

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 9th June 2022.

Present Cllr J Ballman (Chair)
Cllr M Beale (Online)
Cllr M Lucas (Vice Chair)
Cllr D Patey
Cllr J Yeowell

Officers A Briggs (Estates Manager)
A Reeves (online) (Parish Manager)
N Jackson (online) (Allotment Officer)

Public N Morrison (online)
S Mundy (online)
K Gabb (online)

Meeting started at 7.00pm.

LR122 **Apologies**
Cllr R Ballman
Cllr M Ware

LR123 **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).

Cllr M Beale declared a non-pecuniary interest in the Penhill Orchard.

LR124 **CSNPC Tenants**
At the request of the Estates Manager, the Chair agreed to bring Item 15 forward to allow the members of the public in attendance to speak on the item.

The Estates Manager explained that a number of lease arrangements are either due for renewal or have been requested by tenants of CSNPC assets. These included the Moredon Croquet Club and Chippenham Close Community Centre.

N Morrison (Moredon Croquet Club) provided members with an overview of the facility & the clubs operation.

Discussion was held on the relationship between the Club and the Parish at Moredon.

The Estates Manager explained that the Croquet Club lease was due to expire in 2022, and that CSNPC were working with SBC to agree a renewal. However, any renewal would not take place until the Parish had completed the acquisition of its own lease of Moredon Recreation.

It was advised the draft lease would be presented to a future L&R Committee for review.

Cllr J Yeowell provided a comment of support.

N Morrison left the meeting at 7.13pm

The Estates Manager advised Members of a late inclusion within item 15, regarding a Penhill 'Fun day'. The Chair agreed for the item to be presented.

Members are informed of the event details and S Mundy & K Gabb spoke at length.

Event requested by the Olive Tree Café (Charity). Date planned: 14th August 2022.

Cllr M Beale advised a Ward Allowance request will be submitted to the July 22 FGP.

Members were informed an event notice had been applied for through SBC by the organisation.

It was confirmed that there would be a parish presence at the event.

S Mundy & K Gabb left the meeting at 7.20pm

The Estates Manager informed members that the Chippenham Close Community Centre lease had been received and CSNPC were now responsible for the asset.

CSNPC inherited the lease with a sitting tenant, 'Renew Men's Shed', who have a 'Tenancy at Will' arrangement.

The sitting tenant have requested a full lease, to secure their tenure.

Members held discussion on the item.

Members were informed once the terms of the lease had been received, it would be presented to a future Committee meeting for Members to review.

RESOLVED Members noted all matters within the item.

LR125 **Minutes of the Previous Meeting**

The Estates Manager presented the minutes of the previous meeting of the 07.04.2022

The Committee Chair asked for comments.

Cllr D Patey asked whether the Agency member of staff applied for the allotment position.

It was confirmed they did not apply, as they found another job elsewhere.

Members voted in favour to adopt the minutes.

RESOLVED that the Leisure & Recreation Committee meeting held 7th April 2022 be approved as a true and accurate record.

LR126 **Grounds & Street Cleansing PQMS Data**

The Estates Manager presented slides with the PQMS data, on behalf of M Ware (IDV contracts manager).

Key Data:

- Bins - 10 inspections carried out all grade 4 bins emptied in accordance to the contract
- Grass – 46 inspections carried out 34 at grade 4 and 12 at grade 3 (mainly due to missed strimming and litter)
- Hard surfaces – 78 inspections carried out 22 at grade 4 (most completed after road sweeper) with 56 at grade 3 (before sweep or areas not accessible by HGV sweeper)
- Hedges – 14 inspections 11 at grade 4 and 3 at grade 3
- Rough grass – 1 inspection carried out passed at grade 4
- Shrubs – 25 inspections carried out 17 at grade 4 6 at grade 3

Cllr J Ballman commented on the current pass rate which displays at 56%.

The Estates manger advised Members that an evaluation against other contracts should take place, to benchmark the pass rate.

Reference is made to the Grounds & Street Cleansing working group. Members agreed that more in-depth analysis is required on the standard and that the working group should be tasked with completing this piece of work.

Comments are received regarding the standard / level of detail of the grass cutting and lower grading of hard standing.

The Estates Manager noted the comments and advise the working group will recommence to ensure these matters are addressed.

Cllr J Ballman summarised and commented that further review of the contracted work was needed.

Members were informed that the Grounds and Street Cleansing working group was missed from the Committee matrix set in May. Therefore, sought Cllr approval for the request for it to be reinstated be recommended to Full Council.

Cllr J Ballman proposed

Members voted in favour.

Action – Estates Manager to arrange site visits with Cllr M Beale.

Action – Estates Manger to contact Chair of Council to include WG item on June FC.

RESOLVED members voted in favour of reinstating the Grounds & Street Cleansing Working Group, with recommendation presented to June Full Council for approval.

LR127

Allotment Updates

The Estates Manager introduced the new Allotment Officer.

N Jackson introduced himself to the Committee Members.

Cllr M Lucas provided some initial positive feedback.

Comment was given to the Allotment Working Group. Date to follow post meeting.

The Estates Manager presented the results of the allotment changing of billing date survey.

91 responses received. Majority voted in favour of the change of billing from September to March, as to align with the financial year.

Members held general discussion.

Action – Estates Manager to confirm date of Allotment Working Group meeting.

Action – Officers tasked action change of billing date.

RESOLVED Members noted the item.

LR128 **Allington Road Allotment – Community Project**

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

Cllr J Ballman asked for clarification on the external organisation.

Cllr J Yeowell queried whether some items currently on the site would remain.

The Estates Manager advised their condition would be assessed at the time of clearance.

Member voted in favour of all recommendations.

RESOLVED Members noted the report.

Members authorised the Estates Manager to draft an SLA agreement between CSNPC & The Penhill Street Reps for use of the Allington Road Allotment site.

Members requested that the draft SLA be presented for approval to a future L&R Committee meeting.

LR129 **L&R Key Budget Code Updates**

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

Members held general discussion on the item.

RESOLVED Members noted the report.

LR130 **Grants / Funding**

The Estates Manager provided Members with a verbal update on various funding streams being explored for future consideration. Funding streams included:

- 1) Renewables Grant, Southwest.
- 2) Salix, Heat Decarbonisation plan.
- 3) Solar Together.
- 4) SSE Resilient Grant.

Members held general discussion on the different funding streams available.

The Estates Manager advised Members that further information regarding all funding streams will be presented at future meetings.

RESOLVED Members noted the update.

LR131 **22/23 Capital Project Ideas**

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

Cllr J Ballman raised the matter of dropped kerbs required at both Pinetrees Community Centre and The Reading Rooms.

The Estates Manager advised a previous planning app was submitted and approved for the reading rooms. This would be looked in to following the meeting.

The Parish Manager provided comment in regard to the drop kerb at Pinetrees Community Centre. Request in progress with SBC. Further information to follow.

The Estates Manager presented the report recommendation.

All Members voted in favour.

RESOLVED Members noted the report.

Members authorised the Estates Manager to draft project briefs and scope for all items listed in 4.0 of the report. Noting that projects briefs & scopes will be presented to future L&R Committee meetings throughout the 22/23 financial year for approval.

LR132 **Asset Maintenance Software**

The Parish Manager demonstrated virtually, an asset maintenance software for Members information.

The Parish Manager explained the software is for tenants of CSNPC assets to report maintenance issues.

The Software was in operation prior to Covid 19. However, was stopped due to assets being closed.

The software allows CSNPC to record all maintenance works and complete repairs in order of priority.

The items is presented to inform Members that Officers are looking to reinstate its use.

Members held brief discussion on the item.

RESOLVED Members noted the item.

LR133 **Play Areas**

The Estates Manager provided a verbal update on current play area matters.

Members noted there were varying items in need of repair or replacement and that the existing EMR would likely be used to cover these costs.

The Estates Manager advised Members that a program to paint play equipment would be scheduled over the summer months.

Cllr J Ballman queried how this would be actioned, either externally or internally.

The Estates Manager advised that a cost analysis would be completed and proposed for approval.

Cllr J Yeowell referred to previous site visits and commented on the suitability of existing equipment, most notably at parks like the Gorse Hill Play Area.

The Estates Manager advised that suitability of existing equipment would form part of the residential surveys due to be undertaken later in the year.

Comment was given to local surveys being distributed with Ward Cllrs when they have been set up.

Action – Estates Manager to confirm date of Play Area Working Group.

RESOLVED Members noted the update.

Cllr J Ballman proposed items 13, 14 & 15 be taken in block.

Members Agreed.

LR134 Remedial Works

To APPROVE a quotation for replacement window handles for Even Swindon CC, up to £1,000.00. Attributed to budget Code 5515/200 – Maintenance General.

All Members voted in favour.

RESOLVED Members approved the spend request up to £1000.00 for replacement window handles for Even Swindon CC, up to £1,000.00. Attributed to budget Code 5515/200 – Maintenance General.

LR135 Gorse Hill CC

To APPROVE a quotation for the commercial soft wash of Gorse Hill CC, attributed to remaining balance of existing EMR359 for the project - £1,200.00.

RESOLVED Members approved the spend request for the commercial soft wash of Gorse Hill CC, attributed to remaining balance of existing EMR359 for the project - £1,200.00.

LR136 Parish Signage

To APPROVE a request for Parish Signage for Mannington & Penhill Pavilion’s, up to £600.00. Attributed to budget Code 5515/200 – Maintenance General.

RESOLVED Members approved the spend request for Parish Signage for Mannington & Penhill Pavilion’s, up to £600.00. Attributed to budget Code 5515/200 – Maintenance General.

Cllr J Ballman proposed that the L&R Committee put forward a recommendation to the FGP Committee to review the delegated spend of the Estates Manager. with the proposal, that the authorised delegated spend amount be increased to ‘up to’ £2,000.00 per item, subject to agreed provisos.

All Members voted in favour.

RESOLVED Members approved Cllr J Ballman’s proposal for a recommendation to be put to the FGP Committee for consideration. In regards to increasing the Estates Managers Delegated authority spend per item to ‘up to’ £2,000.00.

The meeting closed at 8.28pm

Signed.....

Date.....

Chair of the Leisure & Recreation Committee