

**CENTRAL SWINDON NORTH PARISH COUNCIL**

**LEISURE & RECREATION COMMITTEE MEETING**

Minutes of the meeting held virtually via Zoom at 7pm on 8<sup>th</sup> December 2020

<b>Present</b>	Cllr M Lucas	(Chair)
	Cllr S Thompson	(Vice Chair)
	Cllr J Ballman	
	Cllr R Ballman	
	Cllr S Henderson	(Non-committee Member)
	Cllr P Exell	(Non-committee Member)
<b>Officers</b>	A Briggs	(Estates Manager)
	A Reeves	(Parish Clerk)
<b>Public</b>	M Ware	(Idverde Contract Manager)

**341** **Apologies**  
None

**342** **Declarations of Interest & Applications for Dispensation**  
Cllr J Ballman declared a non-pecuniary interest in HBUF and RSPB.  
Cllr S Thompson declared a non-pecuniary interest in HBUF.

**343** **Minutes of the Previous Meeting**

The Estates Manager presents the minutes of the previous meeting.

The Chair asks for comments. None received.

Cllr S Thompson proposes that the minutes are a true record.  
Cllr J Ballman seconds.

**RESOLVED** that the minutes of the previous meeting be approved as a true and accurate record.

**344** **Litter Bin Deficiencies**

The Estates Manager shares his screen showing information relating to the item.

It is explained that the objective of the item is to identify deficiencies in the current service, as to improve the local area and provide better provision to residents in order to keep the area tidy and advocate for cleaner streets.

The Estates Manager goes on to explain key points, costs and the requests for new bins that had been received to date.

The Chair recommends that the Parish work with Idverde in identifying where bins may or may not be needed.

The Estates Manager advises that upon receiving requests from Councillors, he would review them with the Idverde contracts manager as to their feasibility and necessity, as to ensure they would enhance the service and not hinder it.

Cllr R Ballman requests for an additional bin to be considered within the alley way at Jefferies

Avenue in Gorse Hill.

The Estates Manger confirms the Cllrs request will be noted and added to the list of requests to be considered.

Cllr S Henderson advises he is in discussion with the management organisation and residents of Nightingale Rise to discuss similar matters relating to bins and littering within the estate.

The Estates Manager advises that he would issue the document being shared to all Cllrs following the meeting, so that it can assist with any resident consultation and allow Cllrs to submit requests to be reviewed.

Cllr J Ballman highlights the need for bus shelters to have litter bins and any future installation of bus shelters should have a litter facility included. Cllr Ballman also talks about vandalism of litter bins.

Cllr P Exell suggests looking at how other Parish councils enact bin policies and whether a similar policy to regulate bins would be beneficial.

The Parish Clerk agrees with the suggestion. However, advises on more strategic approach to outlining a policy, with their being a degree of flexibility to allow for ad hoc requests.

Cllr J Ballman remarks about having secure bins that stop birds from picking out the rubbish.

The Parish Clerk shares a selection of protected bins.

Cllr S Henderson advises of a post mounted bin that has been dislodged and is no longer attached in Gorse Hill.

The Estates Manager advises it will be looked in to.

The Chair advises that the condition of all bins should be evaluated. Feedback is requested from the Grounds Contractor for this.

The Estates Manager advises of the varieties of bin available and that there could be an opportunity for the Parish to include recycling facilities within the provision.

Cllr J Ballman asks whether the Parish has a budget for litter bin maintenance.

The Estates Manager advises that there is no specific budget line for bin maintenance and that matters are dealt with ad hoc. However, it will be picked up with the HoF&G and the committee chair.

Cllr S Henderson queries the ability for the council to obtain income revenue from bus shelter advertisement.

The Parish Clerk shares information about a national advertising company and briefly explains some options that could be available.

Cllr J Ballman asks whether we have a current advertising agreement in place for the bus shelters.

It is confirmed by the Parish Clerk there is nothing currently in place.

The Chair asks whether there is a need for smart bins that have sensors fitted to advise when they are full.

The Parish Clerk responds to say this was looked in to. However, it was determined to be

more suited to a rural Parish where they have less frequent collections. Where the Parish currently have routine collections it can be much more closely monitored. Therefore, an electronic system would not appear to be a cost or time saving benefit.

Cllr J Ballman proposes income via bus shelter advertisement income should be looked in to by a Parish officer.

Cllr S Thompson Seconds.

All members vote in favour.

The Estates Manager confirms he will contact the company to find out further information on the matter.

The Chair goes on to summarises the actions for the Estates Manager regarding the bin survey exercise.

M Ware asks whether whilst undertaking the review, consideration can be given to current bins that are in poor condition.

Cllr J Ballman asks whether any new bin would be in Parish green or would hold the Parish logo.

The Estates Manager confirms this would be the case.

All members vote in favour.

**RESOLVED** That the Estates Manager is to seek information about potential income through advertisement from bus shelters.

**RESOLVED** That the Estates Manager issue the litter bin mapping information to all Cllrs requesting response by 4<sup>th</sup> Jan 2020, to allow for review. That the item is then bought back to the January 2021 L&R Committee for further discussion.

### 345 **Play Area Update**

The Estates Manager shares his screen showing information relating to the item and runs through an update of the high priority items that have now been completed following the surveys. it is explained that the Contracts Manager for Idverde has costings for all repairs, less one outstanding for Inglesham road and will provide this to the Parish by the next working day.

The Estates Manager confirms as the costs to complete the repairs are well within the agreed budget, that Idverde have the authorisation to proceed as quickly as possible.

The Contracts Manager confirms action will be taken immediately.

Cllr J Ballman asks for clarification on the list that is displayed, as some parks are missing.

The Estates Manager confirms the information on screen is the extracted high priority items only and that the original survey still has the moderate and low priority items included to be reviewed at the next play area working group meeting.

It is advised that the illegible gym signage in place at Tovey Road has been replaced.

Cllr R Ballman asks for an update on the rocks located at the St Marks Play area around the slide.

It is confirmed that a cost has been sought to remove the concrete and will be passed across with all costings for approval.

Cllr J Ballman asks when the next review of items will take place.

The Estates Manager advises he will be looking to book the next Working Group meeting early Jan 2021.

The Chair asks about a concern that was recently raised over the Alanbroke Crescent play area by a local resident via social media.

The Estates Manager advised that the comment has been noted and is something he is aware of. However, it is a cosmetic concern rather than a risk or health and safety issue.

The Estates Manager summarizes the next steps are to receive costs from Idverde for the remaining outstanding remedials, provide immediate approval, where upon receipt these will be actioned as quickly as possible, and that the next working group will be scheduled for the 1<sup>st</sup> week of Jan 2021.

A brief conversation is had around accessibility & inclusivity of play areas.

Cllr S Henderson advises there are groups specifically dedicated to advising on such matters.

It is noted that a full discussion and review on how and where improvements are needed and can be made, will be held within the next WG meeting.

The Chair comments that due to the number of Play areas the Parish are responsible for, a priority schedule must be kept to in order to progress through improvement works in an efficient manner. Furthermore, that when reviewing play areas, the needs of the local community must be considered to ensure the equipment remains suitable for the residents that use it.

Cllr J Ballman advises he would look to use future ward allowance towards play facilities within the Pinetrees Community Centre compound.

Cllr S Thompson states he would also be willing to use his ward allowance towards play facilities at Pinetrees.

The Estates Manager will seek indicative costings and report back on this in due course. The screen is shared and displays information about different play companies and types of equipment and play available.

**RESOLVED** That the Estates Manager to approve the costs provided by Idverde for all outstanding remedial repairs that are within the £10k allocated spend, and that these are completed at the earliest possible date.

**RESOLVED** That the Estates Manager is to send the updated play area survey to all Cllrs, including invitation to the next Working Group meeting.

Mike Ware leaves the meeting 7.54pm.

### 346 Wildflower Planting

The Chair invites Cllr S Thompson to talk.

Cllr S Thompson explains that to achieve successful wildflower meadows the grass must be left to grow, with a normal cut taking place at the beginning of September. Which can give the

perception that the area as unkept. Therefore, specified areas would have to be identified that would be suitable to accommodate.

The Chair asks whether areas within HBUF land had been considered.

Cllr S Thompson confirms that some wildflower planting had already taken place within the HBU Forrest.

The Estates Manager advises that should Cllrs Wish to plant areas of wildflowers across the Parish, there would need to be identification of the area and subsequent resident consultation then undertaken.

The Chair alludes to the planting undertaken by Swindon Borough Council along main highways and roundabouts and that whether this is something the Parish could replicate in residential areas. Cricklade Road, towards Penhill is offered as a suggestion.

Cllr J Ballman asks whether there is any further information available relating to the intended wildflower planting program scheduled by SBC in association with Wiltshire Wildlife.

The Parish Clerk advises that SBC have provided a communication pack within the last 24 hours with information relating to the planting programme. The Parish Clerk is currently reviewing the information. However, provides a brief overview of what was originally outlined.

500 hectares have been earmarked for planting by the Borough across, Highworth, Wroughton and North Swindon. This is broken down to 120 Hectares of wildflower with the remaining being tree planted.

A map image is displayed showing the areas earmarked within CSNPC for planting. These are around the HBUF and off of Akers Way. However, no consultation has taken place between Swindon Borough Council and the Parish.

The Chair & Cllr S Thompson suggest a number of areas for potential planting sites.

Cllr R Ballman comments about the planting and maintaining of the flowers on the roundabouts on GWW.

It is confirmed that these are the responsibility of SBC to plant and maintain as they are situated on the highway.

Cllr J Ballman asks when the SBC wildflower planting is due to take place and who would be responsible for the long-term maintenance of the areas.

The Parish Clerk advises there has been no definitive map or timeline received, with very little information being provided to date. However, he will follow this up.

Cllr S Thompson further suggests an area opposite St Marys Church for planting.

A brief discussion is had on the separate tree planting program taking place at the Moredon Sports Hub and that both projects will work in synergy and not in competition.

The Chair proposes that The Parish Clerk is to seek further information from SBC about the wildflower planting programme and this information be brought back to the next committee meeting.

Cllr S Thompson Seconds

All members vote in favour.

**RESOLVED** That the Parish Clerk is to seek further information from SBC about the wildflower planting programme and this information be brought back to the next committee meeting.

**347 Public Power Solutions – Solar Power Scheme**

The Parish Clerk requests for the grant submission form to be screen shared.

The Estates Manager shares the document on screen.

The Parish Clerk advises that due to so much interest, the fund has been oversubscribed. However, the Parish did submit their application in time. Therefore, it is now a case of waiting for the decision from the funder.

The Estates Manager runs through the submission information with the committee and advises that a copy of the submission will be sent to all Cllrs following the meeting.

Cllr J Ballman asks when a response should be received.

The Estates Manager confirmed he had contacted the funder. However, was yet to receive a response. Given the number of applications received there may be a slight delay. However, he will continue to seek an update.

Cllr J Ballman queries the September 2021 date within the application.

It is confirmed that September 2021 is the date that the works should be been undertaken by, following successful application of funding.

Cllr J Ballman asks whether remedial works to roof spaces, if needed. Would be covered by the funding?

The Estates Manager confirms that if successful, the Parish Council would be required to part fund the projects, as 100% funding isn't provided for installation. Therefore, if remedial works are required on roof spaces or elsewhere, the Parish council would need to cover the costs.

The Estates Manager advises that there is no obligation to undertake the works even if successful with the grant.

Councillors will be informed when further information is received from the funder.

**348 Tractor Hire Agreement**

The Estates Manager comments that some revisions to the document have been made following discussion with the trustees of HBuF charity.

The document is shared on screen.

The Estates Manager runs through the terms outlined within the Agreement.

The Chair asks whether the height of the tractor will fit within the Southbrook depot.

The Estates Manager confirms that the tractor will fit underneath the shutter door.

The Estates Manager confirms the tractor can be stored on site at Southbrook. However, advises against any flammable materials being kept within the compound.

Cllr S Thompson asks for rewording of section 3. Whereby to clarify the use for both parties. Furthermore, that the clause around fuel is amended to state the vehicle should be lent and returned full.

The Estates Manager confirms both can be amended.

The Estates Manager advises that to allow for storage of the vehicle in Southbrook, the storage containers that had been agreed to be purchased but were delayed because of the pandemic, would now have to be sought.

Cllr J Ballman queries the preamble and whether HBUF have the right of use or are entitled to ownership.

The Parish Clerk explains the principles around the draft agreement between both parties and the liabilities involved in ownership. To avoid ambiguities the Clerk recommends for the Parish Council to be the legal owner of the Vehicle, with the Charity having the Hire Agreement in place that stipulates their terms and conditions of its use.

Cllr J Ballman notes the response from the Parish Clerk.

Cllr J Ballman seeks clarification on location of the vehicle as to avoid members of the HBUF charity driving on public highways.

The Estates Manager confirms that the vehicle would be delivered to the Charity for use, whilst it is stored at the Idverde depot. If the vehicle is stored in Southbrook the Charity would be provided with the necessary access.

Cllr J Ballman asks about the discrepancy in the cost of the insurance for the vehicle as to the email from the Parrish Clerk.

This is confirmed as a mistype of the numbers and will be corrected.

The Chair comments that HBUF may wish to use the vehicle in the evenings during the summer months.

**RESOLVED** The Estates Manager will amend the draft document and reissue to members of the HBUF Charity for review. The Charity response and amended document will be brought back to the next L&R committee meeting for approval.

### **349 Asset Condition Surveys Update & Considerations for Future Capital Projects**

The Estates Manager confirms that the Asset Surveys have been scheduled to take place throughout the month of January. There will be 2/3 assets completed per week, with the subsequent reports drafted and received shortly after. These should be finalised by mid-February 2021.

The chair advises that it is difficult to put forward capital projects until the asset reports have been completed.

The Estates Manager shares a list of suggested capital projects that could be put forward by the L&R committee for consideration in the 21/22 budget.

1. Southbrook Recreation Car Park
2. CSNPC Contribution towards improving energy efficiency of assets. i.e. Solar panel instals

3. Larger capital works following completion of the asset surveys.
4. St Marks mini golf project.
5. Pembroke Gardens changing rooms refurbishment.
6. Penhill Bowls Club refurbishment
7. A new outdoor gym or play area project.
8. Barnum Court Play Area project.

The Chair discusses potential renovations works to the football changing pavilions, bringing them up to a better standard and in line with national regulations.

The Chair provides an update on the forecast revenue costs within the 2021/2022 L&R budget and notifies the committee that they may need to review the allocated budget lines for maintenance to reduce the possibility of an overspend.

The Estates Manager agrees with the Chair, that the committee must be mindful of all spend. However, advises to err on the side of caution of being too restrictive in forecasting maintenance budgets for the assets, as they do require continual work.

Cllr J Ballman raises a point about the perception of capital spend within individual wards and that the project or asset that has had monies spent must be taken into consideration, rather than just that of its geographical location within the Parish. Therefore, when the future allocation of capital monies is distributed, it is not only based on the previous total spend of the ward.

Cllr S Henderson agrees with Cllr Ballman's comments and refers to an email sent to Cllrs about identifying evidence-based capital projects.

The Parish Clerk explains that the geographical location of an asset does not necessarily mean it is situated there for the sole benefit of the local residents, as it may serve a larger role within the Parish or wider community as a corporate asset e.g. Pinetrees Community Centre. Therefore, when reviewing the accumulative spend per ward to allocate future spend, it should not be based solely on geography and that a distinction must be made based on what direct benefit the parishioners have received from spend to date.

The Parish Clerk summarizes by advising that Capital spend should be based on dilapidation surveys, liabilities and risk and it is important that the Parish Council set clear and practicable parameters in determining future capital spend, to ensure equitability and sustainability long term.

The Chair & Cllr J Ballman agree with the comments made by the Parish Clerk.

The Estates Manager asks the committee if they are happy to put forward the recommendations outlined for capital spend in the 2021/2022 budget setting.

The Chair confirms the list proposed by the Estates Manager is agreeable.

The Chair asks whether the committee had any suggestions for a new allotment site.

The Parish Clerk asks Cllr S Thompson whether HBuF would wish to reinstate the allotment.

Cllr S Thompson confirms the area is no longer available.

The Estates Manager suggest the matter could be discussed at the next Working Group meeting.



The Parish Clerk advises a plan is needed. However, there may not be an easy solution to meet the growth demands.

The Chair highlights that several plots at Pickards field can be reinstated now that the Parish have access to a tractor.

The Chair asks for any further suggestion for capital spend.

None received. The Estates Manager asks for any further suggestions to be forwarded to him as quickly as possible.

The Chair refers to reviewing the capital budget lines and that there may be the need for further discussions with the HoF&G and the Estates Manager prior to finalising.

The Chair raises an item under AOB.

The Chair refers to an email that The Parish Estates Manager was copied in to from the American football team - Swindon Storm. The Estates Manager explains that the club had sent an email to Cllr J Tomlinson regarding potential government funding that was being made available. The email briefly outlined the club's ambitions for Southbrook and that they were highlighting their interest for applying for the government funding that was being made available for community enhancement.

The Chair asks whether the club could touch base with the Parish Grants Officer.

The Estates Manger confirms that he has put the club in touch with the Grants Officer, as they had previously worked on other grant funding.

Cllr J Ballman comments that the club have a lot of ambition for the site, some more attainable than others. Cllr J Ballman has been supportive of the club and would like to see them using Southbrook as their home ground long term.

The Chair comments that other sporting activity such as Rugby may also aid their case for enhancing use of the site year-round as a multipurpose facility. However, commends their attitude, approach and ambition.

The Estates Manager advises he will update Cllrs with any further information relating to the matter as it arises.

Cllr J Ballman queries the use of the oasis as a community centre now that the facility has closed and what other alternatives are available.

A conversation is head around the previous use of PTCC, as was previously the case during a local emergency incident.

The Parish Clerk confirms the civil protection team, due to limited resource, work alongside the environmental agency and others in these events. However, the Borough remain the principal authority to provide rest centre services during an emergency situation.

The Parish could provide support to SBC in these instances and with the Oasis leisure centre closing. The Clerk advises that communication will be sent to the senior policy officials within SBC to offer the resources such as assets that the Parish Council have at their disposal. It is then for Swindon Borough Council to decided whether they make use of these or not.

The meeting closed at 9.05pm

Signed.....

Date.....

Chair of the Leisure & Recreation Committee