

CENTRAL SWINDON NORTH PARISH COUNCIL

LEISURE & AMENITIES COMMITTEE MEETING

Minutes of the meeting held on 3rd July 2019 at 32 The Circle, Pinehurst

Present	Cllr M Lucas	(Chair)
	Cllr J Yeowell	(Vice-chair)
	Cllr J Ballman	
	Cllr R Ballman	
	Cllr D Patey	
	Cllr J Rodrigues	
	Cllr S Thompson	
	Cllr D Moffatt	(Non-committee member)
Officers	A Reeves	(Parish Manager)
	H Morgan	(Deputy Clerk)
	A Briggs	(Estates Manager)
	H Armagan	(Allotments Officer)
	M Johnston	(Community Centre Manager)
	A Webb	(Youth Worker)
Public	One	

Public Session The member of public present asked about potential Parish Council funding for installing plainings on Hreod Burna Urban Forest (HBUF) woodland for wheelchair users. They explained that a local Special Needs school was interested in arranging a trip to the area, but access would be restricted.

The Parish Manager informed the Committee that costings for the works had been received previously. Conversations had been had with Cllrs D Moffatt and J Ballman and it had been suggested the Parish Council look into completing the work themselves due to the costs being provided being so high. The Parish Manager went on to say that Cllrs support the works and he was going to obtain a price for completing the works from Swindon Borough Council (SBC) to compare with the cost provided and a report would be presented at a future Leisure & Amenities Committee meeting.

Cllr S Thompson commented that firstly HBUF should be consulted through the proper processes. The Parish Manager agreed that he contact HBUF.

The Parish Manager stated that the land the plainings had been requested for may not belong to the Parish Council and the lease for HBUF had not yet been signed or the transfer agreed. The member of public confirmed the area of land concerned.

The Parish Manager suggested a meeting with HBUF should take place to confirm the works to be completed. It was confirmed that the Chair of HBUF would be the best person to contact and that the member of public would be kept informed.

Cllr M Lucas confirmed that the Parish Manager would take the request forward and a report would be presented at a future Leisure & Amenities Committee meeting.

93 **Apologies**
None

94 **Declarations of Interest & Applications for Dispensation**
Cllr M Lucas declared a non-pecuniary interest in agenda item 8.

95 Update from Youth Worker

The Youth Worker informed the Committee that the knife crime rally held at John Moulton Hall and been a success. Good press had been received, including coverage on BBC Points West in Swindon, Bristol and Oxford. Good feedback had been received from the schools who took part. The Youth Worker will be looking at running a similar event focused on County Lines in September/October 2019.

The Youth Worker gave details of the activities planned for young people during the school Summer holidays. On Tuesday community focused activities would take place; such as litter picks and paintings. Sports Sessions would be held on Wednesdays, most likely at Seven Fields and on Thursday's physical activities would take place such as Ice Skating, Bowling etc. The Youth Worker confirmed that any ice skating sessions were being offered to the Parish Council free of charge.

The Youth Worker confirmed that he would be starting work with South Swindon Parish Council the following week. Works would be overseen by the Youth Worker and carried out by colleagues.

The Youth Worker continued to complete outreach work in different areas across the Parish.

Cllr J Rodrigues asked whether details of the work carried out by the Youth Worker was published on the Parish Council website. The Youth Worker stated that is wasn't currently and most activities were advertised via Facebook and Twitter. The Parish Manager stated that the Parish Councils largest interest is received via Facebook, the 2nd via the website and the 3rd via Twitter. He added that following the coverage of the Knife Crime Rally on Points West traffic through the website had increased by approx. 40%.

It was confirmed that there was no dedicated page for the Youth Worker on the website but this was something that could be looked into as there was certainly enough information to be published.

Cllr D Patey commented that he had attended training at Swindon Borough Council the previous week where the work being completed by the Youth Worker had been praised. Cllr M Lucas added that the Rodbourne Cheney Residents Association had been impressed with the work being completed by the Youth Worker. The Youth Worker was congratulated on his work.

96 Update from Estates Manager

A written report was circulated, a copy of which can be found as Annex A in the Minute Book.

CCTV – Southbrook Football Pitches

The Estates Manager gave details of the issue with the placement of the camera and it being too low to survey an adequate area.

It was confirmed that the camera was being funded from ringfenced CIL monies.

Cllr J Ballman proposed the additional spend for the pole and bracket be approved. Seconded by Cllr S Thompson. All agreed.

RESOLVED that a 3m pole and bracket be purchased for the CCTV camera at the Southbrook Football Pitches for the total cost of £686 + VAT.

Verti-drain – Football pitches

The Estates Manager confirmed that Swindon Borough Council could complete the verti-drain works on 15 pitches for £238 more than the price quoted by Wilts FA for 8 pitches.

Cllr J Ballman queried the costs. The Estates Manager confirmed the price included labour and covered the whole process of the works which would take approx. 5 days to complete.

Cllr J Ballman questioned the number of pitches transferring to the Parish Council. This was confirmed as being over 15. To have the verti-drain works completed on an additional 2 pitches would cost the same as having 15 completed due to the machinery required being hired out on a weekly basis.

Cllr J Ballman asked if the Parish Council would be specifying which pitches would be completed. This was confirmed by the Estates Manager who added that the 2 pitches at Pembroke Park would not be completed and would be maintained by Swindon Borough Council.

Cllr J Rodrigues asked why the cost of the verti-drains was not being included in the bid for funding for football pitches.

The Estates Manager gave an overview of what was being included in the bid; tractor, machinery. He stated that an aeration machine cost between £20,000 and £30,000 and that the Parish Council did not have the skills or expertise to use the machinery.

The Estate Manager stated that he had a meeting with Wilts FA scheduled and would find out whether the cost of verti-drain works could be included in the bid for funding and he would report back to the Committee.

Due to time limits Cllr R Ballman suggested the total cost be agreed. Cllrs M Lucas & J Ballman agreed the cost should be approved in principal.

Cllr S Thompson moved that should Wilts FA not allow the cost of the verti-drain works to be included in the bid for funding the total cost of £3,400 + VAT for the works to be completed by SBC across 15 pitches be approved. Seconded by Cllr R Ballman. All agreed.

RESOLVED that should Wilts FA not allow the cost of the Verti-Darin works to be included in the bid for funding the total cost of £3,400 + VAT for the works to be completed by SBC be approved.

Allington Road Allotment

The Estates Manager explained that he had received an email from the Swindon Borough Council (SBC) Tree Gang re: a residents' complaint which had been copied to the MPs office.

Cllr S Thompson queried whether there were any allotment plots near to the tree area and whether these were tenanted. It was confirmed that there were no adjacent plots and no plots would be damaged.

Cllr D Patey why the Parish Council would remove a tree when trying to increase the number of trees planted in other areas. It was confirmed that due to the nature and size of the tree removal was the only option.

All agreed that the suggested works and removal of the tree be complete by SBC for no more than £1,000.

RESOLVED that SBC be contracted to undertake suggested works to trees at the Allington Road Leisure Garden site for no more than £1,000.

Funding Bid – Football Foundation

The Estates Manager confirmed that a meeting had been scheduled to finalise the bid and it was hoped it would be submitted the following Tuesday.

Mannington Cricket squares

The Estates Manager commented on the high cost and that the 2nd quotation was expected to be for around £6,000-6,500.

Cllr S Thompson asked how many pitches could be played on at the same time. It was

confirmed that 2 pitches, possibly 3, could be played on at the same time.

Cllr J Ballman commented that any new cricket 'squares' would need to be fenced off out of season.

Cllr R Ballman queried the need and want for cricket pitches.

Cllr J Ballman commented on the high cost and it was confirmed that this was for one whole pitch.

Cllr R Ballman asked whether the pitches were hired out and whether there was an opportunity to raise some income. The Estates Manager confirmed that this was a possibility.

Cllr J Rodrigues commented on the cost to hire out a cricket pitch elsewhere in Swindon.

It was confirmed that the cricket season had started.

Pinecone Café

The Estates Manager confirmed that this item had been put on the back burner for further discussion and that the Olive Tree Manager and Trustee were to be invited to a future Finance & Staffing Committee meeting.

Barnfield Road – Development

The Estates Manager confirmed he was working on a planning application and specific drawings required had been requested. It was confirmed that a 2m high fence was required.

The Youth Worker left at 7.37pm.

97 Update from Allotments Officer

The Allotments Officer stated that he had been continuing with business as usual; cutting grass and meeting with potential new tenants. He had been cutting hedges at the Leisure Garden sites and outside 32 The Circle.

The grass had been cut and weeding completed by the Grounds Assistants at Pinetrees Community Centre and 32 The Circle.

The Allotments Officer informed the Committee that he had been assisting in areas outside of the allotments and had removed fly-tipping areas and cut back some ivy as requested by other Officers.

Cllr M Lucas asked about the compost tea brewing. The Allotments Officer confirmed that the kit had not yet been purchased as he had been catching up with tasks since returning from annual leave. He added that he had started to look at the size of tank required, and he needed to establish what grasses and plants were to be treated.

The Estates Manager asked where the kit was to be kept. It was confirmed that it was to be kept inside the Southbrook Depot.

98 Update from Community Centre Manager

The Community Centre Manager informed the Committee that the D Day Celebratory Lunch held at Pinetrees Community Centre had gone well and was an emotional day for many that attended. Following the success of the D Day Lunch; something was to be planned for the 75th V Day anniversary and that initial thoughts were to host something during the day for children and something in the evening for adults.

A new reception desk and sign had been installed at Pinetrees Community Centre which made the Premises Assistants feel safer. Feedback received had been positive.

The Parish Manager explained the problem with people coming into the Parish Office, especially during the Allotments billing time. A rota was being devised so the reception desk

would be manned during certain hours so people would not need to come up to the office. A phone was to be installed at the desk.

Cllr J Ballman asked if any money would be kept at the desk. The Parish Manager confirmed that money would only be kept at the desk during Allotment billing times and any amounts would be locked securely in the office overnight.

The Community Centre Manager explained that she had spoken with Swindon Borough Council (SBC) re: lone working. There was an option for a mobile phone app to be used but the process of using the app was long winded. A 2nd option was for fobs to be used which are kept on your person and can be used to speak directly through it.

The Parish Manager confirmed that calls or alarms would go through to Waterside.

The Community Centre Manager stated she was awaiting the costs for the fobs from SBC.

The Community Centre Manager explained that she had been planning an event at Pinetrees Community Centre for 'Silver Sunday'. The event had been registered on the Silver Sunday website and Pinetrees Community Centre was the only Swindon venue registered to date. Some raffle prizes had been obtained and entertainers for the day were being arranged.

The Community Centre Manager informed the Committee that the Pinecones Café had changed their opening hours to 10am-3pm. 1 member of staff had been let go due to cost. The Café Manager had commented that sales were increasing. There were difficulties when there no volunteers available to work.

John Moulton Hall and 32 The Circle had failed the recent legionnaires water testing. A process had been put in place so water would be ran more frequently to prevent problems in the future.

Cllr S Thompson asked about potential problems with water at changing rooms. The Parish Manager agreed that the changing rooms were a problem which the Parish Council would need to be aware of and manage in the future.

The Community Centre Manager had attended a complaint handling course along with the Admin Assistant and a spreadsheet had been created in house for office staff to log and maintain complaints and comments received.

99 **Kiln Lane**

A written report was circulated, a copy of which can be found as Annex B in the Minute Book.

Cllr Moffatt informed members that he had known the requestor for 25 years through various developments and this wasn't the first time parking had become an issue. He added that the requestor ran a valuable business which he wanted to support.

Cllr D Moffatt explained that the requestor had approached Swindon Borough Council (SBC) several years ago wanting to purchase some land but was not allowed, the reasons for this were given.

Cllr D Moffatt confirmed that there was a genuine need for parking and skips and that he was supportive but would not support the purchase of land.

Cllr S Thompson asked about the change of land use. The Parish Manager responded that the change of use and implications would need to be looked into before moving forward. The covenant of the lease of the Leisure Garden stated that the land must be used for allotments but this could be changed with the permission of SBC He added that there was not much other use for the piece of land in question and it was currently used as a dumping ground.

If there was a will from Cllrs the matter could be pursued.

Cllr R Ballman asked if the Leisure Garden tenants would be consulted. The Estates Manager

confirmed they would be, but a clear steer was being sought from the Committee before any further steps were taken.

Cllr J Ballman suggested a view from SBC Planning should be sought re: the change of use of the land and SBC then be approached as the principal authority for policy and/or guidance.

Cllr J Yeowell asked if there would be a loss of parking for the tenants of the Leisure Garden site. The Estates Manager confirmed there would be no loss of parking as the area concerned wasn't currently being used for parking by the tenants. The Parish Manager added that there could be an agreement with the requestor that the tenants could use the space for parking when not being used by the business.

Cllr M Lucas suggested that if Cllrs agreed; tenants of the Leisure Garden be consulted, and SBC contacted for further guidance. The Parish Manager suggested completing the steps in reverse order and SBC be contacted first.

Cllr D Patey suggested a bond be secured should the space be offered in case the fence is not put back in the place when the lease expires.

Cllr M Lucas asked for a vote on whether to proceed with seeking SBCs guidance on the change of use of the land concerned.
5 voted for, 1 against.

RESOLVED that Officers be given authority to approach SBC to gain their view and guidance on the change of use of the land at the Cheney Manor Leisure Garden site.

100 Churchward Avenue Leisure Garden – Removal of composting pile & request for fencing

A written report was circulated, a copy of which can be found as Annex C in the Minute Book.

Cllr R Ballman asked if closed board fencing was the most appropriate. The Estates Manager confirmed this had been opted for to block the view of the CCTV.

Cllr J Ballman queried the height of the fence and the height of the CCTV. The Estates Manager confirmed the fence would be higher than where the CCTV is currently located.

Cllr D Patey asked if an additional plot could be created if the fence was installed. This was confirmed by the Estates Manager.

Cllr M Lucas queried the quote received and how the contractor would access the site. The Estates Manager responded that he had met with the contractor on site and they been able to view and assess the access.

Cllr J Ballman commented that it should be checked whether a grab lorry would be suitable before proceeding. The Estates Manager agreed.

Comments were made about the quality of soil and what may be underneath it.

Cllr D Patey queried other areas of fencing around the site.

Cllr M Lucas suggested the recommendations of the report be agreed.

The Estates Manager asked how the project should be funded. It was confirmed that funding should come from the Leisure Garden income.

Cllr S Thompson proposed the recommendations of the report be approved. Seconded by Cllr

J Yeowell. All agreed.

RESOLVED that the Kudo Fencing quotation be accepted and a fence installed, and compost heap removed from the Churchward Avenue Leisure Garden site and this be funded by the Leisure Garden income.

101 **Litter Bins**

The Estates Manager explained that a resident of Dorset Green had made several requests for a bin to be installed in the area. The cost of a bin would be approx. £120 and £275 pa for collections.

It was confirmed that a standard bin design had been agreed upon previously, but the requested bin would need to be post mounted. It was agreed that any bin purchased would be Green.

Cllr D Moffatt supported the request but commented that the bin should be easily accessible from the road. The Estates Manager confirmed he had contacted SBC to seek advice on the best place to install a bin.

The meeting closed at 8.35pm

Signed.....

Date.....

Chair of the Leisure & Amenities Committee