

## **CENTRAL SWINDON NORTH PARISH COUNCIL**

### **LEISURE & RECREATION COMMITTEE MEETING**

Minutes of the meeting held virtually via Zoom on 18<sup>th</sup> August 2020

**Present** Cllr M Lucas (Chair)  
Cllr J Yeowell (Vice-chair)  
Cllr J Ballman  
Cllr R Ballman  
Cllr D Patey  
  
Cllr S Henderson (Non-committee Member)

**Officers** A Reeves (Parish Clerk)  
A Briggs (Estates Manager)  
A Webb (Youth Worker)

**Public** None.

**128** **Apologies**  
None received.

**129** **Declarations of Interest & Applications for Dispensation**  
Cllrs J Ballman declared a non-pecuniary interest in HBUF and RSPB.

**130** **Minutes of the Previous Meeting**  
Cllr R Ballman queried why quotes had not been obtained for the car park at St Marks.  
Cllr M Lucas responded that input from Idverde was being sought.

Cllr J Ballman spoke of original plans for St Marks and the planned car park and confirmed the Parish Council were the lease holders for the Recreation Ground, not the Libraries and Leisure Trust.

The Parish Clerk explained that a legal letter had been received in relation to Agenda Item 14 meaning the item would need to be discussed with the exclusion of public and press.

Cllr J Ballman agreed and proposed item 14 be discussed with the exclusion of the public and press, seconded by Cllr D Patey. All agreed.

**RESOLVED** that Agenda Item 14 meaning the item would need to be discussed with the exclusion of public and press.

**131** **Idverde Contract**  
Mike gave details of works currently in progress and planned.

Cllr J Ballman spoke of positive comments received from parishioners in response to the works being completed by Idverde.

The Estates Manager asked if any challenges had been experienced to date. Mike explained that litter, particularly in Penhill, had been an issue.

Mike commented on the successful transition of Swindon Borough Council staff.  
**132** **Play Area Working Group**  
The Estates Manager informed members that an initial meeting was scheduled to take place 20<sup>th</sup> August 2020.

Mike was asked to attend the Working Group meeting to provide feedback and results of

weekly inspections.

The Estates Manager explained how the Parish Council had budgeted for improvements to play parks.

**133**     **Kiln Lane**

The Estates Manager explained that planning permission had been given for the change of use at Cheney Manor Leisure Garden site.

The Estates Manager referred to a report circulated prior to the meeting, a copy of which can be found as Annex A in the Minute Book.

The Estates Manager confirmed he had spoken with the Parish Councils solicitors re: any legal matters to be aware of.

It was confirmed that the Committee were being asked for their opinions as to whether they wished to proceed with the change of use and allowing a local business to use a space within the Cheney Manor Leisure Garden site.

The Estates Manager spoke of the drainage on site and the need to ensure this was sufficient to avoid any damage to the allotments on site.

Cllr J Ballman proposed that a recommendation be made to Full Council to proceed with the change of use and associated works and to lease an area of the Cheney Manor Leisure Garden site to a local business for purposes detailed in the report. Seconded by Cllr D Patey. All agreed.

**RECOMMENDATION** that the Parish Council proceed with the implementing the change of use and associated works and to lease an area within the Cheney Manor Leisure Garden site to a local business.

**134**     **Purchasing of a Tractor with Grant from FA in Conjunction with HBUF**

Cllr M Lucas spoke of reasons for the purchase of a tractor and tasks that could be completed directly by the Parish.

Cllr M Lucas wished for Cllr S Thompson to speak with the Estates Manager and Idverde re: the purchase of a tractor and potential storage.

Cllr J Ballman referred to the Minutes of the previous meeting where it was agreed that a tractor be purchased subject to the running costs being approved by Full Council.

Cllr M Lucas queried the status of the lease for Mannington Recreation Ground. The Parish Clerk confirmed the lease had been signed and returned to Swindon Borough Council.

It was confirmed that the purchase of a tractor goes ahead and the Estates Manager, Cllrs S Thompson, J Ballman and M Lucas be consulted about the purchase.

**135**     **Southbrook Car Park**

Cllr M Lucas explained that the Committee were being consulted on the type of parking/car park area required.

Cllr J Ballman spoke of the history of the car park and the possibilities for parking. He commented on the use by the American Football Team.

The Estates Manager informed members that currently the American Football club were unable to resume games due to Covid-19.

Cllr J Ballman suggested quotations be obtained for the different surfaces available.

Cllr R Ballman asked why quotes weren't being obtained for the car park at St Marks. The Estates Manager responded that quotes are to be obtained alongside those for the car park at Southbrook Recreation Ground. Cllr M Lucas added that St Marks was to be discussed under the following agenda item.

Cllr M Lucas asked that line-marking and disabled bays be provided for.

Cllr J Ballman suggested a local contractor be contacted for a quote.

The Parish Manager commented on the ecological survey completed and suspected results. The final report was expected to be received in September.

The Estates Manager was asked to obtain quotes for different options of car parking surfaces whilst awaiting the results of the Ecological Survey.

**136 St Marks – Green Flag Standard**

Cllr M Lucas explained that there was a possibility for a community project working with Idverde and some youths to complete bulb planting and upgrading the play area and car park.

Cllr R Ballman spoke of the neglected state the recreation ground was currently in and asked that the relevant Ward Cllrs and the Parish Council take action. She commented on the litter and overgrowth and problems with the car parking area.

Cllr R Ballman went on to comment on the lack of Parish Council investment in Gorse Hill.

Cllr M Lucas informed members that he, Cllrs J & R Ballman and Idverde had completed a walkaround of the recreation ground.

Cllr J Ballman spoke of the history of the recreation ground and its potential. Cllr J Ballman confirmed he was supportive of the suggested project and investment in St Marks Recreation Ground

The Parish Clerk commented on the sustainability of the area and gave further details of the Green Flag standards.

The Parish Clerk spoke of a meeting held with Idverde and the work completed by the Libraries Manager in bringing the tennis facilities under the Trust.

It was suggested that a Working Group be created to develop the suggested project.

Cllr J Ballman spoke of bulb planting and past experiences.

Cllr M Lucas suggested the Parish Council proceed with bulb planting at St Marks and await further information from Idverde regarding developing the site to Green Flag Standard.

Cllr M Lucas asked the Estates Manager to obtain quotes for resurfacing and developing the car parking area.

The Parish Clerk suggested all Cllrs be asked to suggest other areas within the Parish the bulb planting could take place. Cllr J Ballman suggested Penhill and Cllr M Lucas mentioned several areas where bulbs could be planted.

Cllr J Ballman proposed a working group be setup to develop the plan to make St Marks a Green Flag Standard site and the Parish Council proceed with setting up bulb planting community events in areas suggested by Cllrs. Seconded by Cllr R Ballman. All agreed.

**RESOLVED** that a working group be setup to develop a plan to make St Marks a Green Flag Standard site and the Parish Council proceed with setting up bulb planting community events at St Marks and in other areas suggested by Cllrs.

**137**     **Allotment Working Group update**

The Estates Manager ran through the key points which came out of the Allotment Working Group meeting held 13<sup>th</sup> August 2020:

Independent site survey – external report on concerns over site security and what measures can be taken to improve security

Alternative locks; combination or fobs

Access Points

CCTV & improve lighting

Repairing or replacing damaged fencing and gates

Uneven pathways

Site postcodes

Cllr J Yeowell asked about the status of the drainage issues at Rodbourne Farm Leisure Garden. The Estates Manager responded that he had been in touch with the company who carried out the drain survey to chase up receipt of the report.

Cllr R Ballman commented on the provision of CCTV and asked that tenants be consulted as some may not wish to be recorded.

Cllr M Lucas commented that CCTV may not deter or prevent thefts or vandalism due to the time of day incidents occur and the quality of pictures.

Cllr M Lucas suggested asking Idverde if they are able to carry out the independent site surveys.

Cllr M Lucas commented on the use of the term Leisure Gardens and what this means to members of the public.

**138**     **Installation of Additional Litter Bins – Including discussion around Ferndale Road**

The Estates Manager commented on requests for bins that had been received. Idverde had supplied a map of all bin locations within the Parish. The map was to be shared with all Cllrs for review and feedback sought on where there may be any deficiencies.

Cllr J Ballman asked about the cost of bin collections. The cost was confirmed by the Parish Clerk.

Cllr M Lucas commented on the use of dog litter bins.

The Youth Worker reported that bins on Clive Parade were inaccessible whilst works were being completed and littering was increasing. It was asked whether any temporary bins could be installed. The Estates Manager responded that he would ask Idverde if they have a temporary solution.

**139**     **Silver Birch Trees – The Parade**

Cllr M Lucas informed members that an area within the Hreod Burna Urban Forest site had been identified for the replanting of the Silver Birch Trees.

**140**     **Idverde KPI Setting & Web Page Update**

The Parish Clerk explained that it was time to set KPIs for Idverde and decide what the Parish Council wish them to be accountable for and report on.

The Parish Clerk ran through some suggested KPIs. He went on to speak of the quality management system to be applied to the grounds maintenance teams and the environment reporting.

Cllr D Patey asked about fly tipping and enforcement. The Parish Clerk confirmed that there was an enforcement mechanism in place at Swindon Borough Council.

Cllr J Yeowell asked specifically about graffiti. The Parish Clerk confirmed this could be included in the KPIs.

Cllr J Ballman proposed the draft KPIs suggested by the Parish Clerk be agreed and reviewed in 3 months. Seconded by Cllr D Patey. All agreed.

**RESOLVED** that the draft KPIs, with the addition of a graffiti specific KPI, be agreed and submitted to Idverde.

**141**     **Update on works to The Reading Rooms**

The Estates Manager gave details of an issue experienced with a water valve which needs to be moved which has delayed the project.

Cllr J Ballman spoke of potential use of the rooms for virtual meetings in the future.

**142**     **RESOLVED** that in accordance with the provision of Schedule 12A of the Local Government Act 1972, Section 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations, the public and press be excluded during consideration of the following items on the basis of legal matters.

**143**     **Manor Gardens**

The Parish Clerk informed members that a letter had been received from the Solicitors re: a challenge to the decision to consult with residents. The letter received was asking for the consultation to be ceased.

The Parish Clerk gave some context to the issue concerned and advised Cllrs that the Parish Council were acting lawfully and were able to consult as intended.

Members were informed that a questionnaire had been devised for residents to complete to advise Cllrs decision whether to allow a group to take on the maintenance of the land concerned.

Cllr M Lucas advised members that any group wishing to take on the management of the land would need to form a CIO and take responsibility for insurances and other matters. It was suggested that residents be reminded of this requirement within the survey to be sent out to residents.

Cllr J Ballman commented on the possibility of residents claiming they would be paying twice for the maintenance of the land.

The Parish Clerk summarised that the questionnaire would be updated with a question re: the setting up of a CIO, as suggested by Cllr M Lucas. A QR code would be sent to all residents concerned inviting them to complete the questionnaire and the results would be shared with members at the end of September.

The meeting closed at 9.09pm

Signed.....

Date.....

Chair of the Leisure & Recreation Committee