

CENTRAL SWINDON NORTH PARISH COUNCIL

LEISURE & RECREATION COMMITTEE MEETING

Minutes of the meeting held at The Reading Rooms (32 The Circle) at 7pm on Thursday 3rd February 2022.

- Present** Cllr J Ballman
Cllr R Ballman
Cllr M Beale (Online)
Cllr P Exell (Online)
Cllr M Lucas (Chair)
Cllr W Stone
Cllr D Patey (Online)
Cllr J Yeowell
- Officers** A Briggs (Estates Manager)
J Carey (Maintenance Officer) – Online
M Johnston (Assets Manager) – Online
J Smart (Head of Finance and Governance) – Online

Public

M Ware (Idverde Contract Manager)

Meeting started at 7.00pm.

LR087 Apologies
Cllr S Exell

LR088 Declarations of Interest & Applications for Dispensation
Cllr J Ballman declared a non-pecuniary interest in the Hreed Burna Urban Forest (HBuF) and the Royal Society for the Protection of Birds (RSPB).

LR089 Minutes of the Previous Meeting
The Estates Manager presented the minutes of the previous meeting of the 06.01.2022

The Chair asked for comments.

No comments received.

Members voted in favour to adopt the minutes.

RESOLVED that the Leisure & Recreation Committee meeting held 6th January 2022 be approved as a true and accurate record.

LR090 Grounds & Street Cleansing

M Ware provided Members with a verbal update on the current grounds schedule. This pertained mainly to hedge cutting and shrub work.

Members were informed that the hedge cutting scheduled is approx. 95% complete. Once hedge work has been finished the crews will move on to clearance of alleyways and other works prior to the start of the grass cutting season.

Members were informed that a monthly Performance Quality Management system (PQMS) is being set up from the 15th February, with the first report being brought to the March 22 Leisure

& Recreation committee.

The Estates Manager advised members that a training session was being arranged for the 14th Feb 22, to show members how to use the Acorn dashboard system.

Cllr J Ballman asked whether the data can be ward specific.

This was confirmed.

Cllr D Patey asked whether litter within hedgerows was particularly bad at the moment.

M Ware provided a response.

Cllr J Yeowell asked whether there was a policy for clearing litter from rivers.

It was advised that this would be the responsibility of the Environmental Agency.

Cllr J Ballman commented on the recent improvement of the St Pauls area, and that there has been positive feedback from residents for the operative in the area.

M Ware mentioned SBC had removed all waste following bin collection in Penhill.

M Ware left the meeting at 7.10pm

The Estates Manager presented the notes of the Grounds and Street Cleansing Working Group held on 18th January. A copy of which can be found in Annex A.

Members noted the item.

LR091 Officer Updates

The Estates Manager provided a verbal update on behalf of the Allotment Officer.

It was explained that the Allotment Officer will commence and complete a schedule of works within the allotment sites, on an ongoing cyclical basis. These jobs will then be reported back at future committee meetings.

Members were advised that the structure in the Redcliffe Street Allotment site has now been taken down. The waste is due to be removed by Idverde shortly.

Members noted the update.

The Maintenance Officer provided members with a verbal update on his current workload.

The Estates Manager commented that the Maintenance Officer is assisting with the Planned Preventative Maintenance Works (PPM), along with the routine compliance checks and has been busy sorting the depot at Southbrook.

Cllr J Yeowell asked whether the works scheduled included items from the recent Play Area Rospa reports.

The Estates Manager advised that small maintenance works will be tasked to the officer to complete.

Members noted the update.

The Maintenance officer left the meeting at 7.20pm

The Community Centre Manager provided Members with a verbal update.

Members were informed about current facility capacity figures for hire of both Pinetrees CC and JHM.

JMH figures have reduced due to the loss of a significant weekly booking.

Officers are currently tasked with income generation ideas and an increase in marketing of available venues.

Information is provided about funding and grant applications for a variety of activities.

Members were updated on the Queens Jubilee celebration event that's planned to take place later in the year.

The 50 year anniversary of the naming of John Moulton Hall was discussed, and members were advised that an event to celebrate this was being planned.

Cllr W Stone mentioned a local security company that could assist with the Jubilee celebrations and advised he would pass their details on for contact following the meeting.

Members noted the update.

The Community Centre Manager left the meeting at 7.28pm.

LR092 L&R Committee Q3 Budget Update

The HoF&G presented the Quarter 3 Committee budget update.

Members were advised of overspend within some of the budget lines.

Cllr R Ballman queried whether all the allotment bills had been issued.

It was confirmed this action had taken place.

Cllr D Patey queried the current capacity of the Allotment sites.

The HoF&G explained that the Allotment billing year doesn't coincide with the financial year. Therefore, the income figure is skewed because of this.

Members were advised that changing the date of billing to align with the financial year is currently under consideration.

The Estates Manager confirmed there are still waiting lists for the Allotment sites and that capacity is still high.

The Estates Manager queried the percentage of paying tenants.

Action – HoF&G to review debtors list and advise % of outstanding tenants.

Cllr R Ballman asked whether the Allotments Officer would receive tractor training to help bring vacant plots up to a minimum standard.

The Estates Manager advised this was being considered for training as part of the next financial year.

Cllr P Exell queried what percentage the tractor was being used by both parties (Parish &

HBuF).

The Estates Manager advised no specific figures were available to hand. However, he was aware of multiple occasions of the tractor being used to assist with Parish activities and tasks. Further comment was given to increased usage on both the Southbrook playing field and allotment sites once tractor training had been completed.

Members noted the update.

The HoF&G left the meeting at 7.36pm.

LR093 **Completed Remedial Works Update**

The Estates Manager provided Members with an update on three remedial works that had been completed. These included; replacing a heat exchanger at Moredon Library, electrical and mechanical works at the Seven Fields Changing rooms. Comment was given to some additional minor mechanical works at the Seven Fields Changing rooms to replace shower buttons. Costs on this would follow in due course.

Cllr R Ballman asked whether the Maintenance officer had completed any of the remedial works.

It was explained for minor remedial works the officer would be tasked to complete. However, for larger mechanical or any electrical works, contractors would be used.

Members noted the update.

LR094 **Facilities Operational Cost Report**

The Estates Manager presented an associated report. A copy of which can be found in Annex B.

Cllr J Ballman queried where the largest income loss is occurring.

The Estates Manager explained that as a proportionate cost, the Adult football provision costs, greatly exceed the income generated. It is further explained that due to limitations with the number of pitches available for hire and the inability to dramatically increase the cost of hire, it would be almost impossible to net off the cost of facilitating adult football completely. Therefore, there will always likely be some kind of subsidy needed.

Cllr M Lucas asked whether the contributions towards pitch improvements would cover some of the maintenance costs. Being seen.

The Estate Manager advised that the pitch improvement program is for enhancements on top of the existing works program. The funding isn't considered as income as it nets off the invoices that are received.

Cllr D Patey asked whether staffing costs need to be included within the changing facilities operation.

Action – the Estates Manager to include a cost / time average for Parish Officers attributed to managing the sports facilities.

Cllr P Exell queried whether there are any staffing costs for pitch set up.

The Estates Manager advised the Parish do not undertake pitch set up. This is the responsibility of the teams playing.

Cllr P Exell asked for comparable loss for preceding years for both the Community Centres &

Sports facilities.

Action – the Estates Manager to ascertain and report back on previous year end balances for Community Centres & Sports facilities.

Members noted the report.

LR095 **Exclusion of Press and Public**

RESOLVED – that in accordance with the provision of Schedule 12A of the Local Government Act 1972, Section 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations, the public and press be excluded during consideration of the following items on the basis of **Commercially Sensitive Matters**.

The meeting recording stopped at 7.52pm

LR096 **Facilities Hire charges Pricing Review**

The Estates Manager presented an associated report.

Cllr J Ballman requested the comparable occupancy figures for other (non Parish) organisations / facilities.

Action - the Estates Manager to ascertain and report back on comparable (non Parish) usage figures for competitive Community Centres.

Discussion was held on the matter.

Cllr D Patey queried whether other organisations were charging a day time and evening rate.

Action - the Estates Manager to ascertain and report back on concessional rates of other (non Parish) facilities.

Cllr P Exell queried item 1 of the recommendation, asking whether it was applicable to all new bookings only.

This was confirmed.

The Estates Manager remarked that since the trial period of the new rate commenced. There have been no booking withdrawals and only one group commented on the increase.

Members voted in favour to move the report and its recommendations with actions, to the February 2022 Full Council meeting.

LR097 **Adult Football Pricing Review (22/23 season)**

The Estates Manager presented an associated report.

Cllr J Ballman queried the inclusion of one of the comparable organisations and questioned whether their prices were VAT chargeable.

Action - the Estates Manager to confirm whether prices are inclusive / exclusive of chargeable VAT.

Cllr P Exell queried the season deposit in regard to apportioning responsibility of the booking (home or away team).

The Estates Manager advised that the responsibility will be on the home team, as the principle hirer. Furthermore, that with the inclusion of the on call member of staff checking facilities post

match, means a record will be kept on those teams not adhering to the terms & conditions.

Members voted in favour to move the report and its recommendations with actions, to the February 2022 Full Council meeting.

LR098 American Football Pricing Review (22/23 season)

The Estates Manager presented an associated report.

Cllr P Exell queried whether RPI was the only clause the Parish could increase the hire charges imposed to the club.

The Estates Manager advised that the agreement is an annual hire agreement, not a lease. Therefore, the Parish could increase the annual charge with justifiable reasoning, if it wished to do so.

The Estates Manager advised that discussions have taken place with the Club to make them aware of the proposal.

Cllr J Ballman asked whether the club were happy with the proposal.

The Estates Manager confirmed they had not raised objection to the price increase. One comment was given to the reduction of the number of adult pitch markings, should they not need them, which would allow for a reduction of costs.

Members held discussion on their activity at Southbrook Recreation.

Members voted in favour to move the report and its recommendations to the February 2022 Full Council meeting.

The meeting closed at 8.15pm

Signed.....

Date.....

Chair of the Leisure & Recreation Committee