

**CENTRAL SWINDON NORTH PARISH COUNCIL**

**LEISURE & RECREATION COMMITTEE MEETING**

Minutes of the meeting held at Pinetrees Community Centre at 7pm on Thursday 7<sup>th</sup> October 2021

**Present** Cllr M Lucas (Chair)  
Cllr J Ballman  
Cllr R Ballman  
Cllr M Beale  
Cllr P Exell  
Cllr S Exell  
Cllr D Patey  
Cllr J Yeowell

**Officers** A Briggs (Estates Manager)

Meeting started at 7.01pm.

**LR043** **Apologies**  
Cllr P Baker  
Cllr W Stone (Vice Chair)

**LR044** **Declarations of Interest & Applications for Dispensation**  
Cllr J Ballman declared a non-pecuniary interest in HBuF and the RSPB.  
Cllr M Beale declared an interest in AG7, as a member of The Penhill Orchard Group.

**LR045** **Minutes of the Previous Meeting**  
The Estates Manager presented the minutes of the previous meeting of the 02.09.21.

The Chair asked for comments.

No comments received.

Cllr Paul Exell proposed

Cllr J Yeowell seconded.

All Members voted in favour.

Minutes were approved.

**RESOLVED** that the minutes of the Leisure & Recreation Committee meeting held 2 September 2021 be approved as a true and accurate record.

**LR046** **Grounds & Street Cleansing**  
The Idverde Contract Manager Mike Ware provided members with a verbal update. The update included information pertaining to grass cutting, litter issues and hedge cutting.

Members were also informed about the upcoming road sweeping. Areas and dates to be distributed following the meeting.

Cllr J Yeowell asked about current issues sourcing snow drops and future community bulb planting events, as part of the bulb planting programme.

M Ware confirmed there is a shortage and high demand due to the need to import snowdrops from overseas. Furthermore that community events will be planned where possible this year with a view to full resumption depending on covid measures in place in 2022.

Cllr J Ballman commented on an issue seen with litter that is displaced after refuse collections, that is not picked up by the SBC refuse litter crews. This was made to highlight the need for avoidance of work being duplicated by both SBC and The Parish.

Cllr J Ballman referred to the protocol in place by means in which issues should be reported through SBC, who then have an SLA deadline to action the case correctly.

M Ware alluded to refuse not being collected by SBC due to being in an incorrect refuse sack.

M Beale mentioned about residents placing bags out on street kerb sides days before collection.

S Exell agreed that the Parish Council should not resolve matters that are the responsibility of SBC to action, as this gives an inaccurate representation of the problems being seen.

The Estates Manager referred to recent conversation with Brian Pinchbeck of SBC and gave members clarification around responsibilities of fly tipping clearance.

**Action** – Estates Manager to collate evidence following refuse collections and send to SBC to address.

M Ware left meeting at 7.23pm

Further discussion was held on the item.

**LR047**

**Project Planner**

The Estates Manager shared the document on screen for members to view.

The Estates Manager updated Members on key projects.

The Estates Manager presented a quotation for £2,800.00 +VAT to complete additional repair works to the pitched hall roof of John Moulton Hall.

Cllr J Ballman queried the amount spent to date on the roof.

The Estate Manager provided response.

The Estate Manager answered several other queries raised by Members. Including providing confirmation that Capital had been identified within 21 budget setting to carry out roof repairs to JMH.

A query was raised about undertaking repairs via insurance.

Action - The Estates Manager to check the cost of premium with the insurer.

Cllr S Exell proposed for the works to be approved to proceed as quoted, with an update from the Estates Manager on the cost of payment via insurance versus the cost paid via the capital program budget.

All Members Voted in favour.

Cllrs commented on the effectiveness of the jet washing previously carried out at Gorse Hill Community Centre and that they were disappointed with the outcome. Cllrs requested that

further attention is required.

**Action** – The Estates Manager to arrange further jet washing of the building following completion of the external works later in the year.

**RESOLVED** – Committee granted permission for the Estates Manager to proceed with the necessary works for JMH, as per quotation supplied by GK Roofing Ltd. That the Estates Manager seek the cost to undertake the works via insurance cover, with the update presented to Oct 21 Full Council for decision on how the project is funded.

**LR048**

**Play Area Remedials**

The Estates Manager presented a copy of the Play Area remedial document.

The Estates Manager outlined a spend request, for use of up to an additional £10,000.00 from the EMR Play Area Reserve. It was explained that the monies would be used to undertake a variety of remedial works and repairs across the Parish.

Cllr J Ballman asked where bark chippings were sourced.

It was confirmed Idverde source the chippings.

Cllr J Yeowell raised concern over the condition of the carpet at Alanbrooke crescent Play Area and asked about the requirement of metal barriers next to the swings.

The Estates Manager advised both Rospa (national safety body) and Idverde advise the carpet is low risk but agreed that the item is in visibly poor condition. It is confirmed the metal barriers are safety barriers.

The Estates Manager referred to a Play Area Strategy being drafted to review the refurbishment & improvement works via a planned schedule for all CSNPC Play Areas.

Cllr P Exell asked for confirmation that the requested funds would be drawn down from the already allocated Play Area EMR.

The Estates Manager provided confirmation of this.

Further discussion took place and comments given to the poor overall appearance of some play area and the need for urgent removal of graffiti.

The Estates Manager informed the committee that a Play Area Working Group would be set up prior to the end of October.

The Chair proposed that the request for additional spend up to £10,000.00 be granted.

All Members voted in favour.

**Action** – The Estates Manager to arrange for graffiti removal to be carried out as a priority and ensure weekly inspection reports are actioned through Idverde.

**RESOLVED** – Committee granted permission for the Estates Manager to proceed with Play Area remedial repairs using 'up to' a further £10,000.00 spend allocated to the identified Play Area Ear Marked Reserve.

**LR049**

**The Penhill Orchard**

The Estates Manager presented a written report on the item. A copy of which can be found in Appendix A.

Cllr S Exell asked for clarification on potential capital expenditure for the asset and raised the need for budget identification going forward.

The Estates Manager advised there should be consideration given to capital costs for remedials that may arise over the period of the lease. Not that these items had been specifically identified as needing doing.

Cllr M Beale provided further comment.

Discussion about the Orchard took place.

The Estates Manager advised Members that SBC had already approached the Parish about assuming the lease for the site.

The Estates Manager presented the report recommendations

Cllr S Exell proposed.

Cllr J Ballman Seconded.

All Members voted in favour.

Cllr M Beale abstained.

**RESOLVED** – That Members approve all recommendations within the report. Allowing the Estates Manager & Clerk to enter in to negotiations with Swindon Borough Council regarding the lease of the Penhill Orchard. With a proposal of a 99 year lease term.

**LR050** **PTCC Facilities Hire Charges Review**

The Estates Manager presented a written report on the item. A copy of which can be found in Appendix B.

Cllr R Ballman asked whether the current play group pay for their usage and whether a price increase would affect them.

It was confirmed that they do pay for usage and that the price increase would affect them.

Cllr M Beale commented on the current low pricing model.

Members held discussion on the item.

The Estates Manager reminded members of a trial period in place for temporary agency cover at weekends, and that the outcome of this was to be reviewed at 3 months.

Cllr R Ballman suggested the review should consider the employment of a permanent member of staff to cover weekends rather than relying on agency.

Cllr S Exell commented that further consideration should be given to the breakdown of booking groups and charges.

Members held further discussion on the item.

Cllr M Lucas commented that the day to day running costs of the centres is increasing.

Cllr P Exell asked whether the same review is needed for the other Parish run Community Centres.

The Estates Manager advised that as Pinetrees is operationally, a lot busier than JMH and so reviewing the pricing at PTCC would provide the benchmark test to enable a pricing review at the other facilities.

Cllr R Ballman queried whether the lunch club pay for their use of the facility.

The Estates Manager advised he would find out and return that information.

Committee members requested a broader review of what other facilities are charging for hire, including the Gorse Hill Community Centre. Furthermore, members requested an accurate report of the running costs for the facility.

Cllr S Exell recommended that a short term price increase trial commence with immediate effect, to run concurrently with the temporary staff cover. Cllr P Exell further added that a comprehensive report of all running / operational costs, alongside the income generation from the price increase be returned for committee review in 3 months time.

Cllr R Ballman proposed.

Cllr M Beale Seconded

All Members voted in favour.

**RESOLVED** – That with immediate effect, the hire charges for Pinetrees Community Centre be increased as per the recommendation within the report.

That the charges are increased as a trial run for a period of 3 months.

That a comprehensive report be bought back to the Jan 2022 committee, outlining a breakdown of operational costs and income over the trial period, so that the viability of implementing the increase can be reviewed.

**LR051**      **PTCC & The Readings Rooms Remedial Work**

The Estates Manager presented two quotations for remedial works provided by Affleck Electrical. A copy of which can be found in Appendix C & D.

The first quotation was for mechanical works to be completed in Pinetrees Community Centre.

The Second quotation was for electrical works in The Reading Rooms, 32 The Circle.

Members approved both quotations as supplied.

**RESOLVED** – That the following two quotations for works be approved, with the costs attributed to the Community Centre Capital repairs budget.

- I.    Affleck Electrical - as per quotation - £841.09 +VAT
- II.   Affleck Electrical - as per quotation - £265.07 +VAT

**LR052**      **Even Swindon Remedial Works**

The Estates Manager presented a quotation of works supplied by Affleck Electrical for remedial works within Even Swindon Community Centre. A copy of which can be found in Appendix E.

All Members voted in favour to approve the quotation.

**RESOLVED** – That the Affleck Electrical quotation for £1,753.53 +VAT be approved. Cost attributed to the Community Centre Capital repairs budget.

The Estates Manager presented a quotation for works provided by Craig Donnelly Ltd.

It is explained the quotation was from the amount of £1,350.00 +VAT for internal remedial works and external guttering replacement.

Cllr R & J Ballman declared a non-pecuniary interest in the contractor Craig Donnelly, having had remedial works completed by the contractor within their home.

Members queried the works, including whether the leak was still present.

The Estates Manager informed Members that through conversations with the Even Swindon Committee Chair, SBC had completed repair works to the area prior to the Parish assuming the lease. However, redecoration had not occurred and that there appears to still be a leak present.

Members were not content to approve the quotation and asked for further assessments to determine the exact cause of the leak.

Conversation is held around historic known issues with assets, that pre-date the transfer across to the Parish.

**Action** – The Estates Manager to seek 2 further assessment and quotation for works by a third party and report to the Nov 21 Committee

#### **LR053**

##### **Annual Allotment Tree Works**

The Estates Manager presented quotations and requested approval for annual tree maintenance works at several of the allotment sites. A copy of which can be found in Appendix F.

Cllr J Ballman asked why Crowdys Hill hadn't been listed.

The Estates Manager advised no trees at this site required tree works within this maintenance season.

Cllr R Ballman asked whether the costs would be attributed to the Allotment ringfenced monies.

The Estates Manager confirmed recommendation would be to attribute costs to the ringfenced Allotment income.

Members voted in favour to approve the quotations.

**Resolved** – That the following quotation for tree maintenance works at allotment sites be approved, with associated costs attributed to the ringfenced allotments income.

- I. Redcliffe St - £890.90
- II. Kiln Lane (Cheney Manor) - £575.94
- III. Gorse Hill - £165.26
- IV. Churchward Ave - £129.00 & £1178.98.
- V. Akers Way - £625.00
- VI. Allington Rd - £276.98
- VII. Pickards Field - £475.00

Total - £4,317.06 +VAT

**LR054**     **Allotment Working Group Notes**

The Estates Manager presented the notes of the Allotment working Group meeting. A copy of which can be found in Appendix G.

Cllr J Yeowell asked whether any further issues had been seen with the storm drain at the Rodbourne Farm Allotment site.

The Estates Manager provided an update on the matter.

Cllr R Ballman advised only members can use the Salga shop.

Cllr M Beale asked whether there is a tenancy agreement in place for new tenants, so they are aware of the rules.

The Estates Manager confirmed that a signed tenancy agreement is in place at the start of every new tenancy and that tenants are continually reminded of their obligations.

Further comment was provided around the use of bonfires and composting.

Cllr J Yeowell asked whether any Councillors attended the working group meeting.

It was confirmed that Cllr M Lucas was in attendance.

**Action** – the Estates Manager to confirm Cllr J Yeowell is on the mailing list for the Allotment Working Group.

The meeting closed at 9.05pm

Signed.....

Date.....

Chair of the Leisure & Recreation Committee