

CENTRAL SWINDON NORTH PARISH COUNCIL

LEISURE & RECREATION COMMITTEE MEETING

Minutes of the meeting held at Virtually via Zoom at 7pm on Tuesday 27 July 2021

Present Cllr M Lucas (Chair)
Cllr W Stone (Vice Chair)
Cllr T Araujo
Cllr J Ballman
Cllr R Ballman
Cllr M Beale
Cllr S Exell
Cllr P Exell
Cllr D Patey
Cllr J Yeowell

Officers A Briggs (Estates Manager)
A Reeves (Parish Clerk)
A Cripps (Libraries Manager)

Public G Hales
N Iddon
N Pullen

Meeting started at 7.02pm.

LR016 **Apologies**
None

LR017 **Declarations of Interest & Applications for Dispensation**
Cllr J Ballman declared a non-pecuniary interest in HBuF and the RSPB.
Cllr S Exell declared an interest in AG4 as a Borough Councillor for Mannington and West.
Cllr J Yeowell declared an interest in AG4 as a Ward Member of Ferndale and resident of Rodbourne.
Cllr W Stone declared an interest in AG5 as an Olive Grove resident.

Cllr J Ballman asked for an update on the condition of the Maintenance Officer.

The Estates Manager updated Committee Members on his condition.

LR018 **Minutes of the Previous Meeting**

The Estates Manager presented the minutes of the previous meeting.

The Chair asked for comments.

Two spelling errors were raised on Page 3 of the Minutes.

These were noted for amendment.

Cllr R Ballman requested it be minuted 'Since the last Leisure & Recreation Committee meeting, the CAB have won their tender and are working with SBC to set up a live well hub at Sanford House. Should this project be successful the intention is to expand to offices in

Cavendish Square. Therefore, following the Parish's decision on use of the current office space at Pinetrees Community Centre, has the opportunity been missed to have a live well hub in Pinehurst, to support Pinehurst and Penhill residents'.

The Chair provided response.

The Chair asked the Committee if they were content with the Minutes.

Cllr P Exell Proposed.

Cllr D Patey Seconded.

All agreed.

Minutes were approved.

RESOLVED that the minutes of the Leisure & Recreation Committee meeting held 22 June 2021 be approved as a true and accurate record.

LR019 **Raybrook Park Project**

The Estates Manager presented a written report relating to the item (appendix A).

Cllr J Ballman queried the ongoing revenue costs and who would be responsible.

Cllr S Exell explained that the area is currently an established meadow.

Cllr M Lucas suspended standing orders.

Neil Pullen spoke at length about the project, the area, and the requirement for the creation of a constituted community group.

Cllr M Lucas reinstated standing orders.

Cllr M Beale offered to assist the group in setting up.

Cllr M Lucas suspended standing orders.

N Iddon spoke about the options available for the group to formally set up. Then advised of the challenges around formal constitution and commented that the volunteers may lack the necessary skills and experience to undertake this.

Cllr M Lucas reinstated standing orders.

Cllr M Beale declared an interest as a representative of several similar organisations and provided information on relevant experience.

Cllr M Lucas suggested assistance was given by Parish Officers to the group, to determine whether formal constitution was feasible.

Action – That a meeting is set up between Parish Officers, Cllrs & Group Members to discuss constitutional options further.

N Iddon, N Pullen & G Hales left the meeting at 7.35pm

LR020 **Tree Removal at Olive Grove**

The Estates Manager provided the committee with a verbal update on the project. The Committee noted the update.

LR021 **Grounds & Street Cleansing**

The Estates Manager presented a written report on behalf of the Grounds Contract Manager, M Ware.

Cllr M Lucas raised for regular ward walks to be booked in during August to inspect the contractors work and look at what improvements / inclusions are needed ongoing.

Cllr M Beale commented on the need for low hanging brambles to be cut back to prevent injury and access restrictions along pathways in Seven Fields.

The Estates Manager advised this would be followed up after the meeting.

Cllr D Patey asked whether data from Idverde showed that improvements need to be made to existing bin provisions or schedules.

The Estates Manager provided response.

Cllr S Exell commented on the low number of resident reporting issues to Idverde and whether advertisement of how to do this could be improved.

The Estates Manager provided response.

Cllr M Lucas commented on the inability of some residents to report issues, as they do not have access to computers.

Cllr P Exell further commented about the need to increase social media posts around grounds and street cleansing, that could be used as a tool to promote how to report issues.

Cllr P Exell mentioned an inclusion within the Rodbourne Cheney Association newsletter.

Cllr J Ballman highlighted the use of flyers / leaflets that could be distributed by Cllrs within their respective wards.

Cllr J Yeowell mentioned the use of Parish Noticeboards for distribution of information.

Cllr P Exell asked the Parish Manager when the Parish newsletter was being produced and distributed.

The Parish Manager advised the newsletter should be produced around September 21 and the inclusion of information on grounds maintenance would be included. Further comment was given to previous technology issues experienced with the Idverde systems that resulted in a loss of data and inclusion of an array of contacting methods for those with limited access to technology.

LR022 **Redcliffe Street – Allotment Shed Removal**

The Estates Manager presented a written report relating to the item (appendix B).

The Committee were informed that a payment of £144.00 was received by the previous tenant in 2019.

Cllr J Ballman asked who wished for it to be removed.

The Estates Manager advised due to the structure being unsafe, it was prudent to have it remove.

Cllr J Yeowell commented on the foliage encasing the structure.

Cllr S Exell raised concerns over the cost to remove the structure and the considerable length of time to recoup those costs.

Cllr S Exell asked whether any consultation with tenants had taken place.

Cllr M Lucas alluded to Allotment plots being taken as seen and whether the use of a skip could be considered.

Conversation was held around removal and liabilities.

The Parish Manger commented on the need for caution with stringent terms within tenancy agreements, due to the various reasons and circumstances that tenancies are relinquished.

Cllr J Ballman commented on the safety concerns of the structure and the danger it poses to other site users.

Action – Estates Manager to contact Allotment Tenants to seek comments for removal of the structure.

Action – Estates Manager to review whether the structure could be removed using the Allotment Officer and hire of a skip.

Action – Estates Manager to review Allotment Agreement terms regarding physical structures.

Cllr M Lucas proposed that under the Parish Managers delegated authority the Allotments Officer can hire a skip up to the value of £144.00 to remove the shed.

All members voted in favour.

Resolved – That If viable for the Allotments Officer to remove the shed with use of skip hire. Delegated authority be given to the clerk to authorise payment of skip hire up to the value of £144.00. With decision ratified at the August 21 Full Council meeting.

LR023 **Active Travel Fund – Cycle Stands**

The Estates Manager presented a written report relating to the item (appendix C).

Cllr J Ballman spoke about the replacement Perspex to the Bike shelter located at Pinetrees Community Centre.

Committee noted the report.

LR024 **St Marks - Green Flag**

The Estates Manager presented a written report relating to the item (appendix D).

Cllr R Ballman queried why the cost to replace once of the benches was being attributed to the Green Flag award money.

The Estates Manager advised that repairs to the benches were included as part of the original resolution. However, one bench had deteriorated further.

The Parish Manager asked the Estates Manager to repeat the original agreed resolution and commented on whether the heavily damaged bench was a priority repair or being replaced as part of the Green Flag.

The Parish Manager advised that the bench should not be replaced using the monies for the

Green Flag award.

Cllr R Ballman asked for clarification on how the bench would be replaced.

Cllr D Patey referred to previous allocation of £2,000.00 from his Ward allowance towards replacing the gates at St Marks.

Through the Chair, the Parish Manager advised that the replacement of the bench would need to be bought to an Environment & Planning Committee.

Cllr P Exell asked whether there is a budget line for new benches.

The Parish Manager confirmed there was no budget line for this.

Cllr J Ballman remarked that the aesthetic look must align to the park's overall design and items must be consistent to meet the standards of the Green Flag award.

The Parish Manager concurred and alluded to 'Section 16' of the Green Flag award, about heritage.

Cllr R Ballman asked for an update on the Great Baldini statue within the park.

The estates Manager provided an update.

Cllr S Exell requested for the RAG report to be brought to the next Full Council meeting.

Action – The Parish Manager to bring an updated RAG report to August Full Council.

Cllr M Lucas stated the replacement items should align to the existing design of the park.

Cllr R Ballman asked for a time frame for completion.

The Parish Manager advised submission for the Green Flag project was October 21.

Action – The Estates Manager to seek costs for comparable replacement bench and Wrought iron gates.

Cllr P Exell raised that consideration may need to be given to source 3 identical benches if a singular replacement cannot be found.

Cllr S Exell recommended the item be included on the August 21 Full Council Agenda.

Cllr P Exell advised he was content for the item of the park benches to be deferred from the E&P Committee to the August 21 Full Council Committee meeting.

The Parish Manager acknowledged and confirmed it would be included on the August 21 Agenda.

Members agreed.

Comment was given to not removing items of heritage before their condition is reviewed.

LR025 FA Funding for Defibrillators

The Estates Manager informed the committee of funding made available by the FA to supply defibrillators at several of the recreational sites. The Funding is applied for through the leagues with no capital outlay to the Parish.

Discussion around liability and use of the device was held.

Cllr R Ballman queried the ongoing maintenance costs.

It was explained the terms and conditions were yet to be received. However, would be reviewed prior to agreement.

The Parish Manager outlined current legislation.

Committee noted the update.

Meeting recording stopped at 9pm.

LR026 **Exclusion of Press and Public**

To RESOLVE 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 **Commercially Sensitive Matters**.

The Parish Manager spoke on the delegated responsibility of the Clerk, mainly in reference to part 4 of the Financial Regs. It was then referred to the subsequent resolution by the then F&S Committee in 2019, that allows for the Clerks delegated authority to match that of the respective Committee. However, that the Financial Regulations had not been updated to reflect this.

The Parish Manager asked the Committee to allow the delegated authority to be extended for the following items and to then seek retrospective approval at Augusts 21 Full Council.

Cllr J Ballman asked for clarification on the amount be approved.

The Parish Manager confirmed it was for the amounts itemised within the Leisure & Recreation 27 July minutes.

Committee Agreed.

LR027 **Capital Works Requests**

Committee agreed to approve the following items individually under the Clerks delegated authority.

- I. **Resolved** – To proceed with Mannington roof repairs & guttering - £5,600.00 +VAT
- II. **Resolved** - To proceed with Southbrook roof repairs & guttering - £5,250.00 +VAT
- III. **Resolved** - To proceed with Moredon Community Centre mechanical works - £1,109.75 +VAT

LR028 **Pinetrees Community Centre - Toddler Play Area**

The Estates Manager presented a written report relating to the item (appendix E).

Cllr W Stone advised he would be willing to contribute Ward Allowance to cover additional costs if required.

Cllr J Ballman enquired as to whether additional equipment could be included to allocate the

entire available budget to the projects.

Discussion was held around the designs, capital, and revenue costs.

The Estates Manager advised that an additional section of flooring on the design could be extended to cover the entire floor area. A cost would need to be sought.

The design was shared on screen.

Cllr P Exell proposed proceeding with the recommendation as outlined within the report. With the revision of removing the capitalisation of the revenue cost and that the design be amended to include coverage of the entire surface area within budget.

Members agreed.

Resolved - That Committee approved design 2, as supplied by 'Sutcliffe Play', to be recommended to August 21 Full Council for ratification. This, subject to the proviso that the design is amended within the agreed budget of £25,000.00, accommodating the additional flooring, and that the Estates Manager share a revision of the design and cost of quotation 2, to the committee and interested parties for comment.

LR029 **Gorse Hill Community Centre**

Committee reviewed several quotations issued by the Estates Manager.

Cllr M Lucas asked whether the cost of the window repairs & signage could be covered from the Community Centre Capital works budget.

Cllr R Ballman queried receipt of comparable quotations.

The Estates Manager provided an update.

Committee discussed the project, procurement, and costs.

Cllr R Ballman proposed to defer the decision to August 21 Full Council.

Members Agreed.

The meeting closed at 9.34pm

Signed.....

Date.....

Chair of the Leisure & Recreation Committee