

CENTRAL SWINDON NORTH PARISH COUNCIL

LEISURE & RECREATION COMMITTEE MEETING

Minutes of the meeting held virtually via Zoom at 7pm on 13th April 2021

Present	Cllr M Lucas	(Chair)
	Cllr J Ballman	
	Cllr R Ballman	
	Cllr J Yeowell	
Officers	A Briggs	(Estates Manager)
	A Reeves	(Parish Clerk)
	A Cripps	(Libraries Manager)
	H Armagan	(Allotments Officer)
	M Ware	(Idverde Contract Manager)

A Minute silence was held in honour of the death of HRH Prince Philip, the Duke of Edinburgh.

Meeting started at 7.03pm.

558. **Apologies**

None

559. **Declarations of Interest & Applications for Dispensation**

Cllr J Ballman declared a non-pecuniary interest in HBuF and the RSPB.

560. **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 March 2021 be approved as a true and accurate record.

561. **Grounds & Street Cleansing**

M Ware provided the committee with a verbal update. Points of note:

- Grass cutting commenced on 8th March 2021. Cut 1 has been completed, with cut 2 underway as of W/C 12th April.
- Early ground conditions and staffing challenges (illness) caused some minor delays. This is now resolved.
- The Acorn tracking system is live. Some initial technical issues are to be addressed as soon as possible.

A discussion was held around the prevalence of fly tipping.

Cllr R Ballman praised and passed on thanks to M Ware and team for actioning two recent fly tipping requests.

Cllr J Ballman commented on the issue of fly tipping within Gorse Hill Ward, making specific reference to Beatrice Street. Further comment was given to the lack of penalisation for those carrying out the offence.

Cllr J Ballman proposed that investigation is needed to improve the prosecution enforcement of fly tipping.

The Parish Manager agreed with the comments made and went on to discuss the issue in more detail.

Reference was given to the success of enhanced enforcement measures within the Even Swindon Ward Area, specifically in the rear alleyways of Jennings & Redcliffe St.

It was advised that the Parish officers continue to post guidance and prosecution information through its social media channels, whilst engaging with residents. However, alternative options to create a more robust enforcement practice is needed.

The Parish Manager recommended that a task force group be set up with Swindon Borough council to discuss the matter further and that a full review takes place.

Cllr M Lucas agreed.

Cllr M Lucas notified the Committee that canes had recently been stolen from the Moredon tree planting works.

The Parish Manager recommended speaking to another local authority who has undertaken similar process reviews.

Cllr J Ballman proposed that the Parish Manager investigate and report back on the costs and process of implementing greater enforcement & prosecution powers for the Parish Council.

Cllr J Yeowell Seconded.

All members voted in favour.

M Ware updated the Committee on the tree planting along Akers Way.

RESOLVED that the Parish Manager investigate and report back to the June 2021 Committee the costs and process of implementing greater enforcement & prosecution powers for the Parish Council.

M Ware left the meeting at 7.22pm

562. **Project Planner**

The Estates Manager displayed a project worksheet on screen. A copy of this can be found in Appendix A.

Updates were provided on several of the projects. Including:

- St Marks Car Park – Lighting bollards to be installed by W/E 25th April. The bund will be grass seeded with potential for future bulbs.
- The Reading Rooms – The schedule of external works has been completed and water

reconnected. The facility is now operational.

- Penhill bowls Wall – 90% of project complete. Remaining section of wall to be completed by W/E 25th April.

Cllr J Ballman asked whether Swindon Borough council's children's Services had requested use of The Reading Rooms.

The Estates Manager advised that no further contact had been received. However, he would be contacting them shortly to discuss their requirements. It is commented that the program was expected to commence after the Easter Holidays.

Cllr J Ballman asked for the total sum of works at St Marks.

The Estates Manger advised he would refer back once all works had bene completed on site.

Cllr J Yeowell asked whether there was a confirmed installation date for the bus shelters.

The Estates Manager advised no confirmed date had been received. However, the provisional date of the end of April was still on track. A confirmed date of install would be followed up.

The Parish Manager asked whether the lights at St Marks would be LED.

It was confirmed they would be LED.

Cllr J Ballman asked about works on The Great Baldini's statue in St Marks.

A discussion was held around the cost of the work involved.

The Estates Manager advised further discussion would be needed to confirm the exact scope of work expected to progress the project.

The Committee note the update.

563. **Capital Project Work Scheduling**

The Estates Manager displayed the project worksheet on screen, specifically in relation to the Capital and General works tab. A copy of this can be found in Annex B.

The Estates Manager gave a verbal update of the information contained within the document.

It was explained that following completion of the asset condition surveys, a schedule of priority work for the coming financial year had been established. It was further explained that where possible, utilization of the new member of staff to undertake some works would be implemented.

Cllr M Lucas gave agreement to the process outlined.

Cllr R Ballman queried capital works and the associated budget for the Gorse Hill Community Centre, in relation so Section 106 funds.

The Estates Manager advised he would need clarification from the Head of Finance and Governance as the officer had been looking into this.

The Parish Manager explained that the HoFG was finalising the year end budget and that the monies in specific relation to Gorse Hill Community Centre would be identified.

Further discussion was held on the matter.

Cllr M Lucas proposed that the Estates Manager assess the works needed to be undertaken at Gorse Hill Community Centre and sought quotations to present to the June 2021 Full Council meeting.

Cllr J Ballman Seconded

All members voted in favour.

The Estates Manager presented a quotation for works for cleaning the render of the Pinetrees Community centre.

It was explained that in preparation for the facility reopening in June 2021 it would be prudent to have the external walls cleaned.

It was advised the quotation also included the windows and gutters.

Cllr M Lucas acknowledged the point raised.

Cllr J Ballman asked whether the quotation was for cleaning or painting.

The Estates Manager confirmed the quotation was for cleaning and removing dirt and growth from the external walls.

General discussion was held.

Cllr M Lucas proposed that the quotation be accepted.

Cllr J Ballman seconded.

All members voted in favour.

RESOLVED that the Estates Manager assess the works required to renovate the external building of the Gorse Hill Community Centre and that quotations are to be presented at the June 2021 Full Council meeting.

RESOLVED that the quotation of £2,133.40 +VAT for cleaning of the external render of the Pinetrees Community Centre be accepted.

564

Allotment Work

The Estates Manager displayed a project worksheet on screen, specifically in relation to the Allotment work scheduling. A copy of this can be found in Annex C.

The Estates Manager gave a verbal update of the information contained within the document.

It was advised that some allotment maintenance work had commenced, as was seen with the tree works that had recently been undertaken.

The Estates Manager commented that the scheduling of works would commence once the new member of staff is in post at the end of April 2021.

Cllr J Ballman commented on the need to remind tenants of their obligations in relation to the cultivation of their plots.

The Estates Manager advised that allotment inspections were due to recommence in May

2021, following suspension of the activity throughout the lockdown period.

Cllr R Ballman queried the difference between the Gorse Hill and Crowdys Hill Allotment sites, as it wasn't listed on the sheet.

The Estates Manager explained that the sheet depicted those sites that required works to be scheduled and that the 2 sites are treated individually.

Members noted the update.

565. **Play Areas**

It was explained that the Pinetrees Community Centre survey was live and had already received a number of submissions, with the survey to be open for a further 2 weeks.

The committee noted that the Overall Play Area survey was to be printed and distributed to all households within the Parish by the end of April 2021. The survey would remain open for 4 weeks to allow time for completion.

Responses and review to be presented to Committee in June.

The Estates Manager displayed the Play Area consultation flyer on screen.

Information on how to complete the survey would also be published on the Parish social media channels and distributed to community groups.

It was stated that paper copies can be supplied on request.

Cllr M Lucas commented on the excellent assistance provided by the user group 'Mums on a Mission'.

The Estates Manager informed the committee that a site meeting to survey the space at Pinetrees community Centre had taken place and that the preliminary design of the meeting would be shared once received.

Cllr J Ballman asked what company had been used.

It was advised the company were called 'Playdale Playgrounds Ltd'.

Members noted the update.

566. **Litter Bin Update**

The Estates Manager apologised for the delay and advised the committee that this was to do with manufacture. The anticipated ETA was by 20th April, and that priority would be given to installation following arrival.

Members noted the update.

567 **Resumption of Facilities & Services**

The Estates Manager referred to email correspondence sent to all members by the Parish Manager, regarding the anticipated reopening dates for facilities.

The committee noted the expected date of reopening is scheduled for 1st June 2021.

An update was given for potential additional measures needed to allow for successful

reopening.

Cllr J Ballman asked whether due to the enhanced hygiene practices needed to be in place, whether there would be significant additional costs seen.

The Estates Manager advised that many of measures required were already in place and that the only ongoing costs would be purchase of cleaning products, hand sanitisers, and return of staff to full duties.

The Parish Manager followed up regarding the anticipated date, in conjunction with the furlough scheme, and remarked that the financial support it had provided the Parish Council had been significantly beneficial. Further comment was given to reopening.

The Parish Manager referred to the resumption of the lunch club and that the Community & Youth Engagement Officer, due to the complexity, had been asked to complete a risk assessment before these reconvened.

Cllr J Ballman commented on the demand v confidence of the general public to return to use the facilities.

Cllr J Ballman asked about the end of the Furlough Scheme.

The Parish Manager confirmed that all staff would be back in post by the end of July 2021 with duties and responsibilities distributed accordingly.

A brief discussion was held around the salary payment method of those members of staff returning from Furlough.

Cllr J Yeowell asked the Parish Manager about the test case for resumption of physical committee meetings.

The Parish Manager provided response to the question raised and advised that once decision was made, necessary action would be taken to accommodate.

The libraries Manager provided a verbal update on the resumption of click and collect services and library buildings.

Comment was given to providing a broader library outreach to local primary schools.

The Estates Manager provided a verbal update on behalf of the Community and Youth Engagement Officer.

Cllr R Ballman raised that consideration is given to future Committee meetings for those serving as both Parish Cllrs and Swindon Borough Cllrs, as to avoid conflicting schedules.

Cllr M Lucas agreed.

Cllr M Lucas referred to an email sent by the Parish Manager regarding a request to remove a tree in Marston Avenue.

It was explained that the Tree was allowing for unauthorised access on to the roof of a block of garages.

Cllr J Ballman proposed that the works are undertaken immediately.

Cllr M Lucas seconded.

All members voted in favour.

RESOLVED that the tree be removed as soon as possible to avoid misuse or harm.

The meeting closed at 8.15pm

Signed.....

Date.....

Chair of the Leisure & Recreation Committee