

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 6th October 2022.

Present Cllr J Ballman (Chair)
Cllr M Lucas (Vice Chair)
Cllr J Yeowell

Officers A Briggs (Estates Manager)

Public M Ware (Idverde Contracts Manager)

Meeting started at 7.00pm.

LR169 **Apologies**
Cllr R Ballman
Cllr M Beale
Cllr D Patey

LR170 **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).

LR171 **Grounds & Street Cleansing PQMS Data Review**
The Estates Manager shared information received from M Ware, relating to the Idverde contract performance monitoring. A copy of the notes can be found in the Minute Book, Annex A.

M Ware presented the information.

Members were informed a total of 353 inspections had been completed from Feb 22 to date. A detailed breakdown of the scoring was provided.

Data presented showed a positive increase trend in scoring. The Estates Manager advised this is in light of the correct method of scoring being applied. Providing a more accurate reflection of the contract spec.

M Ware suggested Ward Members on occasion be invited to attend ad hoc inspections, as to understand the scoring criteria in operation.

Cllr J Ballman agreed it would be beneficial for Cllrs to attend inspections.

M Ware commented that Cllrs would need to be aware of the contract specification to ensure accurate scoring.

Cllr J Yeowell was informed additional information, providing a breakdown of locations was issued with the agenda pack.

M Ware provided a verbal summary regarding commencement of winter maintenance works.

RESOLVED Members noted the item.

LR172

Grounds & Street Cleansing Contract Working Group

Item A - The Chair advised Members the notes of the Grounds Contract Working Group, held 19th July had been circulated with the Agenda pack and was an item to note. A copy of the notes can be found in the Minute Book, Annex B.

Item B - The Estates Manager advised members the Contract performance document had been circulated with the Agenda Pack and was an item of note with recommendation to present the report to Oct Full Council. A copy of the document can be found in the Minute Book, Annex C.

Cllr J Ballman proposed the document be presented to the Oct 22 Full Council Committee.

Members agreed.

Item C - The Estates Manager presented a quotation for conducting tree surveys on those assets which are leased to the Parish Council. Quotation supplied by Idverde - £3,784.00 +VAT.

Cllr J Ballman questioned the needed for tree surveys.

Members held discussion on the item. Discussion included the matter of a dispute raised by CSNPC to SBC for responsibility of those trees on its leased land.

Cllr J Ballman proposed the item be deferred until resolution of the dispute with Swindon Borough Council around the responsibility of trees on leased land is resolved.

Members voted in favour.

Item D – The Estates Manager presented the following items, requesting they are presented as part of budget discussion at the budget setting meeting being held on 13th October 22.

- 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

Cllr J Ballman queried the status of replacing the existing parish vehicles.

The estates Manager advised the report had been approved by Full Council & FGP, subject to confirmation of a number of financial decisions. It was further advised that the budget for lease of CSNPC was to be presented at the budget setting meeting on the 13th October for consideration.

Cllr J Ballman proposed that all 3 items are put forward for consideration at the L&R budget discussion meeting being held on 13th October.

Members agreed.

The Estates Manager advised that item 1 within 4D, the mechanical sweeper, should be considered in conjunction with the reintroduction of SBC of Kerbside sweeping and the possibility of issuing a Change Control Notice (CCN). Allowing the current Parish provision of around £25,000.00 being to be removed and then reallocated.

RESOLVED Members noted Item 4A.

RESOLVED Members noted Item 4B and recommended the document to be presented to the Oct 22 Full Council Committee.

RESOLVED To defer decision on instructing tree surveys for those trees on CSNPC leased land, until a decision has been reached with SBC over an ongoing dispute.

RESOLVED Members agreed the 3 items as tabled in 4D are presented for discussion at the Leisure & Recreation Committee meeting being held on 13th October 22.

- 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

LR173

Budgets & EMR Code Overview

The Estates Manager advised Members the associated document had been circulated within the Agenda pack and was an item to note. A copy of the notes can be found in the Minute Book, Annex D.

RESOLVED Members noted the Item.

N Jackson joined the meeting at 7.19pm

LR174

Officer Delegated Authority

The Estates Manager informed Members that the matter had been discussed at the Finance & General Purposes Committee meeting, held 4th October 2022.

The FGP Committee resolved to instruct the Chair of Council to call a Financial Regulations Working Group meeting, to consider the request to increase the delegated spend authority of officers.

Members held discussion on the item.

Cllr J Ballman proposed that the increase for the Estates Manager be set to £3,000.00 and that the L&R resolution is presented to the Oct 22 Full Council Committee.

Members voted in favour.

RESOLVED that the request of the L&R Committee to set the Estates Manager's Delegated Authority to £3,000.00, as part of the Delegated Authority review, be presented to the Oct 22 Full Council Committee.

LR175

Capital Works Quotes

The Estates Manager presented the following two quotations for approval:

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

The Estates Manager informed Members of two available budget codes that the works could be attributed too if approved.

Cllr J Ballman proposed that the item A & B as tabled, are approved with costs attributed to the general maintenance works budget code 200/5515

Members voted in favour.

RESOLVED Members approved the quotation as supplied by Kudos fencing for £2,550.00 for item A - works to the Chippenham Close Community Centre.

RESOLVED Members approved the quotation as supplied by Lake Edge Ltd for £2,845.00 for item B - works at the Kiln Lane Allotment site.

That the costs for completion for both works are attributed to the general maintenance budget code – 200/5515

LR176

Allotment Update

The Allotment Officer provided Members with a verbal update on his current work load.

The Estates Manager provided praise to the Allotment Officer for his work.

Members were informed that the Winter maintenance would commence shortly, including matters like the structure review.

Discussion on use of the Parish tractor was held.

The Estates Manager advised that the matter of costs for conducting tractor training had been included within the report for budget setting discussion.

N Jackson left the meeting 7.49pm

The Estates Manager advised Members that an Allotment Working Group was being scheduled for the coming weeks and that the draft Allotment long term plan that was in process would be presented to the group for review.

Brief discussion was held on the matter of skip hire at the Allotment sites.

RESOLVED Members noted the item.

LR177

Parks Working Group

The Estates Manager advised Members that the associated document for item A, had been circulated within the Agenda pack and was an item to note. A copy of the notes can be found in the Minute Book, Annex E.

Item B – The Estates Manager presented the Parks WG Terms of Reference (ToR's).

Cllr J Ballman asked for clarification on the legal definition of parks.

The Estates Manager advised both Victorian and National parks have specified definitions. However, local and general parks do not.

Cllr J Ballman commented that consideration should be given to an associated budget code to facilitate the Parks management.

The Estates Manager advised that the budget requests of the Parks Working group would be presented as part of the L&R budget discussions.

Cllr J Yeowell commented on the meadow bailing.

The Estates Manager recommended that the Terms of Reference and Draft Parks Policy be presented to the October Full Council for consideration and ratification.

Cllr J Ballman proposed.

Members voted in favour.

RESOLVED Members noted the item A.

RESOLVED Members approved the draft terms of reference and the Parks policy. That both documents are to be presented to the Oct 22 Full Council Committee.

LR178

Building Management System Audit

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

Members held discussion on the item and shared experiences with Building Management Systems.

Members acknowledged the need for a system audit, but raised concerns over whether a BMS system as feasible or possible.

Cllr M Lucas commented that some of the elements of a BMS maybe possible. However, a full BMS system may not be needed.

The Estates Manager presented the report recommendations. As tabled:

- 1) To instruct the Estates Manager to seek up to 2 x additional quotations for comparable service costs.
- 2) That a subsequent report, including where possible, additional quotations are presented to the November FGP Committee for financial consideration.

Members voted in favour

RESOLVED Members voted to approve the recommendations as tabled within the associated report. That the Estates Manager seek up to 2 further quotations for a full BMS audit of CSNPC assets. That an associated report is presented to the November 22 Finance & General Purposes Committee for consideration.

LR179 Draft SLA for Allington Rd Community Garden Project

Members were informed the Service Level Agreement had been drafted for the Community Garden Project in Penhill and had been sent to the Tenant for review and comment. The project status was 'in progress'.

RESOLVED Members noted the item.

LR180 CSNPC Tenants (standing item)

Item A - Renew Men's Shed – Chippenham Close CC. Members were informed that the cost to draft a formal lease for the Tenants at Chippenham Close would cost approx. £1,500.00.

The Estates Manager advised that sitting tenants of Chippenham Close Community Centre currently have a 'Tenancy at Will', and that there is no immediate urgency on the part of the Parish Council to provide a formal lease. Therefore, the item should be deferred to the 2023/2024 financial year for consideration.

Item B - Moredon Croquet Club at Moredon Recreation Ground. Lease renewal subject to Moredon Sports Hub. No further update at present.

RESOLVED Members noted the item.

The meeting closed at 8.17pm

Signed.....

Date.....16.02.2023

Chair of the Leisure & Recreation Committee

