

CENTRAL SWINDON NORTH PARISH COUNCIL

LEISURE & RECREATION COMMITTEE MEETING

Minutes of the meeting held at Pinetrees Community Centre at 7pm on Thursday 2nd December 2021

Present	Cllr M Lucas	(Chair)
	Cllr J Ballman	
	Cllr R Ballman	
	Cllr M Beale	(Online)
	Cllr P Exell	
	Cllr S Exell	
	Cllr J Yeowell	
	Cllr W Stone	(Vice Chair)
Officers	A Briggs	(Estates Manager)
	J Smart	(Head of Finance and Governance)
	A Webb	(Community Engagement Officer)
	J Carey	(Grounds & Maintenance Officer)
	M Johnston	(Community Centre Manager)

Public None

Meeting started at 7.00pm.

LR066 **Apologies**
Cllr P Baker
Cllr D Patey

LR067 **Declarations of Interest & Applications for Dispensation**
Cllr J Ballman declared a non-pecuniary interest in the Hreod Burna Urban Forest (HBuF) and the Royal Society for the Protection of Birds (RSPB).

LR068 **Minutes of the Previous Meeting**
The Estates Manager presented the minutes of the previous meeting of the 04.11.21.

The Chair asked for comments.

Cllr J Ballman queried the completion of the St Marks Lease and the status of parking restrictions on the car park.

It was confirmed the lease remains outstanding, whilst amendments are sought in relation to the large tree dispute with SBC.

It was advised that alternative options were being explored with regard to parking restrictions as the original company were not suitable.

Cllr P Exell raised a matter of accuracy, stating the word 'sire' had been used instead of 'site', under item LR058.

The amendment was noted.

Cllr J Ballman asked whether the meeting with the police 'Designing Out Crime Officer' had

taken place.

It was advised this meeting is yet to take place.

Cllr P Exell raised a matter of accuracy, stating the word 'and' that had been used instead of 'an', under item LR065.

All Members voted in favour to approve the minutes.

Minutes were approved.

RESOLVED that with the advised amendments the minutes of the Leisure & Recreation Committee meeting held 4th November 2021 be approved as a true and accurate record.

LR069 **Project Planner Update**

The Estates Manager provided Cllrs with a verbal update on a number of outstanding and completed projects. A copy of the planner can be found in appendix a.

Cllr S Exell thanked officers and the Committee Chair for successfully facilitating a number of projects.

Members noted the update.

LR070 **Staff Updates**

The Estates Manager provided a verbal update on behalf of the work load of the allotment officer.

Cllrs were informed that the Allotment billing period was nearing an end and that, non paying tenants or vacant plots would be addressed over the winter period.

Action – Cllr M Lucas requested that brambles be cut back at Churchward Ave Allotment.

J Carey provided Cllrs with a verbal update on his current workload and daily duties.

Cllr J Yeowell queried the status of remedial works to the footbridge along Akers Way.

The Estates Manager advised the request will need to be brought to the December 7th F&GP committee for decision on the spend.

Cllr M Lucas thanked the Officer for the volume of work undertaken.

Cllr S Exell asked whether the play areas are routinely checked to identify reoccurring graffiti tagging.

This was confirmed.

J Carey left the meeting @ 7.21pm

M Johnston provided Cllrs with a verbal update on her current workload.

A conversation about the parking constraints at JMH took place.

Cllr J Yeowell asked whether there was enough demand to add a further date in for dementia café sessions to avoid participants missing out.

M Johnston advised the ambition is to extend the sessions to other venues in future.

M Johnston left the meeting at 7.33pm.

A Webb provided Cllrs with a verbal update on his current workload and various activity programs.

Cllr J Ballman queried the status of the 'Salamander' project, ran by the Dorset & Wiltshire Fire Service.

A Webb advised the project is still up and running. However, has been renamed as 'Spectre'.

Action – A Webb to report back on the number of attendees from the Parish and seek involvement in the 2022 project.

A Webb left at 7.40pm.

Cllr J Ballman queried whether suitable outdoor clothing was provided to staff.

It was advised that suitable PPE was provided. However, should any additional resources or clothing be needed for specific tasks or events then it would be provided.

LR071 Public Power Solutions / Salix Applications

The Estates Manager presented a report to Members. A copy of which can be found in appendix B.

The Estates Manager updated Cllrs on other funding streams that were being researched for viability. Namely The Green Heat Network Fund (GHNF).

Cllr J Yeowell queried what the criteria was for those applications approved by Salix.

The Estates Manager provided response.

Cllrs noted the report.

LR072 L&R Committee 2022 Capital Projects

The Estates Manager presented a document to Members. A copy of which can be found in appendix C.

Cllr J Ballman asked whether repositioning the sensors to the automatic doors would solve the issues being seen and whether the project should be a capital cost or fall within general maintenance.

Action - The Estates Manager to investigate the matter of the sensors and confirm cost of canopy cover.

Committee members held conversation on the suggestions within the report.

Cllr S Exell advised contentment with the suggestions and that they are put forward as part of the Capital Project requests for 2022 budget setting.

Cllr M Beale spoke on the inspection of the Mannington footbridge and advised she would forward a point of contact.

Members advised that the Environmental Agency are likely to have a vested interest in the bridge due to it traversing a river.

Cllr J Yeowell commented on two other footbridges.

The Estates Manager provided response.

Cllr P Exell, commented on the estimated cost for the Pinetrees canopy cover.

The Estates manager advised it was an indicative figure based on previous research. However an accurate figure would be sought.

Cllr J Yeowell referred to a matter that had recently arisen with mobility scooter parking within the centre and the need for external space.

The Estates Manager advised this was something the Parish Manager was looking in to.

Cllr J Ballman Proposed

Cllr W Stone Seconded

All Members voted in favour.

RESOLVED that the recommendations as outlined within the Estates Managers report be put forward for consideration within the capital expenditure 22/23 budget setting process.

LR071 **L&R Committee Budget Setting Review**

The Head of Finance and Governance shared a document on screen. A copy of which can be found in appendix D.

The HoF&G advised members that an omission from the allotment budget that had been identified and subsequently inserted. This was in regard to ringfenced allotment monies that needed to be netted off, this revision had impacted the bottom line figures.

The HoF&G presented members with the recently amended code lines within the budget.

The HoF&G queried the need to increase the budget line for Play Area works.

The Estates Manager advised external grant funding would be sought to support the projects.

Cllr J Yeowell queried the reason for the additional insurance line.

Officers advised this appeared to be an SBC recharge and is being looked in to.

Action – Officer to investigate the SBC insurance recharge for PTCC.

Members were advised of the ongoing charge dispute with SBC over the charge for The Reading Rooms.

The HoF&G asked members how the suggested capital projects for 22/23 identified within AG7 were to be funded.

Cllr S Exell commented that a number of the projects would fall within PPM program and that their priority for completion is yet to be established.

Discussion is held between Members.

It was clarified that no additional revenue lines would be added at this time.

The Estates Manager commented that it would be prudent for Members to consider the need for any additional spend for ad hoc works, that may be identified within the Grounds & Street Cleaning Working Group. It was advised there is current a budget line with £7,000.00

attributed.

The HoFG advised members that of the £7,000.00 within that code line. Appro £1,200.00 had already been committed.

The Estates Manager outlined costs for both hire or purchase of a mechanical compact sweeper.

Cllrs asked for clarify on the difference between two budget lines that were named 'Street Furniture'. One within Leisure & Recreation and the other within Environment & Planning.

The HoFG provided explanation and amended the name within the L&R Budget to 'Revenue' to avoid confusion.

Cllr M Lucas explained that the Working Group has been formed to make recommendations for the following years budget setting – 23/24.

Cllr S Exell echoed the Chairs comments that, at the present time the current contract schedule is set, and stated the importance of a comprehensive review and report of recommendations following the working group is presented to Full Council, as to allow Cllrs to make informed decisions for the future budget setting process.

Members held conversation around the use of road sweepers.

The Estates Manager informed members that officers are in the process of reviewing a number of facility and hire charges and that an internal income generation discussion meeting had been set up to take place in the new year.

The HoFG advised that the figures highlighted within the budget report will be presented at the Finance & General purposes meeting.

Members were content and noted the action.

Action – That the Parish Manager present the L&R Committee budget figures at the Finance & General Purposes Committee meeting being held Tuesday 7th December.

J Smart left the meeting @ 8.22pm

LR072 SBC Lease Update

The Estates Manager provided Members with a verbal update on item.

Members were informed that the St Marks lease has been revised to omit the park and grounds, retaining the tennis courts, pavilion and parking area. This is in light of funding available to the tennis facilities, and on the basis that the park and grounds would be leased at a later date. This matter is pending.

Cllr J Ballman commented on the number of trees located within St Marks Park and their condition.

Members were also advised that the Parish Manager had written to SBC to raise a formal dispute regarding the terms of responsibility with tree management and that a meeting date was pending. Further comment was given by the estates Manager to inform Members that all pending leases were on hold until the matter is resolved.

Members noted the update.

LR073 Tree Works Request

The Estates Manager presented a document to Members. A copy of which can be found in appendix E.

Cllr S Exell declared her position as a Swindon Borough Councillor. Comment was given that the works should be completed, irrespective of responsibility to ensure the safety of the residents.

Members held conversation on both case matters.

Concern was raised over assuming liability of the large tree maintenance.

The Estates Manager referred to the clause that is included within the leases by Swindon Borough, that is outlining the Parish responsibility for those trees on its leased land.

The Estates Manager advised that whilst that matter is in dispute it would be a prudent responsibility to resolve the cases, to avoid the risk of any liabilities occurring through non action.

Cllr J Ballman spoke on the matter.

Cllr J Yeowell queried the validity of the assessments.

The Estates Manager displayed a copy of the tree assessment report completed by SBC on screen, for Edinburgh Street Rec in March 2021.

Cllr P Exell provided comment.

Cllr M Lucas provided a summary on the matter.

Cllr J Ballman asked whether decision on the matter could be withheld until Full Council Committee in December.

Cllr S Exell commented that a debate could be held at Full Council, however expressed concern on delaying action, especially in light of seasonal poor weather conditions that could raise liability issues if something were to happen.

Cllr W Stone asked whether the works could proceed on the basis that SBC are informed that this doesn't set a precedent and the works would be recharged should the parish not be found liable for the costs.

Cllr P Exell recommended proceeding with the works without prejudice.

Cllrs S Exell & J Ballman abstained from voting due to the conflict of interested as both Parish & Borough Councillors.

Cllr P Exell proposed that the works proceed on the basis that the Parish Manager contact Swindon Borough Council to inform them that the Parish will take on the works without prejudice to resolve the pressing safety needs. However, that the Parish will look to recharge the Borough Council for the works, should the dispute find the Parish not liable for the costs involved.

Cllrs S Exell & J Ballman removed themselves temporarily from the meeting whilst the proposal was put forward.

Cllr W Stone Seconded

Cllrs M Lucas, P Exell, W Stone & J Yeowell voted in favour.

RESOLVED – That the Parish Manager contact Swindon Borough Council to inform them that the Parish will take on the works outlined with in the two case complaints without prejudice, as to resolve the urgent safety needs. However, advising that the Parish will look to recharge the Borough Council for the works, should the dispute find the Parish not liable for the costs involved.

LR074 **Grounds & Street Cleansing**

The Estates Manager presented a written report on behalf of the Grounds Contract Manager, M Ware.

Cllr M Beale left the meeting @ 8.55pm.

Members noted the report.

The Estates Manager provided Members with a verbal update on key points following a meeting with SBC Officer Brian Pinchbeck.

Members were advised to put forward to the Estates Manager, known fly tipping hot spots within the Parish, and locations that are still current using refuse sacks that could be considered for review to move to receptacles.

Members were informed that the Estates Manager had raised several key issues to Mr Pinchbeck that require clarification within the deeds. This matter is being further raised within the deed review being undertaken by the Parish Manager.

Comments were given to the improvements seen in responses to cases being logged through the SBC portal.

Action – The Estates Manager to forward hot spot data to Brian Pinchbeck, along with areas for consideration of moving from refuse sacks to bins.

Members noted the information.

Members requested that the date of the next Grounds and Street Cleaning Working group meeting should be held in Jan 2022.

Cllr J Ballman asked whether a member of SBC would attend the working group meeting.

Action – The Estates Manager to confirm the date of the next working group meeting and invite an SBC officer to attend.

Grounds & Street Cleansing

Members noted the update regarding the rearranged site visit to Weston-Super-Mare. It was advised that this will now take place online via Zoom on Wednesday 8th December.

Cllrs M Lucas and J Ballman requested a grounds site visit of Trowbridge Town Council be arranged by the Parish Manager.

Cllr J Ballman proposed.

Cllr P Exell Seconded.

All Members voted in favour.

The meeting closed at 9.11pm

Signed.....

Date.....

Chair of the Leisure & Recreation Committee