

CENTRAL SWINDON NORTH PARISH COUNCIL

LEISURE & RECREATION COMMITTEE MEETING

Minutes of the meeting held virtually via Zoom at 7pm on 9th February 2021

Present	Cllr M Lucas	(Chair)
	Cllr S Thompson	(Vice Chair)
	Cllr J Ballman	
	Cllr R Ballman	
	Cllr J Yeowell	
	Cllr D Patey	
	Cllr S Henderson	(Non Committee Member)
Officers	A Briggs	(Estates Manager)
	A Reeves	(Parish Clerk)
	J Smart	(Head of Finance & Governance)

Public None

447. **Apologies**
None

448. **Declarations of Interest & Applications for Dispensation**
Cllr J Ballman declared a non-pecuniary interest in HBuF and the RSPB.
Cllr S Thompson declared a non-pecuniary interest in HBuF.

449. **Minutes of the Previous Meeting**

The Estates Manager presents the minutes of the previous meeting.

The Chair asks for comments.

Cllr R Ballman asks whether the Gorse Hill Community Centre building condition survey had been completed.

The Estates Manager confirms was completed by the end of Jan 21.

The Chair asks the Committee if they are content with the Minutes.

All agree.

Minutes are approved.

RESOLVED that the minutes of the Leisure & Recreation Committee meeting held 12th January 2021 be approved as a true and accurate record.

450.

Q3 L&R Budget Review

The Head of Finance & Governance shares her screen displaying the report associated with the item.

Cllr M Lucas asks for clarification on individual lines within the budget.

The HoF&G explains this is a high-level summary of the quarter totals and that the individual budget lines are still within the full budget report.

Cllr J Yeowell asks why there is a budget line for the Parish Minibus within the L&R Budget report.

The HoF&G explains that the capital cost to purchase the bus sits within a different budget. However, the revenue costs for operation sits within the vehicle budget line. There is one singular line for vehicle operation for simplicity, which is within the L&R budget.

It is further explained that the Minibus will be in next year's budget and not this financial year.

Cllr R Ballman challenges why the Minibus operational costs fall within the L&R budget line and not within the Community & Wellbeing Committee that requested it.

The Head of F&G advises the committee that the revenue for the bus is in fact a centralised cost and not a specific committee budget cost. All vehicle costs are coded to central budget line 100. An apology is given for the misinformation and confusion caused.

Cllr M Lucas asks why bulb planting has been coded to the Planning & Environment committee.

The HoF&G advises the rationale behind the budget line coding was undertaken by the Chair of the F&GP Committee and that question would need to be directed to the Chair for response.

Cllr R Ballman comments that the project was developed by the Chair of L&R and that it should remain with the L&R Committee.

The HoF&G states that query will be taken back to the F&GP committee for further discussion.

The Parish Manager asks for clarification on what the specific issue is.

Cllr R Ballman responds confirming that bulb planting came from the L&R Committee originally and that it should remain so going forward.

The Parish Manager acknowledges the comments.

Cllr M Lucas asks for the matter to be raised at the next Full Council meeting.

The Parish Manager asks the Chair of the Parish, whether the item can be included on the next FC Agenda.

Cllr S Henderson asks for understanding of rationale behind the budget line coding.

The HoF&G does not wish to comment on behalf of the Chair of F&GP.

Cllr S Henderson states he will look into the matter further and present for discussion at the next Full council.

Cllr M Lucas confirms that Cllr S Henderson will revert back in due course with further information on the specific

Members note the Q3 Budget update presented by the HoF&G, a copy of which is attached to the minutes as Appendix A.

The Head of F&G leaves the meeting.

451.

Play Area Update

The Estates Manager refers to the DDA Audits completed by Rospa that were shared prior to the meeting. The reports are yet to be reviewed. However, a full report will be compiled and presented to the March L&R committee for discussion.

It is advised that the link with the reports sent to Councillors will expire within 60 days. However, these will be stored on file.

The Estates Manager explains that a number of other play area repairs had been completed again, the committee will be updated on these by the next meeting.

The Estates Manager shares his screen showing a draft Play Area consultation and reads through the information.

Cllr M Lucas advises further review of the document is needed.

The Estates Manager advises the item will return for discussion within the March L&R Committee meeting.

Members note the update provided by the Estates Manager, a copy of the Draft Consultation is attached to the minutes as Appendix B.

452.

Litter Bin Deficiency Exercise

The Estates Manager shares his screen displaying the report(s) associated with the item.

The report is presented to the Committee.

Cllr R Ballman asks whether bins are required to be emptied 1 x per week.

The Estates Manager says the requirement for frequency is yet unknown. Some bins may need collecting more if they are well used, whereas other less if not so. This will be monitored and adjusted accordingly.

Cllr R Ballman asks how this will be determined.

The Estates Manager advises it will be the grounds staff who undertaken the collections that will advise as to the capacity and frequency requirements.

The Parish Manager advises that technology is available and was previously reviewed for monitoring the waste levels v collection required. However, this technology was deemed more suitable for rural locations where large distances are covered by the grounds team. The existing method in place with the Idverde team means they have short easily accessible collection routes, making it far easier to determine collection frequencies.

The Estates Manager extends apologies for Mike Ware.

Cllr J Yeowell puts forward a request for a bin to be installed along Ferndale Road.

The Estates Manager asks the committee whether the request can be noted and reviewed against the criteria with the outcome brought to the March F&GP meeting.

All Agree.

The Estates Manager outlines the recommendations within the report.

Cllr M Lucas proposes that the report is taken to the next F&GP for final approval.

Cllr R Ballman Seconds.

All members vote in favour.

RESOLVED that the Estates Manager present the report for approval, including the outcome of the request made by Cllr J Yeowell to the March F&GP Committee meeting.

453.

Capital Projects Update & Timeline

The Estates Manager shares his screen displaying the Project Planner associated with the item. A copy of which was circulated to all councillors prior to the meeting.

The Estates Manager explains the document is an internal document that helps for project tracker management that can be shared with councillors. This is so that Cllrs can be kept up to date with progression.

The Project planner will be continually updated and presented at the relevant committees ongoing.

Cllr R Ballman asks for clarification on the works proposed for gates at St Marks.

The Parish Manager explains £2,000.00 has been set aside to repair the side entrance gates and not the main gates. Which has been ear marked from Cllr D Patey's ward allowance and are to be undertaken as part of the Green Flag award scheme.

Cllr R Ballman acknowledges the response.

Cllr M Lucas asks how the St Marks car park project is progressing.

The Estates Manager responds confirming the project is progressing well and that completion is set for mid to late Feb 21.

The Committee note the update presented by the Estates Manager.

454.

St Marks Car Parking

The Parish Manager advises the committee that measures are being looked at to ensure the parking facility at St Marks is used by those legitimately using the Park.

The carpark is being extended to accommodate the increase in usage of both Tennis courts and general recreational use of the park. However, due to a lack of alternative parking within the area there is concern unauthorised use may occur. Therefore, some form of parking restriction to deter this should be considered.

The Parish Manager further advises that consultation with user groups and stakeholders will need to take place and that a range of options will be presented to Councillors for decision later in the year.

Cllr M Lucas comments that parking restrictions are needed. However, the project should be put on hold until after the elections and commence later in the year.

Cllr D Patey comments that some of the people parking at the site are also residents who pay their Council Precept.

The Parish Manager responds to say that prior to the pandemic a large proportion of people

parking on site were commuters using the near by train station.

The Estates Manager asks when the stakeholder consultation would likely commence.

The Parish Manager advises that consultation will likely commence after the summer months of 2021. However, views of the users can be gathered during this time that will contribute to the consultation.

Cllr J Ballman comments that when activity returns to pre pandemic levels there will be a greater pressure on the spaces available and that any restrictions put in place must be fair and just to all users of the site.

The Committee note the update.

455. Asset Condition & Tree Surveys

The Estates Manager advises the Committee that both the Asset condition and Tree surveys have been completed and are in the process of being compiled in to reports.

The Estates Manager will be in receipt of these shortly and will issue out to all Councillors in due course.

The information will then be extracted and presented at the March L&R Committee meeting.

Cllr M Lucas refers to a tree located in Mulberry Grove.

The Committee note the update.

456. Handyperson Job Advertisement

The Parish Manager advises that the job description for the post is ready to be published. However, was postponed due to the pandemic and the difficulties of instating a new member of staff with such strict lockdown measures in place.

The advert will be published within the next week and will be open for a 2-week period. It is likely a large volume of applications will be received, and these will be managed by the administrator.

Interviews will be scheduled for March, with a view to appointment in April 21.

The committee note the update.

Cllr M Lucas advises the committee that he is drafting a document regarding asset management and spend. This will be issued to all for comment shortly.

The meeting closed at 7.51pm

Signed.....

Date.....

Chair of the Leisure & Recreation Committee

