

CENTRAL SWINDON NORTH PARISH COUNCIL

30.09.2022

Dear Councillor,

You are formally **summoned** to attend a meeting of the
CENTRAL SWINDON NORTH PARISH COUNCIL
LEISURE & RECREATION COMMITTEE to be held on **THURSDAY 6th**
OCTOBER 2022 at The READING ROOMS (32 THE CIRCLE) at 7.00pm
And online via **TEAMS LINK** (provided by the Estates Manager)



Andy Reeves
Parish Clerk

AGENDA

Public Questions, Comments or Representations (**maximum of 10 minutes**)

Central Swindon North Parish Council is committed to increasing its accountability to the public and to promoting active citizenship. A maximum of 10 minutes will be allowed at the start of all Council meetings for questions to the Chair from members of the public about the work of the Council (except for confidential matters and specific planning applications). Questions must be relevant, clear and concise. Because of time constraints Public Question Time is not an opportunity to make speeches or statements. Prior notice of a question to the Clerk is desirable - particularly if detailed background information is needed.

1. Apologies

2. Declarations of Interest & Applications for Dispensation

To receive any Declarations of Interest required by the Code of Conduct adopted by the Parish Council in May 2017.

3. Grounds & Street Cleansing PQMS Data Review

To REVIEW the Project Quality Management System data and Client Issues Log, as presented by the Estates Manager & M Ware (Idverde Contracts Manager).

4. Grounds & Street Cleansing Contract Working Group

- A. To NOTE the notes of the Grounds & Street Cleansing Working Group, held 28th September 2022.
- B. To REVIEW the Contract Performance Review Report, as presented by the Estates Manager.
- C. To CONSIDER the quotation for tree survey reports, as supplied by Idverde - £3,784.00 +VAT
- D. To CONSIDER WG recommendation that the following services be consider by the L&R Budget Setting Committee, as part of the budget setting process:
 - 1) Mechanical Sweeper – Circa £75,000.00
 - 2) 2 x Additional FTE - Circa £102,000.00
 - 3) Annual Tree Maintenance works Circa - £23,000.00

5. **Budgets & EMR Code Overview**

To NOTE the associated report, presented by the Estates Manager.

6. **Officer Delegated Authority**

To CONSIDER the request of the Committee Chair, to increase the authorised delegated spend of Senior Officers.

7. **Capital Works Quotes**

To APPROVE the following Capital Works Quotations – Coded to EMR 325

- A. Chippenham Close CC wall removal and fence installation – £2,550.00 +VAT
- B. Kiln Lane Allotment access surface repairs - £2,845.00 +VAT

8. **Allotment Update**

- A) To Note a verbal update from the Allotment Officer.
- B) To Note an update on the draft plan from the Estates Manager.

9. **Parks Working Group**

- A. To NOTE the notes from the Parks Working Group meeting, held 8th September 2022.
- B. To CONSIDER the Working Groups draft TOR's & 'Parks' Definition.
- C. To CONSIDER the draft policy, as presented by the Estates Manager.

10. **Building Management System Audit**

To CONSIDER the quotation for an external audit of the building Management Systems (BMS) of CSNPC Assets. Green Consultancy - £5,650.00 +VAT

11. **Draft SLA for Allington Rd Community Garden Project**

To NOTE an update regarding the the associated draft Service Level Agreement and project, as presented by the Estates Manager.

12. **CSNPC Tenants (standing item)**

- A. To Consider the cost to draft a formal lease for the Renew Men's Shed – Chippenham Close CC - <https://www.renewswindon.org.uk/mens-shed> - Bevirs estimated £1,500.00 +VAT
- B. Moredon Croquet Club – Moredon Recreation Ground.

Members of Parish Council

Cllr Ray Ballman
Cllr John Ballman (Chair)
Cllr Marilyn Beale
Cllr Mick Lucas (Vice Chair)
Cllr David Patey
Cllr James Yeowell

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation), Crime and Disorder, Health & Safety and Human Rights.