

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 2nd February 2023.

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

Officers A Briggs (Estates Manager)
A Reeves (Parish Clerk – Online)

Public None

Meeting started at 7.00pm.

LR224 **Apologies**
Cllr R Ballman
Mike Ware – Idverde Contract Manager

Members noted the item.

LR225 **Declarations of Interest & Applications for Dispensation**
Cllr J Ballman declared a non-pecuniary interest in the Hreod Burna Urban Forest (HBuF), the Royal Society for the Protection of Birds (RSPB) and The Leisure & Library Trust.

Cllr M Lucas declared an interest in The Leisure & Library Trust.

Cllr M Beale declared an interest in The Leisure & Library Trust & The Penhill Orchard.

LR226 **Grounds & Street Cleansing PQMS Data Review**
The Estates Manager presented the associated document. A copy of which can be found in a Annex A.

Members informed that the complied data had reset at the start of the New Year.

59 Quality Inspections had taken place since the beginning of 2023. These were broken down in to:

- Bins 7 inspections - Average score 4.57
- Grass 5 inspections - Average Score 4.20
- Hard surfaces 31 inspections - Average score 4.67
- Hedges 8 inspections - Average score 4.62
- Shrubs 8 inspections - Average score 4.75

Hedge row at Dorset Green scored at grade 3, as the job had not yet been completed at time of inspection.

The Estates Manager presented the grading score sheet and explained in detail the different scoring markers.

Cllr M Beale queried what grade standard should be being delivered by the contractor.

The Estates Manager advised that 'grade 5' was the benchmark standard.

Members were presented with the client issue log and informed that since the start of the new year 11 cases had been logged by the contractor.

Further detail was provided.

Members were presented with information relating to the breakdown of each site inspections.

Members were informed that ad hoc quality inspections are completed internally by the Estates Manager and Grounds Officer weekly.

A document containing a number of cleansing photos was displayed.

Cllr J Ballman spoke about an interactive map available through Swindon Borough Council website, and requested discussion take place with the relevant SBC officer about it.

Cllr M Beale asked whether the map could also be used to report street lighting issues.

This wasn't know.

Cllr J Ballman commented on the current arrangement for marking PQMS inspections and requested an external assessment be conducted.

The Parish Manager provided further comment on benchmarking.

Members agreed with the comments made.

A Reeves commented on the inaccuracies of the SBC reporting tool. Specifically the incorrect auto response being generated, stating items were 'Parish responsibility', when clearly the matter wasn't a Parish responsibility.

Action – Officers to contact SBC to request discussion in the interactive reporting map tool.

Action – Officer to seek external assessment from another Parish Council, with regard to service delivery inspections.

RESOLVED - Members **NOTED** the report.

LR227 L&R Budget Updates

The Estates Manager presented associated documents. Copies of which can be found in Annex B & C.

Members noted the committee budget line and relevant EMR code balances as of December 2022 and were informed there were still a number of items that were due to be completed and invoiced.

Members were informed the full allotment billing period for FY 23/24 would be issued in March 23.

Cllr M Lucas commented on the number of EMR budget lines with a Nil balance.

Members wished to see these lines removed.

Action – EM to present future reports highlighting relevant budgets and removing redundant

lines.

Action – Finance team to ensure EMR coded correct to reflect works completed against the balance.

RESOLVED - Members **NOTED** the item.

LR228 General Workload Update

The Estates Manager presented an associated report. A copy of which can be found in Annex D.

Action – Estates Manager to follow up on winter pitch renovation costs.

RESOLVED – Members **NOTED** the item.

LR229 Project Planner Update

The Estates Manager provided a verbal update on a number of current and ongoing projects. This included:

- 1) JMH and Moredon CC flat roof works are in progress, due to be completed by end of Feb 2023.
- 2) Chapel St Toilets & The Reading Room fire doors – works completed Jan 2023

RESOLVED - Members **NOTED** the item.

LR230 Working Group Notes

The Estates Manager referred to the notes of meetings for;

- 1) Allotments Working Group, held 09.01.23
- 2) Play Area Working Group, held 10.01.23
- 3) Parks & Open Space Working Group, held 23.01.23
- 4) Contract Working Group, held 26.01.23

The Estates Manager informed members that the revised date for the compact sweeper demonstration was the 9th March 2023. An invitation for the demo, was to be sent out post meeting.

RESOLVED - Members **NOTED** the item.

LR231 Play Areas

The Estates Manager provided a verbal update on the item.

Members were referred to the annual Play Area safety inspection reports, that had been completed by the third party RoSPA in Jan 23.

The Estates Manager highlighted a number of High & Medium priority items that were being reviewed to be rectified.

Cllr J Yeowell queried the missing assessment of the floor at the Rodbourne Rec play area.

Members were advised that any general works items that could be completed by Parish Officers would be. That specialised equipment repairs would have to be completed by an accredited play equipment installer.

Cllr J Yeowell commented on the age of one of the pieces of equipment at Alanbrooke Crescent.

Cllr J Ballman proposed a motion that; 'When conducting Play Area improvement or development works, both the Working Group & L&R Committee, are to engage and consult with the local stakeholder groups 'Mums on a Mission' & 'Plan inclusive Play Areas'.

Cllr J Yeowell seconded.

Members voted in favour.

RESOLVED – Members **NOTED** the item.

RESOLVED – To include stakeholder engagement for inclusivity and accessibility in all future play area design.

LR232 Tree Works & 23/24 Survey

The Estates Manager presented an associated report. A copy of which can be found in Annex E & F.

Members were informed that additional tree works had been missed from Churchward Avenue Allotment site quote, however was in progress of being quoted for.

Members were advised that the received quotations for trees works at the Allotment sites had been approved to proceed.

Members were informed that tree works for Pinetrees CC & Gorse Hill Rec hadn't been approved, as there was currently no associated budget.

Members held discussion on the item.

The Estates Manager referred to a previous quotation for tree stock surveys for those trees on Parish leased land, and asked Members to consider the future use of the newly attributed tree works budget code included within the 23/24 financial year.

Cllr J Ballman asked whether the survey would include St Marks Park.

This was confirmed.

RESOLVED - Members **NOTED** the item.

LR233 Gorse Hill & Moredon CC Fire Compliant System – Update

The Estates Manager presented the associated report. A copy of which can be found in Annex G.

Cllr J Ballman asked whether the current system would impact on the insurance policy.

It was confirmed that insurance premiums would be affected, if no action was taken following notification of the issue.

Cllr M Beale queried why there was no associated budget.

It was confirmed the Committee had a compliance code budget line. However, there wasn't an available balance remaining, as to cover the works quoted.

Cllr J Ballman proposed that the report be presented to the Feb FGP Committee for

consideration.

Further commenting as to proceed with the most competitive quotation within the report.

Cllr J Ballman proposed that the report be presented to the Feb FGP Committee for consideration.

Further commenting as to proceed with the most competitive quotation within the report.

All Members voted in favour.

RESOLVED – that the Estates Managers report be presented to Feb FGP Committee for consideration, and request to find the monies to proceed with the most competitive quotation for works.

LR234 Pinetrees Community Centre – CCTV

The Estates Manager provided a verbal update on the item.

Members were informed the CCTV system as Pinetrees is now obsolete.

It was confirmed that whilst the system is still functioning. 1 x camera no longer works and the systems control board is past its use of life and needs upgrading.

Members were presented with a quotation from OSE to upgrade the system.

Members held discussion.

Cllr J Ballman Proposed the item be taken to the Feb FGP Committee for consideration.

Cllr J Yeowell Seconded.

All Members voted in favour.

RESOLVED – that the quotation for upgrade works to the CCTV system at Pinetrees Community Centre be presented to Feb FGP Committee for consideration.

LR235 Seven Capital – Oasis Skate Park

The Estates Manager provided a verbal update on the item.

Cllr J Ballman declared an interest as a member of the Swindon Borough Planning Committee and asked it be noted that he would not make any comment that might prejudice any future planning decision.

Members were informed that Cllr W Stone had enquired with Parish Officers as to whether the skate Park located at the Oasis site could be relocated and utilised.

Members were informed that Parish Officers & Members would be meeting executives of Seven Capital in Feb 23, to discuss a number of Parish related matters, such as; litter and antisocial behaviour, and would include the query raised by Cllr Stone regarding the skate park.

Members held brief discussion on the item.

The Parish Clerk spoke about the processes being followed and referred to correct channels of communication being taken.

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Cllr J Ballman asked that the report be noted and an update brought back to a future meeting.

RESOLVED – Members **NOTED** the item.

The meeting closed at 8.12pm

Signed.....

Date.....

Chair of the Leisure & Recreation Committee


16.02.2023