

CENTRAL SWINDON NORTH PARISH COUNCIL

LEISURE & RECREATION COMMITTEE MEETING

Minutes of the meeting held at The Reading Rooms (32 The Circle) at 7pm on Thursday 1st September 2022.

Present Cllr J Ballman (Chair)
Cllr M Beale
Cllr D Patey
Cllr J Yeowell

Officers A Briggs (Estates Manager)
A Reeves (Parish Manager)

Public None

Meeting started at 7.06pm.

LR146 **Apologies**
None

LR147 **Declarations of Interest & Applications for Dispensation**
Cllr J Ballman declared a non-pecuniary interest in the Hreod Burna Urban Forest (HBuF) and the Royal Society for the Protection of Birds (RSPB).

Cllr M Beale declared a non-pecuniary interest in the Penhill Orchard.

LR148 **Grounds & Street Cleansing PQMS Data Review**
The Estates Manager presented information pertaining to the Idverde contract performance monitoring.

The Estates Manager reminded members of the grading criteria used for scoring and that the system came in to use around Feb 2022.

It was explained that the performance figures had improved over this time with more information being gathered. This was shown with the grade score increasing from 3.53 in March 22 to 3.68 in August 22, and the pass rate increasing from 54.2% in March 22 to 66.5% in August 22.

The Estates Manager advised that an average grading score of between 4 & 5 should be being achieved, and that this was the minimum standard expected.

Members were informed that over 30 weekly inspections were taking place by both the contractor and Officers.

Cllr J Yeowell queried what had been graded between 1&2.

The Estates Manager advised he would find this information out post meeting.

Members held detailed discussion on the scoring criteria.

The Estates Manager presented the Clients Issues log information, as provided by Idverde.

The Estates Manager advised work that was completed after the service time should be identified and reviewed.

Members held discussion on the contract and contractor performance.

Action – Estates Manager to confirm what work had been graded 1&2.

Action – Estates Manager to request the specific data extracted and included with client issues log, highlighting those jobs not completed within the agreed service time and a reason why.

RESOLVED Members noted the item.

LR149 Grounds & Street Cleansing Contract Working Group

The Estates Manager presented the Notes from the Grounds Contract Working Group, held 19th July. A Copy of which can be found in the Minute Book, annex A.

It was explained that a Performance Contract Review was being drafted. That further data would be sought and the report presented to the October 22 L&R Committee.

Cllr J Ballman queried the status of the deed review taking place with Swindon Borough Council.

The Parish Clerk advised the deed review remains outstanding. Following conversations with senior officers at SBC, it has been confirmed SBC are not at present, in a position to complete the review.

It was explained that issues arising relating to the deeds, would need to be dealt with informally until the review could be completed.

Cllr J Ballman raised concern with the delay in reviewing the deeds, and that that its completion must be pursued.

The Clerk provided response.

Cllr M Lucas raised the ongoing issue with the SBC automated response in residential reporting.

The Estates Manager advised the automated communication matter had been raised to SBC and it was being looked in to.

The Estates Manager and Clerk spoke at length about the provision of road sweeping.

SBC have reinstated a HGV driver to undertake sweeping of the Borough roads, following the gritting routes. It was noted this excludes side roads.

Members held discussion on the matter.

Cllr D Patey asked whether the Parish could continue with the sweeping schedule. However, request reimbursement for undertaking the works from SBC.

The Clerk summarised the proposal.

Cllr J Ballman proposed that Parish Officers commence discussions with SBC Officers in regard to the service provision of road sweeping. Specifically in relation to seeking reimbursement of costs should the Parish continue to undertake the works.

Cllr M Lucas seconded.

All members voted in favour.

RESOLVED That Parish Officers are tasked with holding discussions with SBC Officers around the service provision of road sweeping. That Parish Officers propose continuation of the Parish road sweeping schedule, seeking monetary reimbursement for the service from SBC.

RESOLVED Members noted the Contract Working Group notes.

LR150

Allotment Updates

The Estates Manager presented the notes of Allotment Working Group meeting held 30th August 2022. A Copy of which can be found in the Minute Book, annex B.

The Estates Manager detailed the comments received by the Allotment Working Group in regard to the upcoming Allotment Officer post, Job description.

It was noted that the comments referred to the display of plot numbers, but that this action would be picked up as a reminder to tenants in the allotment billing process, and the possible need for season hour flexibility. It was deemed neither of these affected the job description.

No further comments were received with regard to the job description.

The Estates Manager spoke at length about the current waste removal process at the Allotments, bi-annual skip hire.

It was explained this process was being reviewed due to a number of persistent issues.

Alternative options offered included use of a waste removal company or tipper vehicle hire.

Members discussed the item at length.

Action – Allotment Tenants to be reminded of their obligation to display a plot number, when issued with their annual bill.

Action – That the Allotment Officer job description can be posted as per its final draft version.

Action – The Estates Manager to contact SBC Waterside, to seek terms & conditions regarding waste disposal. Further info presented to Oct 22 Committee.

RESOLVED Members noted the Allotment Working Group notes.

LR151

Parks Working Group

The Estates Manager presented the notes of Parks Working Group meeting held 11th August 2022. A Copy of which can be found in the Minute Book, annex C.

Cllr J Ballman comment on the purpose of the Working Group and the expected outcomes it wishes to produced.

Cllr M Beale spoke about a pocket park in Penhill and asked whether it was Parish responsibility.

It was confirmed this wasn't a Parish responsibility.

RESOLVED Members noted the Parks Working Group notes.

LR152 Play Area Working Group

The Estates Manager presented the notes of Play Area Working Group meeting held 21st July 2022. A Copy of which can be found in the Minute Book, annex D.

Cllr J Yeowell remarked on the outstanding meeting with Mums on a mission yet to be scheduled.

The Estates Manager presented the decision of the Play Area Working group, regarding the approval for use of existing Ear Marked Reserve (EMR) for completion of the Edinburgh Street Play Area equipment install.

RESOLVED Members APPROVED the decision of the Play Area Working Group, for the use of the EMR budget to complete the installation works at the Edinburgh Street Play Area.

RESOLVED Members noted the Play Area Working Group notes.

LR153 Capital Works Quotes

Cllr J Ballman commented on the necessity for items A,C and D listed on the agenda, to be considered in respect of health & safety due to their nature.

The Estates Manager presented associated works items, consisting of;

- a. Rentec – Damp proof Moredon - £850.00
- b. Southbrook Car Park Surfacing works - £1,365.00
- c. No' of Replacement doors @ The Reading Rooms & Chapel Street Toilets
 - i. Equinox - £10,160.00
 - ii. HAG - £11,916.00
 - iii. Supreme Image Windows – £16,270.00
- d. Chippenham Close Community Centre wall works

Cllr M Beale commented on the wall of Chippenham Close Community Centre.

The Estates Manager explained it was the rear garden wall.

The Estates Manager explained that costs for the works A,B & D would be attributed to an existing budget code.

Cllr J Ballman commented that urgent or critical works up to a certain monetary value, should be undertaken at the discretion of the officer, with a follow up report to a subsequent Committee as to ensure checks and balance are in place.

The Estates Manager provided further information on item C.

Cllr J Ballman asked for confirmation that the doors were fire doors.

This was confirmed.

Cllr J Ballman commented that item C would need to be recommended to the Finance Committee for approval. Pertaining to item B.

It was explained that a much larger commercial vehicle such as a JCB would need to be used.

Cllr D Patey queried whether the Parish tractor could be used to complete works.

Cllr D Patey queried matters relating to the completion of the Chippenham Close CC lease.

Cllr J Ballman proposed the officers proceed with items A, B & D as tabled and that item C is presented to Finance Committee for separate approval.

Cllr M Lucas seconded.

All members voted in favour.

Action – Costs to undertake the Chippenham Close CC works to be sought and confirmed at a future committee meeting.

RESOLVED Members APPROVED the capital works as tabled;

- Rentec – Damp proof Moredon - £850.00
- Southbrook Car Park Surfacing works - £1,365.00
- Chippenham Close Community Centre wall works – Cost TBC

Costs attributed to Ear Marked Reserve 325, capital works.

RESOLVED That item C as tabled, in relation to the replacement of fire doors at both the Chapel Street toilets and The Reading Rooms, be presented to the Oct Finance & General Purposes Committee for consideration.

LR154 General Maintenance Works

The Estates Manager presented the quotation for works associated to the item.

It was explained that the cold water feed to the building was tank fed, which during the hot summer days was presenting a health concern due to the potential of bacteria build up. Members were informed that to resolve the issue the system should be converted to mains feed, which eliminates the use of the tanks.

Cllr J Ballman Proposed

All Members voted in favour.

RESOLVED Members APPROVED the general maintenance works as tabled. Converting the tank fed water systems at Southbrook Pavilion to mains feed. At a cost of £600.00 +VAT attributed to budget code 200/5515.

LR155 General Compliance Works

The Estates Manager referred to an email sent to all Cllrs on 21st July 2022. It was explained the email outlined the requirement for 6 Leased Community Centres to have a Display Energy Certificate produced.

Members were informed the 'DEC' was a legal compliance requirement and that the instruction had been given to the company to proceed.

The Estates Manager presented the associated quotation for approval.

All Members voted in favour of the item.

RESOLVED Members APPROVED the general compliance works as tabled. To proceed with the production of Display Energy Certificates for 6 x Community Facilities. At a cost of £2,376.00+VAT attributed to budget code 200/5510

LR156

CSNPC Commercial Vehicle Review Report

The Estates Manager presented the associated report. A Copy of which can be found in the Minute Book, annex E.

Cllr J Ballman queried the vehicle acquisition processes of other Parish Councils.

The Estates Manager explained that many other Parish Councils purchased their grounds maintenance vehicles but leased their commercial fleet vehicles.

Cllr J Yeowell commented on the phase out of diesel vehicles and the future requirement to move the fleet to electric alternatives.

The Estates Manager confirmed he would look in to the cost of Electric Charge points install and use, as to provide a comparable cost use of electric v diesel.

Cllr M Beale queried the workload of officers as to the need for larger vehicles.

The Estates Manager responded.

It was commented that sourcing a tipper vehicle could alleviate the need to outlay costs on skip hire or externally sourcing a tipper for use of waste disposal at the Allotment sites.

Cllr M Lucas commented that preference would be for procurement of a tipper vehicle and a larger transit. It was explained that this would allow for dry transport of items during incumbent weather.

Members held further discussion.

Cllr J Ballman queried the benefits of procuring an electric vehicle.

The Estates Manager responded.

Cllr J Ballman commented on the need for future planning and to consider the long term direction of Parish responsibilities.

The Estates Manager presented his recommendations, as per the associated report.

Cllr D Patey commented on the significant lead time of procurement.

Cllr D Patey declared an interest working for the Company 'MAN', who supply commercial vehicles.

Cllr J Yeowell queried the current market and whether vehicle prices were still high.

The Estates Manager commented that prices were still over inflated.

Conversation was held around vehicle depreciation. The Parish Clerk advised the Parish cannot include vehicle depreciation in its accounts, only the capital cost outlay.

Cllr J Ballman asked whether a loan could be considered for vehicle and equipment procurement. Further comment was given to the expansion of Parish duties and the limitations on precept rises since its inception.

The Parish Manager provided detailed response. It was advised against this type of borrowing.

Cllr D Patey queried the demand of use for larger vehicles.

The Estates Manager responded, stating the request for larger vehicles, has been based on significant workloads of the 2 operational Officers.

The Parish Manager advised he would raise the matter of shared procurement to 'SAC'.

The Estates Manager recommended for the report to be presented to Full Council for consideration.

All Members voted in favour.

RESOLVED that the associated report be presented to Sept 22 Full Council Committee for consideration.

Cllr J Ballman agreed for item 14 to be bought forward at the request of Cllr M Beale.

LR157 Rewilding project 2023

The Estates Manager presented the associated report. A Copy of which can be found in the Minute Book, annex F.

Cllr M Beale commented on the complexities of successfully facilitating rewilding projects.

Further comment was given to the need for consultation and careful consideration of areas for rewilding.

Cllr J Yeowell queried the inclusion of the Meadows.

The Estates Manager advised the report was introductory and further technical and specific details would need to be assessed.

Cllr J Ballman remarked on the learning needed from other local Parish Councils, as to how their projects have fared.

Cllr M Beale asked where the idea came from.

It was advised the idea was seen via other Parish reports.

The Estates Manager presented the recommendations, as per the report.

All Members voted in favour of the recommendations.

- RESOLVED** That Members approved;
- 1.1 To recommend the Rewilding project to the Environment & Planning committee for consideration.
 - 1.2 To recommend E&P Committee review the project against Environmental Policy & Parish Vision.
 - 1.3 Request E&P comments be reported to future L&R Committee for consideration.

Cllr M Beale left the meeting at 8.58pm

LR158 Budgets & EMR Code Overview

The Estates Manager presented the associated report. A Copy of which can be found in the Minute Book, annex G.

RESOLVED Members noted the report.

LR159 23/24 L&R Budget Setting Review Report

The Estates Manager presented the associated report. A Copy of which can be found in the Minute Book, annex H.

Cllr M Lucas commented on the need for costs in regard to tree works at Allotment sites.

The Estates Manager advised costings and associated documentation regarding tree works from Idverde was outstanding. This would be followed up post meeting.

Action – The Estates Manager to follow up with Andrew Smith of Idverde regarding information on tree works.

The Estates Manager presented the recommendations, as per the associated report.

Cllr J Ballman queried whether there was a need for a specific L&R Budget Setting Working Group.

The Parish Manager advised the Head of Finance & Governance would be contacting Committee Chairs upon her return from annual leave with to discuss the budget setting process.

The Parish Manager went on to talk about the budget setting process in further detail.

Members were informed that the Committee specific budget setting workshops should align with the corporate budget setting.

Members held discussion.

Members voted in favour of the recommendations .

RESOLVED that subject to the HoFG confirming the timeline for budget setting. The L&R Committee will schedule a program of committee budget setting workshops to coincide with the overall budget setting timeline.

LR160 Vendor Policy Review

The Estates Manager advised the item had been bought back to Committee for review.

It was explained the policy relates to areas of Parish leased land only. examples were given as Mannington, Seven Fields and Southbrook Rec.

Members were informed that whilst the policy remained unchanged, an amendment with regard to charging had been implemented. This was to cover an 'event' rather than an individual stall or seller, which was deemed to be more just.

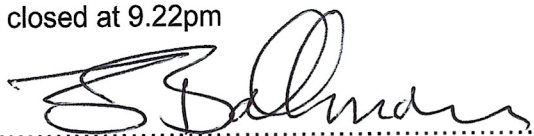
Cllr D Patey agreed with the need for relevant documentation. However, raised concern with the need to charge a seller or stall.

Cllr J Ballman agreed with the concerns raised.

The Estates Manager commented that the charge was to prevent those looking to profit by selling on Parish leased land, without authority.

Members held discussion.

The meeting closed at 9.22pm

Signed.....

Date.....16.02.2023

Chair of the Leisure & Recreation Committee