

CENTRAL SWINDON NORTH PARISH COUNCIL

LEISURE & RECREATION COMMITTEE MEETING

Minutes of the meeting held at Pinetrees Community Centre at 7pm on Thursday 4th November 2021

Present	Cllr M Lucas	(Chair)
	Cllr J Ballman	(online)
	Cllr R Ballman	(online)
	Cllr M Beale	(online)
	Cllr P Exell	
	Cllr S Exell	
	Cllr J Yeowell	
	Cllr I Edwards	(Non committee Member)
Officers	A Briggs	(Estates Manager)
	A Reeves	(Parish Clerk)
	J Smart	(Head of Finance and Governance)
	A Cripps	(Libraries Manager)
	A Webb	(Community Engagement Officer)
Public	M Ware	(Idverde Contract Manager)

Meeting started at 7.00pm.

LR055	<u>Apologies</u>
	Cllr P Baker
	Cllr W Stone (Vice Chair)

LR056	<u>Declarations of Interest & Applications for Dispensation</u>
	Cllr J Ballman declared a non-pecuniary interest in HBuF and the RSPB.
	Cllr M Beale declared an interest as a member of The Penhill Orchard Group.

LR057	<u>Minutes of the Previous Meeting</u>
	The Estates Manager presented the minutes of the previous meeting of the 07.10.21.

The Chair asked for comments.

Cllr P Exell commented that an 'e' was missing from Cllr M Beale's name, under item LR050.

Cllr J Yeowell commented that the word 'manager' was misspelt under item LR048.

Both amendments were noted.

Cllr Paul Exell proposed

Cllr S Exell seconded.

All Members voted in favour.

Minutes were approved.

RESOLVED that with the advised amendments the minutes of the Leisure & Recreation Committee meeting held 7th October 2021 be approved as a true and accurate record.

LR058 **Grounds & Street Cleansing WG Notes & Terms of Reference**

The Estates Manager shared the notes for the Working Group meeting, held 19th October 2021. A copy of which can be found in appendix A.

The Estates Manager outlined the action points taken from the meeting and provided Members an update on some of the items.

The Estates Manager presented Members with the Working Groups agreed Terms of Reference.

Cllr J Ballman queried the sire visit to Weston-Super-Mare.

Members held a discussion with the Clerk on the matter of visiting other Town & Parish Councils inline with the overall contractual service review.

The Chair summarised that the review was currently in the fact finding stage with all options being explored.

Cllr Paul Exell proposed that the Terms of Reference be approved.

Cllr J Yeowell seconded.

All Members voted in favour.

RESOLVED that Committee approved the Working Group Terms of Reference, with recommendation they be brought to November Full Council for final ratification.

LR059 **Play Area Working Group Notes & 1st Draft Strategy & Action Plan**

The Estates Manager presented the notes for the Working Group meeting, held 26th October 2021. A copy of which can be found in appendix B.

The Estates Manager outlined the action points.

Members noted the document.

The Estates Manager presented the draft Play Area Strategy document and highlighted the amendments.

The Estates Manager experienced IT issues. The Head of Finance displayed the document on screen.

No comments received.

The Estates Manager presented the draft Play Area project Planner.

No comments received.

Action – That the draft Play Area Strategy and Planner be presented to the November 21 Full Council Committee.

LR060 **Budget Report - Q2 update**

The Head of Finance and Governance presented Members with the Quarter 2 budget figures.

The HoFG advised Members of the key items contributing to the current projected overspend. Key items advised were the Allotment water bills, Grounds staff TUPE and asset maintenance.

Cllr M Lucas asked whether the allotment budget could be itemised separately and linked to EMR.

The HoFG advised Allotment sites were listed individually, showing both the income and expenditure per site. It was agreed the reports would be presented in this way.

The chair referred to budget line 5035, and the over spend within vehicle maintenance. Comment was given to whether the item should be listed within the Community Wellbeing Committee, of which the budget was originally allocated.

It was explained that code 5035 within the budget was deemed the most appropriate to code the purchase of the Parish Minibus too. However, that it did not affect the overall L&R budget, as it was linked to the already agreed and allocated Ear Marked Reserve for the purchase. It was further commented, that specific budget code lines could be created if Cllrs wished.

The Parish Clerk referred to a conversation held with the Chair of F&GP about adding a fleet budget line, in conjunction with the upcoming lease renewals for Parish vehicles.

The HoFG asked that Members bring items relating to the budget to the attention of the Estates Manager and Committee chair, so that they can be discussed with draft budget setting.

Cllr J Ballman queried the budget line for Pembroke Changing Rooms.

The Estates Manager advised that the changing rooms are being used temporarily by the youth football team.

Members noted the budget report.

LR061

St Marks Park Lease & Parking

The Parish Clerk advised Members of a meeting being arranged with a company called 'Parking Eye' to look at producing a feasibility / options report for parking charges at St Marks Park.

The Parish Clerk updated Members on the status of the Lease transfer with Swindon Borough Council. That a formal dispute has been raised with the Borough around the wording of clauses pertaining to trees within the lease document.

Members were informed that whilst the dispute is being reviewed, the delay in the transfer of land could cause funding opportunities to be missed. In light of this, the Parish has requested a revision of the lease to allow for the tennis courts, pavilion and parts of the car park to be transferred as planned, with a view the remaining land will be completed following resolution of the dispute.

Cllr J Ballman commented for the need for caution in regard to the matter of trees and responsibilities within the lease agreements.

Members noted the update.

Action – Parish Clerk to present the revised St Marks lease proposal to Council in due course.

LR062 **Mobile CCTV units**

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

Cllr J Yeowell asked how long the footage is stored at the SBC Waterside depot and whether the cameras have infrared sensors.

It was confirmed, images are stored for between 28-30 days and that infrared imagery was included.

Members held discussion.

Members acknowledged the benefits of use of CCTV cameras in combating fly tipping and crime prevention. However, raised concerns over responsibility, enforcement, liabilities and costs.

Cllr S Exell requested a report of the success of the SBC led fly tipping enforcement.

Cllr S Exell proposed that the Parish Council waits for further information to come from the Swindon Brough Council CCTV project before reviewing what options it might consider on the matter.

Cllr M Lucas commented that the meeting between the Estates Manager and the Police Designing Out Crime Officer should continue, so seek further information that can be aid towards the review.

Action – The Estates Manager to arrange a meeting with the Police Designing Out Crime Officer.

RESOLVED – Members noted the report, with a request that the Estates Manager seeks analysis on the outcomes of the SBC Fly tipping enforcement review, and reports back to a future Committee Meeting

LR063

Community Centre Signage

The Estates Manager presented 2 x Community Centre signage quotations for approval.

1. Quote 1 Orchard Press – 2 x Gorse Hill Community Centre - £166.00 +VAT
2. Quote 2 Orchard Press – 1 x Moredon Community Centre - £251.00 +VAT

Cllr I Edwards queried how the Committee managed centres source funding to support their costs and how they actively promote the centre to the local community for use.

The Estates Manager provided response.

Cllr J Yeowell asked whether the Committees were aware of the new signage.

The Estates Manager advised that the Committees had requested the signage.

The Parish Clerk commented on the task of completing a universal branding replacement programme of signage across the estate and that the costs should be factored in to the budget setting for 2022.

Cllr P Exell Proposed the request.

Cllr S Exell Seconded.

All Members voted in favour.

RESOLVED – Members approved the costs for both the Gorse Hill & Moredon Community Centre signage at a total of £417.00 +VAT. The cost to be attributed to the Community Centre Capital EMR.

LR064

Even Swindon Remedial Works

The Estates Manager provided a update on the condition of the repairs required.

The Estates Manager presented a quotation supplied by NewJax Property Maintenance Ltd for £3,500.00+ VAT

Cllr P Exell Proposed.

Cllr S Exell Seconded.

All Members voted in favour.

RESOLVED – that the quotation supplied by NewJax Property Maintenance Ltd for £3,500.00+ VAT for internal & External works to the Even Swindon Community Centre be approved.

LR065

EICR works (CODE 2)

The Estates Manager presented 3 quotations for itemised electrical deviation works within, Mannington Changing Room, The Reading Rooms and The Moredon Library.

The Estates Manager informed Members the request was to approve the Code 2 works only within the quotations.

Cllr P Exell declared and interest as a Member of the Leisure & Library Trust.

Cllr S Exell declared and interest as a Member of the Leisure & Library Trust.

Cllr P Exell asked whether the works would be the responsibility of the L<.

It was explained that mechanical and electrical works would be the responsibility of the Parish.

Members queried the works within The Reading Rooms in conjunction with the works completed to the main hall in 2019.

The Estates Manager explained that the minor items were no longer covered under warranty. However, that the EICR is a 5 year certification that has highlighted items that were not completed as part of the 2019 project.

Members commented about the option for the Parish to employ a member of staff to undertake electrical works.

The Estates Manager presented the quotations for approval.

- I. Affleck Electrical - The Reading Room – £1,084.62 +VAT
- II. Affleck Electrical – Mannington Changing Rooms - £3,030.11 +VAT
- III. Affleck Electrical - Moredon & Rodbourne Cheney Lib - £454.31 +VAT

Cllr P Exell Proposed.

Cllr S Exell Seconded.

All Members voted in favour.

RESOLVED – That the quotations for work as supplied by Affleck Electrical are approved.
Total cost £4,569.04 +VAT. Costs attributed to the Capital Repair EMR.

The meeting closed at 8.27

Signed.....

Date.....

Chair of the Leisure & Recreation Committee