requested to take a few moments to familiarise themselves with the nearest available fire exit, indicated by the fire evacuation signs. In the event of a continuous alarm sounding during the meeting you must evacuate the building immediately and follow all instructions provided by the fire evacuation officer who will identify him/herself should the alarm sound. You will be assisted to the nearest designated assembly point until it is safe to return to the building.

Any persons unable to use the stairs will be assisted to the nearest safe refuge. The yellow call point alarm will be sounded to alert the fire service as to your presence.

Mobile Phones

Please ensure that your mobile phone is switched to silent or is switched off completely during the meeting.

Agenda

Agendas and reports for the majority of the Council's public meetings can be accessed via the Internet at: <http://cmis.milton-keynes.gov.uk/cmiswebpublic/> Wi-Fi access is available in the Council's meeting rooms.

Recording of Meetings

The proceedings at this meeting may be recorded for the purpose of preparing the minutes of the meeting.

In accordance with the Openness of Local Government Bodies Regulations 2014, you can film, photograph, record or use social media at any Council meetings that are open to the public. If you are reporting the proceedings, please respect other members of the public at the meeting who do not want to be filmed. You should also not conduct the reporting so that it disrupts the good order and conduct of the meeting. While you do not need permission, you can contact the Council's staff in advance of the meeting to discuss facilities for reporting the proceedings and a contact is included on the front of the agenda, or you can liaise with staff at the meeting.

Guidance from the Department for Communities and Local Government can be viewed at the following link:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/343182/140812_Openness_Guide.pdf

Comments, Complaints and Compliments

Milton Keynes Council welcomes comments, complaints and compliments from members of the public in order to make its services as efficient and effective as possible. We would appreciate any suggestions regarding the usefulness of the paperwork for this meeting, or the conduct of the meeting you have attended.

Please use the slip overleaf by detaching it and passing it to the Overview and Scrutiny Officer. Alternatively the slip can be returned by post to Democratic Services, Milton Keynes Council, Civic Offices, 1 Saxon Gate East, Milton Keynes, MK9 3EJ, or you can e-mail your comments to scrutiny@milton-keynes.gov.uk

If you require a response please leave contact details, ideally including an e-mail address.

A formal complaints / compliments form is available online at <http://www.milton-keynes.gov.uk/complaints/>

Please detach the slip below and return it to one of the officers attending the meeting.

THE PROCEEDINGS AT THIS MEETING MAY BE RECORDED FOR THE PURPOSE OF PREPARING THE MINUTES OF THE MEETING.

Meeting Attended: Landscape Maintenance Task & Finish Group

Date of Meeting: 22 December 2015

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