

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 March 2022.

Present	Cllr J Ballman	
	Cllr R Ballman	
	Cllr M Beale	(Online)
	Cllr M Lucas	(Chair)
	Cllr D Patey	
	Cllr J Yeowell	
Officers	A Briggs	(Estates Manager)
	A Reeves	(Parish Manager)
Public	M Ware	(Idverde Contract Manager)

Meeting started at 7.00pm.

LR099 **Apologies**
Cllr S Exell
Cllr P Exell
Cllr W Stone

LR100 **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).

LR101 **Minutes of the Previous Meeting**
The Estates Manager presented the minutes of the previous meeting of the 03.02.2022

The Chair asked for comments.

No comments received.

Members voted in favour to adopt the minutes.

RESOLVED that the Leisure & Recreation Committee meeting held 3rd February 2022 be approved as a true and accurate record.

LR102 **Grounds & Street Cleansing PQMS Data**
The Estates Manager presented an overview of graded results for members to review. The results detailing the level of service quality currently being provided within the grounds and street cleaning contract.

It was explained that the initial system data is limited. However, as more inspections are completed, Members will be provided with a greater overview of the quality being provided, in order to review the service comprehensively.

Members were informed that the Grounds Contract Manager undertakes weekly randomly selected sites to undertake inspections, then further to this, monthly random checks are completed with the Estates Manager. With all checks being logged.

M Ware provided further information and advised that more in depth information on each item can be found on the Acorn system.

The Estates Manager presented the grading benchmarking information, so that members could note how the inspections are marked.

M Ware provided an overview of contract services, with key items to note being hedge works have been completed, the commencement of this seasons grass cutting is imminent, all machines have been serviced in preparation and the replacement of a vacant barrow operative post in Rodbourne has now been arranged.

Cllr J Yeowell queried the benchmarking standards.

M Ware provided response.

The Estates Manager advised members that the Maintenance Officer had been tasked with taking photos of all bins across the parish, so a record is held on file.

Cllr R Ballman highlighted an area within St Marks that requires attention.

Action – M Ware to allocate crew to St Marks following recent high winds.

Cllr M Beale queried the removal and reinstatement of some hedgerows along Great Western Way.

It was advised that these areas are a Highways responsibility.

Cllr D Patey commented on a similar matter along the dual carriage way by Mannington Recreation.

Action – The Estates Manager to raise these matters with SBC Highways.

M Ware left the meeting at 7.16pm

LR103

Play Area Update

The Estates Manager presented an associated report, a copy of which can be found in annex A.

Cllr J Yeowell asked for the cost to repair the fencing at Alanbrooke Crescent Play Area and commented on the suitability of the existing equipment within Edinburgh Street.

The Estates Manager advised he would confirm costs of repair and that the suitability of equipment in all parks would be sought through local resident engagement to be carried out later in the year.

Cllr J Ballman queried whether there was a specification for the type of bark chippings that could be used in play areas.

The Estates Manager advised play area bark chippings had to be treated.

Cllr R Ballman asked what the cost of the replacement basket swing at St Marks would cost.

The Estates Manager provided response.

Cllr J Yeowell commented on the additional of an inclusive swing at either Rodbourne Road or Alanbrooke Play Area.

Cllr J Ballman commented on the need for play equipment at St Marks to be repainted. The Estates Manager referred to the recent painting of equipment at Alanbrooke and that this is a task that can be performed in house by the maintenance officer through the year.

The Estates Manager responded to a comment about chippings from Cllr M Beale.

Cllr M Beale further commented on the frequency of Play Area inspections.

The Estates Manager advised that both Idverde and the Parish Maintenance officer check Play Areas weekly.

Members noted the report.

LR104 Allotment WG Notes & Tenancy Documentation

The Estates Manager presented the notes of the Allotment Working Group, a copy of which can be found in Annex B.

The Estates Manager updated members on the noted action points.

The Estates Manager advised members of the updated tenancy documentation.

Cllr M Lucas commented on the matter of road surfacing issues and restrictions on BBQ's.

Cllr R Ballman requested an update on vacant Allotment plots.

The Estates Manager advised the Allotment bills have been issued, and so the status of all plots should be available. It was commented that vacant plots are to be bought up to and kept to a minimum standard to allow for reletting. This action is to take place post tractor training of the Allotments Officer.

Cllr D Patey queried whether HBuF members could use the tractor to assist at the Allotment sites.

Cllr J Ballman advised HBuF members are not insured to drive it on public Highway and can only complete works within the leased area of HBuF.

Cllr J Yeowell asked whether the water bills at the Allotment sites had been resolved and queried the issue with the Willow tree at Pickards Field

The Estates Manager advised the HoF&G had been dealing with the matter of water bills and Castle Water.

The Estates Manager advised that the Willow Tree at the Pickards site required works to reduce or remove and that a quote would follow at a future meeting.

The Estates Manager provided an overview of the Allotment Tenancy documentation.

Cllr J Ballman queried the definition or distinction of fly tipping on an allotment plot and referred to a plot within the Gorse Hill allotment site.

The Estates Manager referred to the level of cultivation required by a tenant and more specific fly tipping is covered within the terms and conditions. A final point was made that a tenancy termination process is now in place to avoid rubbish being left on site.

The Estates Manager spoke on a proposal to change the date of issuing Allotment bills.

Members were content with the proposal.

Cllr D Patey asked whether there were terms around keeping animals on site.

The Estates Manager confirmed there were rules for keeping animals and that tenants needed to complete paperwork prior to keeping either Chickens or Rabbits.

Cllrs commented on the recent outbreak of Bird Flu.

Action – The Estates Manager to check and amend T&C's.

Members noted the item.

LR105 Priority List for 22-23 Asset Remedial Works

The Estates Manager presented an associated report, a copy of which can be found in Annex C.

Cllr J Yeowell asked whether the depot doors at Chapel Street Toilets had been replaced in the refurbishment works completed around 2018.

The Estates Manager advised these were the original doors, that had not been replaced during the refurb works.

Discussion was held on the Electrical compliance, Emergency & Lighting Alarm systems at Gorse Hill and other Community Centres.

Cllr J Ballman queried whether Chippenham Close had been included.

It was confirmed this site wasn't included in the composed list, as its condition was unknown.

Cllr J Yeowell queried the flat roof repairs to John Moulton Hall.

The Estates Manager advised temporary flat roof repairs has been undertaken. However, more permeant long term repairs were required. Comment was provided as not to be confused with the vaulted roof repairs completed in 2021.

Cllr R Ballman asked whether a leak had been repaired at the Even Swindon Community Centre.

This completion of the repair was confirmed.

Cllr M Lucas commented on the differentiation in compliance matters.

Members held discussion on the need to prioritise items.

Conversation was held around insurance cover.

Members noted the item.

LR106 Cricket Facilities Hire

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

Cllr J Yeowell asked whether a rope could be supplied instead of a painted boundary.

Action – Estates Manager to seek the cost of a boundary rope.

Cllr J Yeowell commented on the protection of the Wickets.

Conversation was held on the matter.

Cllr J Yeowell asked whether the cost of new Cricket strips at Moredon would be included in the project build.

This was confirmed.

Cllr J Ballman queried the local level of Cricket activity.

The Estates Manager provided response and highlighted the opportunity to increase engagement, by inviting local users to future Moredon Sports Hub stakeholder meetings.

Cllr D Patey mentioned the addition of Cricket Cages to help increase usage.

The Estates Manager remarked that Moredon would make a more suitable site for this kind of provision, once the sports hub was complete. This is in light of security and manageability of bookings.

The Estates Manager presented the recommendations within the report.

Cllr M Lucas proposed

All Members voted in favour.

RESOLVED – That the pricing proposal as detailed within the Officers report, including T&C's be adopted and implemented ahead of the 22-23 Cricket Season.

RESOLVED – That appropriate representatives be invited to future Moredon Sports Hub stakeholder meetings to establish routine engagement.

LR107

Tusker Van Lease

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

The Estates Manager commented that due to current market, there is a possibility that a replacement vehicle may not be within budget and that there may be an extended period of time with only 1 van after the tusker vehicle is returned.

The Estates Manager informed members that vehicle quotations for a replace were being sought, and would be presented at a future meeting.

Cllr J Ballman asked whether there would be any disruption to business continuity with the relinquishment of 1 of the vehicles.

The Estates Manager commented that where possible other vehicles such as the minibus would be used to facilitate where required.

Cllr J Yeowell asked how long the other vehicle, which is the same model, would remain suitable to facilities officers duties.

The Estates Manager replied that there is no pressing need to dispose of the other Van, which is owned outright by the Parish. As it serves a purpose in facilitating day to day tasks. However, consideration at a later date should be given to its suitability.

Cllr R Ballman commented on the future need to spray vehicles green.

Members held conversation.

The Estates Manager referred to the previous comment, that it is probable costs have escalated beyond the available budget, and that Cllrs may have to consider banking the money until a future budget setting that can clearly define a sufficient allocation in order to accommodate a suitable replacement vehicle.

Cllr D Patey commented on the long lead time of sourcing a vehicle.

Cllr J Ballman asked about pick up trucks.

The Estates Manager responded and further commented that there could be option to hire vehicles on a day rate for an x number of days, in order to facilitate certain tasks throughout the year, making use of some of the allocated vehicle budget.

The Estates Manager presented the recommendations within the report.

Cllr J Yeowell remarked about additional costs upon handing the vehicle back.

Cllr M Lucas proposed.

All Members voted in favour.

RESOLVED – That Members APPROVED the termination of the Tusker lease of MT18 MDO, as of May 2022.

RESOLVED – That Members INSTRUCTED the Estates Manager to seek costs for respraying the current van back to its original colour, prior to termination.

RESOLVED – That Members REQUESTED the Estate Manager present a follow up report to April 22 Committee.

The meeting closed at 8.33pm

Signed.....

Date.....

Chair of the Leisure & Recreation Committee