

**CENTRAL SWINDON NORTH PARISH COUNCIL**

**LEISURE & RECREATION COMMITTEE MEETING**

Minutes of the meeting held at Pinetrees Community Centre at 7pm on 22<sup>nd</sup> June 2021

<b>Present</b>	Cllr M Lucas	(Chair)
	Cllr W Stone	(Vice Chair)
	Cllr J Ballman	
	Cllr R Ballman	
	Cllr J Yeowell	
	Cllr S Exell	
	Cllr P Exell	
	Cllr D Patey	
	Cllr M Beale	
	Cllr T Araujo	
<b>Officers</b>	A Briggs	(Estates Manager)
	A Reeves	(Parish Clerk)
	A Cripps	(Libraries Manager)
	J Carey	(Maintenance Officer)
	H Armagan	(Allotments Officer)
<b>Public</b>	M Ware	(Idverde Contract Manager)
	G Hales	
	N Iddon	
	J Lewis	

Meeting started at 7.01pm.

**LR001** **Apologies**  
Cllr Raj Patel

**LR002** **Declarations of Interest & Applications for Dispensation**  
Cllr J Ballman declared a non-pecuniary interest in HBUF and the RSPB.  
Cllr W Stone declared an interest in AG5 as an Olive Grove resident.  
Cllr S Exell declared an interest in AG4 as a Borough Councillor for Mannington and West.

**LR003** **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 13<sup>th</sup> April 2021 be approved as a true and accurate record.

**LR004**

**Raybrook Meadows**

The Estates Manager presented documents relating to the item (appendices A,B,C).

Cllr J Yeowell declared an interest as the area adjoins his Ward boundary.

The Estates Manager advised the balancing pond on site is the responsibility of Thames Water and that whilst the surrounding land is maintained by the Parish is it still under Borough ownership.

The Committee were informed of a concern raised by a local resident in regard to the balancing pond.

It was recommended that the Parish undertake resident consultation.

Cllr J Yeowell queried whether a survey had been carried out to determine whether there were Great Crested Newts in the area.

It was explained that the Wiltshire Wildlife Trust are the organisation that has drafted the proposal and that species surveys have been undertaken.

Cllr J Ballman raised concerns around planting fruit trees around the balancing pond and in a residential area with young children.

Cllr S Exell requested a meeting with the Wiltshire Wildlife Trust and Ward Councillors and for Parish consultation with Residents.

The Chair suspended standing orders.

N Iddon referenced a resident consultation that had been undertaken by the group in Rodbourne and that 370 properties had been leafleted.

The Chair reinstated standing orders

Cllr S Exell reiterated the importance of the Parish to undertake its own resident consultation for due diligence.

Cllr M Beale commented on the foraging areas of the Great Crested Newts and fruit trees.

The Chair suspended standing orders.

G Hales advised referred to a survey N Pullen completed on the area in approx. 2009.

N Iddon requested the group be involved in the stakeholder site visit.

The Chair reinstated standing orders.

The Chair advised the group would be invited.

The Estates Manager recommended that a site visit is arranged with all interested parties and that alongside this, the Parish undertake resident consultation.

The Parish Clerk suggested consideration is given to the type of consultation being undertaken.

The Estates Manager suggested both online survey and door to door leaflet consultation would be undertaken.

Cllr R Ballman Proposed

Cllr S Exell Seconded

All Members vote in favour.

**RESOLVED** that a site visit of Raybrook Meadow is set up with all interested parties and that both an online survey and leaflet drop is carried out by the Parish, for resident consultation.

G Hales & N Iddon left the meeting at 7.30pm.

**LR005** **Tree Removal at Olive Grove**

The Estates Manager presented the document relating to the item (appendix D).

Cllr R Ballman asked who planted the trees.

A discussion is held between Councillors.

Cllr M Beale & R Ballman queried why there was a Tree Protection Order in place.

The Estates Manager advised the information on the TPO had been received from SBC. However, that there were no issues with removal if replacement trees were planted.

Cllr M Beale commented that the Leylandii tree creates poor soil conditions, which may affect replanting.

The Estates Manager advised that no concerns had been raised by either tree specialists during the site meetings.

Cllr D Patey raised that the quote didn't appear to include stump removal.

The Estates manager said removal was included. However, would clarify the point with the contractor.

Further comment was given to the type of replacement tree and that crab apples may not be suitable.

The Estates Manager read the report recommendation.

Cllr J Ballman gave positive comment to the price of the works.

Cllr Exell queried the necessity for the recommendation to go through the F&GP Committee.

The Estates Manager commented that the budget for the works would need to be identified.

Cllr Exell asked the RFO for a virement of the capital through delegated authority of the committee.

The Parish Clerk commented that if identification of the budget line can be made that the committee can Via the moneys for the project.

The Estates Manager advised he would identify the budget line with the Head of Finance and Governance following the meeting.

Cllr J Ballman Proposed

Cllr P Exell Seconded

Cllr W Stone Abstained

All other Members Vote in favour.

**RESOLVED** that under delegated authority the committee agree the spend of £1,558.94 for the removal of existing and replanting of suitable replacement trees at the identified location in Olive Grove. With the EM and HoFG to identify the relevant budget line.

**LR006** **Grounds & Street Cleansing**

The Chair invited M Ware speak.

M Ware gives a verbal update on the current contractual grounds and street cleansing works.

The Estates Manager asked for an update on the current status of the grass cutting schedule.

M Ware advised that the round will be completed by WE 27<sup>th</sup> June, with commencement of the route (cut 5) the following week.

It is explained that Idverde was a recent victim of an attempted IT hack, that resulted in a loss of server and information. The problem has now been resolved.

IDV are working on restoring historical data.

The Estates Manager commented the missing data sheets would be circulated as soon as it was retrieved by the contractor and could be distributed.

Cllr J Yeowell asked whether any confidential data has been compromised.

M Ware confirmed that no personal data was stolen or compromised.

The Parish Clerk raised on behalf of Cllrs and residents, a complaint about the scheduled cutting dates listed online that hadn't been updated. The Clerk asked whether this information was as a result of the recent IT issues.

M Ware confirmed the internal system was affected, which as a result meant the dates couldn't be updated. However, once the current cut is completed, the files will be uploaded and updated, which will resolve the issue.

The Parish Clerk spoke about the grass cutting of Manor Gardens and then made reference to a specialist cut process, that is available within the current contract.

M Ware confirmed there is a size allocation within the existing contract for high profile grass. However, the migrated data didn't specify which areas with the Parish this referred too.

St Marks and Manor Garden have been identified.

The Parish Clerk commented that there is a small amount of scope for other areas to be identified and invited Councillors to come forward with suggestions.

M Ware advised that a high profile cut is undertaken every 2 weeks, instead of the routine 3.

The Estates Manager mentioned recent conversations held with business owners and Cllrs around a litter problem in Gorse Hill.

Cllr W Stone credited the excellent work the IDV grounds staff have been doing within the Gorse Hill area.

A discussion was held.

Cllr J Ballman commented on similar issues experienced at the Clive Parade precinct and that needs to be a clear distinction between the responsibilities of SBC and those of the Parish.

Further comment was given to the difficulties in reporting through the correct channels.

Cllr M Lucas agreed.

Cllr W Stone commented on the need for better education of business and residential property owners.

Cllr R Ballman asked whether SBC could be contacted to distribute information to residents about the times rubbish should be placed out for collection.

The Parish Clerk acknowledged and agreed, he went on to explain some of the challenges around that process that might arise.

Cllr J Ballman reiterated the success seen at Clive Parade following the issues seen being raised with the business owners and landlords.

Thanks was given to M Ware for the work completed.

M Ware referred to an email communication where comments had been made about damaged caused by the grounds team. It was noted that Idverde were not responsible for some of the damage caused within the Minety Wood area, as this had occurred prior to their contract start date.

M Ware left the meeting at 8.04pm

#### **LR007 Maintenance Update**

Some technical sound issues were experienced.

J Carey introduced himself and detailed some recent general works he had been carrying out and updated Cllrs on up coming projects.

The Estates Manager further commented on the works of Officer.

Cllr J Ballman queried when the costs would be received for the Gorse Hill Community Centre and gave comment to the condition of the facility.

The Estates Manager advised quotes would be presented for works at the next L&R Committee meeting in July.

Cllr P Exell gave thanks to J Carey & H Armagan for clearing out flower beds in Rodbourne Cheney.

#### **LR008 Allotments**

H Armagan provided a verbal update on his routine working duties.

The Estates Manager informed members that the Allotments Officer has restarted routine monthly site checks following relaxation during the pandemic. Site checks are undertaken using new internal software.

M Beale provided comment on pathways within the Penhill Orchard.

J Yeowell asked for an update on the drainage issues previously seen at the Rodbourne Farm Allotment.

The Estates Manager provided response.

The Estates Manager outlined the requirement and request for vehicle hire and purchase of materials to undertake repairs to Allotment roads and paths.

The Estates Manager presented a written report (Appendix E).

Cllr J Ballman proposed the recommendation.

Cllr J Yeowell Seconded

All members voted in favour.

The Estates Manager presented a quotation for purchase of a secondary set of tractor tires.

Cllr J Ballman commented that the quotation included the axle and the wheels.

Cllr M Lucas asked whether the HBUF charity would contribute to their purchase.

The Estates Manager advised he would pose the question to the charity.

Cllr D Patey declared a non pecuniary interest.

Cllr M Lucas proposed to proceed with purchase and contact HBUF to see if they would contribute towards the costs.

Cllr J Yeowell Seconded.

All Members voted in favour.

**RESOLVED** To approve expenditure up to £1,000.00 for vehicle hire and purchase of materials for use on repairing roads and paths within the Allotment gardens. With the costs attributed to the Allotments income line.

**RESOLVED** To approve expenditure up to £1,741.18 for the purchase of a secondary set of tractor tyres. With the costs attributed to the Allotments income line.

## **LR009**     **Project Planner**

The Estates Manager presented a written work schedule.

Cllr R Ballman queried the status of the works to the statue in St Marks Park.

The Estates Manager Explained further discussion was required on how to proceed with the item due to the significant costs shown in the original quotations.

Cllr J Yeowell asked for an update on purchase of the Parish Minibus.

The Parish Clerk advised an anomaly was identified with regard to a cost on the invoice. However had since been resolved and the vehicle was being procured.

Committee Members noted the item.

## **LR010 Play Areas**

The Estates Manager presented notes taken at a recent working group meeting to the Committee Members (appendix F).

Cllr M Beale commented on the survey response.

Cllr M Beale asked whether children has been asked directly about improvements to play equipment.

The Estates Manager explained that consultation had been limited throughout the pandemic. However, it had been identified through the working group to approach local schools through the Youth Council for feedback.

Cllr M Beale commented that a new play area had been identified within the Penhill Ward via a refresh grant through the Street Reps.

Cllr S Exell queried why information pertaining to the importance of smaller community parks was missing and asked that it be noted.

It was agreed the amendment would be noted.

Cllr S Exell queried the wording within the strategy setting.

The Estates Manager explained this was an initial summary and not a draft proposal for the strategy.

The Estates Manager presented the survey results and draft design for the Pinetrees Community Centre Play Area (appendix G).

Comment was given to further works regarding the external Penhill Gym equipment.

Cllr M Beale advised information pertaining to the site may be included within a document file given to the Parish Council.

A discussion around the type of equipment is had.

Comment was given to extending the consultation to a wider range of disability groups.

The Estates Manager advised Committee Members about the intention of Cllr P Exell to pursue installing a play area within the Rodbourne Cheney ward, following positive resident consultation.

Cllr P Exell provided further comment and expressed his intention to use his Ward allowance to support the project.

Cllr J Yeowell asked whether a location had been identified.

It was confirmed location was yet to be decided. However, 3 potential sites had been identified.

**LR011 Repurposing CAB Office within Pinetrees Community Centre**

The Parish Clerk presented a verbal report to the Committee Members.

Cllr J Ballman raised concern over the direction of the recommendation.

An in depth report and discussion took place around the position of Citizens Advice Bureau, who are the current tenant of the office space.

Use of the library spaces was identified as a potential solution to support the CAB ongoing.

The Parish Clerk advised the report would be issued to all Cllrs and that no final decision had been made on the proposal.

The Clerk clarified that the request was to look at how best the repurposing of the ground floor office space at Pinetrees could be used.

Cllr R Ballman commented on the transition and protection of personal data and privacy.

Cllr R Ballman highlighted the Live Well hubs potential need for some office space.

The Parish Clerk advised discussions had been held around the IT suite at the Moredon Library and that the CAB had commented that this could be viable alternative. In addition the Pinetrees Library is soundproof and services would take place when the library was closed.

Cllr J Yeowell asked whether the Leisure & Library Trust would be consulted.

The Clerk advised any decision taken would be that of the Parish Councils. However, the trust would be consulted.

Cllr W Stone commented around the need for multiple members of staff and costs involved and whether CAB could provide the member of staff to facilitate services.

Cllr J Ballman spoke on the funding available to the CAB and the importance of the CAB to the local community.

Cllr J Ballman proposed for a working group to be establish to assess the options.

Cllr S Exell highlighted the importance of staff welfare and providing adequate facilities to meet officers needs. Further comment was given to the importance to support the CAB in alternative ways.

The Parish Clerk informed the committee that the space is to be vacated at the request of the tenant and not that of the Parish Council.

Cllr J Ballman commented that there is information that is not yet in public domain about the status of the CAB.

The Parish Clerk responded.

The Parish Clerk advised that a shared use of space was possible and that the existing IT equipment would remain in place to facilitate occasional use.

Cllr R Ballman asked for clarification on the recommendation.



The Parish Clerk gave clarification to the proposed recommendation. That no physical alterations would take place to the rooms. Apart from a new door would be installed behind reception to allow access for reception staff. The offices would be used on a rotational hot desk basis by senior officers and for holding private meetings.

The Chair provided comment on the proposal.

Cllr J Ballman reiterated his proposal for a working group to be established to assess the options.

Cllr W Stone agreed with the proposal. However, requested to specify a time cap on the process.

Cllr S Exell provided comment on the proposal.

J Lewis left the meeting 9.22pm

The Parish Clerk asked for suggestions to be forwarded to allow for a report to be drafted.

Cllr J Ballman advised he would send suggestions to the Chair of the Committee.

Cllr D Patey provided positive comment to the proposal based on the intentions of the CAB to vacate and that if alternative ways to support the organisation can be found, this should be explored.

Cllr J Yeowell asked about the use of The Readings Rooms as office space.

It was responded that this option wasn't viable due to being away from the Community Centre.

Cllr M Lucas proposed that a working group is set up within 2 weeks to discuss the options and that a report is brought back to the next Committee meeting.

Cllr D Patey asked whether the CEO of CAB would be invited.

The Parish Clerk confirmed she would be invited if Cllrs agreed.

Cllrs Agreed to invite the CEO of CAB.

Cllr S Exell asked that the decision is taken to the July Full Council meeting.

Cllr J Ballman seconded the proposal

All Members Voted in favour.

**RESOLVED** that the Parish Clerk set up an extraordinary L&R working Group Committee meeting to discuss the options for repurposing the use of the CAB Offices within Pinetrees Community Centre. That a report is drafted and presented for decision at the July 21 Full Council meeting.

## **LR012 Football Littering Policy Implementation**

The Estates Manager presented a written report to Committee Members (appendix H).

Cllr W Stone asked whether penalisation of clubs could be extended to include acts of antisocial behaviour.

The Estates Manager commented on the ability to police these matters and attributing cautions to offending teams or individuals.

Cllr J Yeowell expressed concern on the ability to gather evidence to prove who was responsible for littering.

Cllr P Exell also raised concerns on the ability to gather evidence to prove who was responsible for littering.

The Estates Manager advised pitch location would allow for identification. However, thought would need to be given to the identification process.

Cllr M Beale raised concern on clubs choosing alternative locations if harsh punishment is enforced.

Cllr R Ballman asked whether the teams / leagues had been approached.

Cllr M Beale referred to a portable litter prototype had been made that could be used.

The Estates Manger advised that having a policy in place that could be used was important. However, equally that a common sense approach to implementation would be taken. The policy would be implemented as a deterrent.

Committee Members were advised that on occasions clubs had been fined previously with some success.

The Chair commented that a light touch approach would be best with indication given to harsh penalties should things not improve.

Cllr J Yeowell asked whether the policy across multiple sports, other than just Football.

The Estates Manager advised this specifically applied to the Football usage. However, dependant on Committee resolution, could be included within other sporting terms and conditions.

Cllr J Ballman stipulated the requirement to discuss the matter with the league secretary's.

The Estates Manager outlined the recommendation.

Cllr P Exell suggested that a policy isn't implemented at this time and instead further talks are held with the leagues to amicably improve the issues being seen.

Cllr J Ballman supported the suggestion.

The meeting closed at 9.28pm

Signed.....

Date.....

Chair of the Leisure & Recreation Committee

