

CENTRAL SWINDON NORTH PARISH COUNCIL

LEISURE & RECREATION COMMITTEE MEETING

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

Present	Cllr M Lucas	(Chair)
	Cllr S Thompson	(Vice Chair)
	Cllr J Ballman	
	Cllr R Ballman	
	Cllr J Yeowell	
	Cllr D Patey	
Officers	A Briggs	(Estates Manager)
	A Reeves	(Parish Clerk)
	A Cripps	(Libraries Manager)
	H Armagan	(Allotments Officer)
Public	C Fleming	(Swindon Borough Council)
	S Wilson	

Meeting started at 7.03pm.

504. Apologies

None

There were a number of IT issues throughout the first 10 minutes of the meeting.

505. 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.

506. Minutes of the Previous Meeting

The Estates Manager presented the minutes of the previous meeting.

The Chair asked for comments.

None received.

The Chair asked the Committee if they were content with the Minutes.

All agreed.

Minutes were approved.

RESOLVED that the minutes of the Leisure & Recreation Committee meeting held 9th February 2021 be approved as a true and accurate record.

H Armagan Joined the meeting at 7.08pm

507. Active Travel Fund

C Fleming, an officer within the Transport Planning team at Swindon Borough Council introduced herself.

A verbal presentation of the funding available and project are provided.

The committee were advised C Fleming's role is to look at supporting measures, i.e. Cycle Parking.

Public consultation was undertaken, with 79 responses received.

Shortlisting had identified St Marks Recreation as a possible location.

C Fleming commented that St Marks does have existing cycle parking in place.

Gorse Hill shopping precinct was identified as an alternative location.

Cllr R Ballman commented on a specific location within Gorse Hill.

C Fleming responded that this area would have to be surveyed for suitability.

Cllr J Ballman agreed with the suggested location given by Cllr R Ballman. Further comment was given to cycle parking at the Parish leased community centres.

Cllr M Lucas commented that Western Community Centre did not have cycle racks in place.

C Fleming asked who was responsible for the management of the facilities.

It was confirmed that contact should be made via the Parish.

The Estates Manager asked whether funding was available for repairs to the cycle parking at Pinetrees Community Centre.

C Fleming advised there is no current funding to support that project. However, future funding may become available.

The Estates Manager agreed to forward a list of Parish leased Community Centres to C Fleming following the meeting.

C Fleming agreed to share plans of site locations for Gorse Hill following the meeting.

C Fleming left the meeting at 7.20pm

508. Client Monitoring – Grounds & Street Cleansing

The Estates Manager shared a document on screen relating to the item. These documents can be found in appendix A.

Information contained within the document was discussed.

Cllr J Ballman commented on the number of reports being raised within the Gorse Hill Ward and that the data shows a significant proportion of resource is needed to action the requests being raised.

The Estates Manager commented that the data likely shows residents within the Gorse Hill Ward are proactive in reporting issues to be addressed.

Cllr J Ballman gave comment to how resource should be allocated to known hot spots and referred to the Clive Parade shopping precinct.

The Parish Manager responded to the issues seen at Clive Parade.

A discussion was had on the matter.

Cllr M Lucas remarked about who is raising the reports and that some Wards may have more proactive residents than others.

Cllr S Thompson re-joined the meeting 7.25pm.

M Ware stated that a large majority of the Gorse Hill Wards requests corresponded to issues with Waste and Recycling collections from Swindon Borough Council. Further comment is made about the residents being more vocal than other Wards, not necessarily that there is more work within that area.

The Estates Manager shared the Idverde Client Issue Log on screen.

The Parish Manager remarked that the way in which people report issue is important and that reporting should, as much as possible, be direct to Idverde and Officers, and at a last resort through a Councillor.

Cllr J Ballman agreed with the Parish Manager, that the reporting system should allow for direct resident reporting to Idverde to ensure matters are dealt with swiftly.

The Estates Manager asked M Ware to confirm the status of outstanding software & reporting tools.

M Ware confirmed training is to be completed over the next 2 weeks, with software roll out by April 1st.

M Ware agreed to forward the link information following the meeting.

A discussion was had around the details of the software.

The Estates Manager asked for comment on the reporting information or the way the detail is presented to help shape future reporting.

Cllr M Lucas responded to request committee take time to review and revert with feedback in due course.

Cllr D Patey commented on the good visual presence of the grounds team.

Cllr M Lucas raised an issue with debris following city fibre installation across the Parish.

The Parish Manager noted the concern and advised correspondence will be sent to Z Moore at Swindon Borough and request that the issue be addressed with the contractor.

Cllr J Ballman advised he has a contact number for the project manager, which will be passed on.

The committee noted the report.

M Ware left the meeting at 7.36pm.

509. Committee Objectives & Community Wellbeing – Priority Document

The Estates Manager requested through the chair, for item 6 & 8 to be discussed concurrently.

The Chair agreed.

The Estates Manager displayed the document drafted by the Committee Chair on screen. A copy of this can be found in Appendix B.

Cllr M Lucas asked for comment.

Cllr J Ballman asked when the objectives will be affirmed and gave comment that he agreed with the content.

The Estates Manager asked what the intention for the document was.

Cllr M Lucas advised it was to outline the objectives of the committee going forward and for future committees to consider post elections.

The Estates Manager displayed the Priorities document drafted by the Community Wellbeing Working Group on screen. A copy of which can be found in Appendix C.

The Estates Manager explained the principles of the document were in reference to the Parish Vision policy document, that had been drafted by the Community Wellbeing Committee.

It is further explained that the document is not committee specific, rather part an overarching document supporting the vision as a whole. Final comment was given stating that a number of the items detailed within the document fall within the Leisure & Recreation Committee's responsibilities, hence the reason the document was being presented for comment.

Cllr J Yeowell spoke at length on the item. A copy of this statement can be found in appendix D.

Cllr R Ballman asked whether the content of the speech had been written by Cllr J Yeowell.

Cllr J Yeowell confirmed this.

The Estates Manager commented that it would be prudent for both documentations to work in sync with one another and that both items are noted by the committee.

Cllr J Ballman asked how the document differs from current practice and commented on the detail.

The Estates Manager referred to the Parish Vision Policy document, of which the presented item was 1 of 4 priority subsections being compiled by the Grants Officer. The item had been included within the Leisure & Recreation Committee Agenda for comment.

The Parish Manager advised that there is a lot of knowledge within the current set of Councillors. However, with the upcoming elections, there will be a new Councillors in place. Therefore, this information can be passed on to them setting the trajectory of the Parish Vision, which has been established since the inception.

The Parish Manager described the document as an information sharing exercise and a strategic direction for Council.

Cllr J Ballman commented that policy implementation is the role of the Elected Member and that detailed application is the responsibility of Officers.

Cllr D Patey commented that the document forms part of the Parish Vision that is being created and will be visible to members of the public. Cllr Patey continued to say that all of the documents highlight the challenges faced throughout the operation lifespan of the Parish.

Cllr J Ballman referred to budget setting processes.

Cllr D Patey agreed that the budget can be viewed on the website. However, that the vision documents provided an easy-to-read guide for residents.

Cllr M Lucas referred to resident perception on the condition of assets inherited by the Parish from Swindon borough Council.

Reference was made to the Parish newsletter, that provides residents with information and updates.

Cllr D Patey raised that many residents may not see sight of the newsletter or use social media platforms for information.

Cllr J Ballman queried the policy decisions within the document.

Cllr D Patey responded to say the document is part of the Parish Vision policy and not in itself a policy.

Cllr J Ballman asked whether the decisions are captured in the minutes of Full Council that is available for residents to read.

Cllr J Ballman agreed that as an overarching document it was valid. However, queried why it was needed.

Through the Chair, the Estates Manager asked the committee to note both documents.

The Parish Manager advised it was not unreasonable for Councillors to be made aware of a document such as the one presented, as to articulate behaviours and actions of Council, above that of just policy. This should be seen as beneficial, as to manage individual expectations and help to maintain good standards of working practice.

Cllr M Lucas highlighted that the Chairs Objectives aligned to the 'Priorities' document presented and that a key aspect of the objectives is to continue to increase engagement with residents and stakeholders.

Cllr J Ballman commented that, through no fault of anyone as to why it is not already included. However, if a policy decision was being made in future, it should include the need for inclusive equipment to be a part of the policy decision and that any play area works would have to include it.

The Committee noted both documents.

510. Play Areas

The Estates Manager shared a document on screen relating to the item. These documents can be found in appendix E.

It was explained that the report had been drafted and issued prior to the Play Area Working Group held on Wednesday 3rd March 2021.

The report was presented to committee.

Reference was given to the play audit carried out by 'Mums on a Mission'.

The audit document was displayed on screen. A copy of this can be found in appendix F.

Cllr R Ballman asked for the document to be shared to members.

The Estates Manager confirmed the document had been emailed out to all Councillors along with the working group minutes.

The DDA survey and life expectancy information was displayed on screen. A copy of this can be found in appendix G.

Cllr J Ballman commented on how helpful the 'Mums on a Mission' audit was, as to give feedback from the end user.

The Estates Manager agreed and commented that all of the information gathered allowed for a robust and informed strategy to be compiled when shaping the play area improvements.

Cllr M Lucas commented that the reports allowed for a broader prospective to be gained for all.

The Estates Manager referred to the recommendations outlined within the report.

Cllr J Ballman asked whether Purdah would affect distribution of a consultation survey.

The Parish Manager confirmed this would classify as 'Business as usual'.

Cllr J Ballman referred to the Pinetrees Community Centre Play Area.

The Estates Manager confirmed that the Pinetrees play area survey was separate to the overall play area consultation and would be undertaken as a standalone item.

Cllr M Lucas commented how important it was for an overall play area consultation to be undertaken to gather information about the users.

Cllr M Lucas proposed that recommendation 1.4.1 is approved by committee and recommended to Full Council for decision.

Cllr J Ballman Seconded.

All members voted in favour.

Cllr M Lucas proposed that recommendation 1.4.2 is approved and that the Estates Manager proceed with consultation for the Play Area at Pinetrees Community Centre.

Cllr J Ballman Seconds

All members vote in favour.

RESOLVED that committee noted recommendation 1.2 & 1.3 of the Play Area report and that following consultation the Estates Manager presents a play area improvement strategy to a future committee meeting.

RESOLVED that committee APPROVED recommendation 1.4.1 within the Estate Managers report for the production and distribution of leaflets, and recommend that the item be presented to March 21 Full Council for decision

RESOLVED that committee noted recommendation 1.4.2 of the Play Area report and APPROVE the Estates Manager to proceed with production of a play area survey for the Pinetrees community Centre.

511. Allotments

The Estates Manager shared a document on screen relating to the item. These documents can be found in appendix H & I.

The report was presented to committee.

Cllr J Ballman asked for clarity on what resizing the plots means for tenants.

The Estates Manager displayed a document showing the breakdown for sizing per each individual allotment site.

Cllr J Ballman asks whether there is a statutory allotment size.

A discussion is held on the matter.

It is confirmed that benchmarking has taken place.

It is confirmed that the pricing options would still put CSNPC below other local Parishes pricing points.

The Estates Manager confirmed that when the benchmarking exercise was undertaken, sizing and pricing varied greatly from Parish to Parish.

The Parish Manager presented a comparable with the pricing of Salisbury Council.

Committee noted the comparable as comparable value.

Cllr M Lucas declared an interest in the item as an Allotment holder.

Cllr M Lucas agreed that sizing of allotment plots varies.

The Allotment Officer clarified the current sizing / pricing of plots inherited from Swindon Borough Council.

The Parish Manager provided further information on average pricing from the National Association of Allotments.

The Parish Manager confirmed that, as long as it is not a statutory allotment then the decision on what is charged per plot is that of the Parish Council.

Reference was given to the ringfenced monies for allotment sites for improvements.

Cllr D Patey provided positive feedback on the proposal.

Cllr M Lucas commented that other Parish Councils may also be undertaking pricing reviews.

The Estates Manager continued through the report.

The Estates Manager detailed to the recommendations outlined within the report.

Cllr J Ballman proposes that all recommendations are agreed in full.

Cllr S Thompson Seconded the proposal.

All members voted in favour.

RESOLVED that Committee approved recommendation 1 & 2 within the Allotment report and

AGREED that the items be presented to March 21 Full Council for final decision.

RESOLVED that Committee approved the cost of £150.00 + VAT for the purchase of allotment inspection software and that the annual revenue cost is attributed to the Allotment income budget line.

512. Tree Surveys

The Committee noted the dates of tree works approved by the March 21 F&GP Committee, as follows:

- 24 – 25 / 3 / 21 - Pickards Allotments.
- 26 / 03 / 21 - Gorse hill Allotments and 22 Mulberry Grove.
- 29 / 03 / 21 - Churchward Allotment and Barnum court Play Area.
- 07 - 10 / 04/ 21 – Kiln Lane Allotment

The Estates Manager informed the Committee that contact was made with Swindon Borough Council regarding the Pinetrees Community Centre Trees and that it was confirmed these trees are the responsibility of the Parish to maintain.

The other trees surveyed had been noted for future approval.

513. Moredon Tree Planting Scheme

The Committee were updated on the successful grant funding received through Swindon Borough Council for the project and that the project had been instructed to proceed.

350 Oak trees have been reserved for a community planting scheme later in the year.

Cllrs M Lucas & J Ballman comment that it is a good project to be involved in.

Committee noted the update on the project.

514. Litter Bins

The Committee are updated on the project and noted the estimated date of delivery of the litter bins ordered.

ETA – 29th March 2021.

Installation will proceed early April 2021.

The meeting closed at 8.42pm

Signed.....

Date.....

Chair of the Leisure & Recreation Committee

