

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 7th April 2022.

- Present** Cllr J Ballman
Cllr R Ballman
Cllr M Beale (Online)
Cllr P Exell (Online)
Cllr M Lucas (Chair)
Cllr D Patey
Cllr J Yeowell
- Officers** A Briggs (Estates Manager)
A Reeves (Parish Manager)
- Public** M Ware (Idverde Contract Manager – Online)

Meeting started at 7.00pm.

- LR108** **Apologies**
Cllr S Exell
Cllr W Stone

- LR109** **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.

- LR110** **Minutes of the Previous Meeting**
The Estates Manager presented the minutes of the previous meeting of the 03.03.2022
The Committee Chair asked for comments.
No comments received.
Members voted in favour to adopt the minutes.

RESOLVED that the Leisure & Recreation Committee meeting held 3rd March 2022 be approved as a true and accurate record.

- LR111** **December 2021 Minute Reference Amendment**
The Estates Manager advised Members that a mistake in the sequential minute reference numbers from the December 2021 L&R Committee minutes had been picked up in the annual audit.
Members were informed that to resolve the matter, the two duplicated numbers and associated minutes would be extracted & printed with revised sequential numbers of LR071A & LR072A.
This would be signed by the Chair of L&R, Cllr M Lucas and then stapled in to the minute reference book.

Members Agreed with the necessary action.

LR112 Grounds & Street Cleansing PQMS Data

M Ware presented chart information, regarding the routine quality management checks of the grounds and street cleansing services contract.

Members were informed that since starting the PQMS checks, 83 inspections had taken place. This was broken down in to:

6 Bin inspections all grade four.

24 Grass inspections, with 13 grade four and 11 grade three.

Hard surfaces. Average grade three due to detritus build up. There is a sweep due within the next couple of weeks.

7 Hedge inspections, 6 grade four and 1 grade three.

10 Shrub inspections with 7 grade four and 3 grade three.

Current grading at 54% grade four and 46% grade three

Current overall pass rate 54.2%.

Average score rate 3.53

M Ware commented on grade improvements that should be seen over the coming months.

The Estates Manager reminded members of the Acorn system, which provides further information on individual items.

Cllr J Ballman referred to a specific matter at St Marks park, regarding vehicle accessing litter bins and damage to a grassed area.

M Ware responded.

M Ware advised members the first round of the grass cutting has been completed. The schedule is currently 3 days over due to team members still being on reduced winter hours.

The Estates Manager asked for an update on the new members of grounds staff.

M Ware responded.

Cllr J Yeowell asked for an update regarding the client issues log.

M Ware explained the log was a record of all cases that have come in externally that need to be allocated for completion.

M Ware commented that Beech Ave was a current hot spot for fly tipping cases.

The Estates Manager queried the response time charts.

Action – M Ware to look into whether the response times are displaying correctly.

M Ware left the meeting at 7.14pm

Members held a discussion on the matter of fly tipping.

LR113 Kembrey Copse, Footpath Inclusion on Definitive Map – Member of Public Request

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

Cllr R Ballman commented on the length of time the footpath had been missing from the definitive map.

The Estates Manager shared a map image of area.

Members held discussion on the matter.

Cllr J Ballman queried the responsibility of the bridges that fall within the area.

The Parish Manager advised that the any bridge within Parish leased land would be the responsibility of the Parish Council. However, not the watercourse or bank.

The Parish Manager provided information on Rights of Way, bridleways and Section 34 of the Road Traffic Act.

Further discussion on the matter was held.

Cllr M Lucas commented that further information as to why the permissive path was originally removed in the 1920's.

Cllr Yeowell raised whether there were similar instances locally of footpaths being removed from the definitive map.

The Parish Manager responded.

The Estates Manager queried whether Members wished to request further information from SBC Highways.

Cllr D Patey commented that no further action need be taken by the Parish Council at this stage.

Cllr D Patey Proposed that unless contacted by the Highways & Rights of Way department at Swindon Borough Council, no further action is taken by CSNPC.

Cllr R Ballman Seconded.

RESOLVED – That no further action is taken on the matter. However, further consideration may be given in future, should Swindon Borough Council contact the Parish Council.

LR114 Draft Vendor Policy

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

Cllr R Ballman asked whether the policy would be applicable to the coffee seller who attended the weekend Park Run events.

The Estates Manager advised it would apply to all vendors selling on our leased land.

Cllr R Ballman challenged the applicable charge for use of electricity.

The Estates Manager advised that the charge could be subject to review, once further data was available.

Cllr P Exell queried whether the policy was applicable to one off events only, rather than permanent fixtures.

The Estates Manager confirmed the policy was applicable to short term events only.

Cllr D Patey asked whether any concerns had been raised by the American Football Club who organise events at Southbrook Recreation.

The Estates Manager advised the Club had been contacted and were aware that a vendor policy was being considered and that no immediate concerns had been raised.

Cllr J Yeowell commented on the need to change the wording from 'City Council' to 'Borough Council'.

The Estates Manager acknowledged this.

Action – EM to amend the wording of 'City Council' to 'Borough Council' within the Policy.

Cllr J Yeowell asked whether there were a clause to cover any damages arising to grassed areas or verges.

Action – EM to check the policy and include as necessary.

Cllr J Ballman commented on a number of events that take place across the Parish and asked how the policy would affect them.

The Estates Manager advised the policy would cover any food seller or vendor, and each would need to apply for permissions.

Cllr J Ballman asked whether the pricing was a fair reflection.

The Estates Manager advised that the price per vendor was reasonable, and aligned with comparable information that had been sought.

Discussion was held on event organisers selling food directly, rather than through that of an external vendor.

Cllr J Ballman asked that the policy be discussed with a number of local organisations that undertake events within the Parish.

Members held discussion on the responsibilities and liabilities of hosting events.

Cllr J Ballman proposed to defer the decision on the policy, as to enable consultation with local organisation, and that an updated report be brought back a future meeting.

Cllr J Yeowell Seconded

All Members voted in favour.

RESOLVED – That consultation on the policy with local organisation is undertaken, as to gather views and comments. The feedback of this consultation along with an updated report be brought back to a future L&R Committee meeting for consideration.

LR115 Tusker Vehicle Report – Updated

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

Cllr J Yeowell asked whether there was a increase in price for keeping the existing lease.

The Estates Manager advised the lease rental charge would not increase, that it would remain on the same terms.

Members held a discussion on the condition of the vehicle.

Cllr R Ballman asked whether both vehicles were used.

The Estates Manager provided response.

Cllr J Ballman asked whether Idverde had been approached on the matter.

The Estates Manager confirmed they had been contacted. Further comment was given on the lead times for all organisations trying to source vehicles.

Cllr P Exell commented on the issues highlighted within discussion and that the only option available would be to retain the existing vehicle on an informal extension.

The Estates Manager confirmed retention of the vehicle would be on the exact same terms.

The Estates Manager presented the report recommendations.

Cllr M Lucas Proposed the recommendations.

All Members voted in favour.

RESOLVED – Members APPROVED the retention of vehicle MT18 MDO for a further 9-12 months, on the same terms or better. That the cost in facilitating this, be attributed to the vehicle budget line code for 22/23 Financial Year.

RESOLVED - Members to NOTED, that in light of excessive market costs, sourcing a replacement vehicle is postponed, with a full review of the requirement and specification to be carried out as part of the 23/24 budget setting process.

RESOLVED - Members to NOTED that officers may from time to time put forward ad-hoc requests for day rate hire of larger commercial vehicles, in order to assist operational duties.

LR116

Allotments Update

The Estates Manager provided members with a verbal update on current matters relating to the Allotments.

Members were informed of the timeline for recruitment of the vacant Allotment Officer post.

Cllr R Ballman asked for clarification on the period of employment for the temporary worker, and fixed term post.

The Estates Manager advised a temporary replacement worker was due to start on Monday 11th April, for a period of 4 weeks. That a short term fixed contract would be advertised by the end of April 22. The staffing panel and Council are then undertake a review of the job role longer term, later in the year.

Cllr M Lucas provided a verbal update on the Allotments.

Members held further discussion on the item.

Cllr P Exell left the meeting at 8.01pm.

Cllr D Patey queried whether there would be agency costs should the temporary person

successfully apply for the permanent fixed term contract.

The Estates Manager advised he would need to look in to the query.

Action – To confirm clauses within the agency contract should the temporary worker apply for the fixed term role and be successful.

Members were informed that the next Allotment Working Group would be set up after the Annual Parish meeting, at which point the committee structures and working groups are agreed.

Members Noted the verbal update.

LR117 Pickards Field Tree Works

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

Members held discussion on the items and the matter of Ivy growth.

Cllr J Yeowell queried the budget code for Pickards Field.

Cllr J Ballman commented on the priority of each of the works.

Cllr D Patey queried whether the waste would be removed.

This was confirmed.

Cllr M Lucas proposed the report recommendation.

All Members voted in favour.

RESOLVED – That Members APPROVED the spend request for tree works at Pickards Field as follows:

Elder Tree works - £377.56 +VAT

Willow Tree works – Option 1 - £750.61 +VAT

Total cost - £1,128.17 +VAT

That the associated costs be attributed to 22/23 budget code 4630/325 - Pickards Field service provision.

LR118 Draft Play Area Ward Survey

The Estates Manager presented a copy of the draft play area survey. A copy of which can be found in appendix E.

Cllr R Ballman asked whether the items for Edinburgh Street had been ordered.

The Estates Manager provided Cllr R Ballman with a verbal update response.

Cllr R Ballman suggested printing copies of the surveys and providing them to local schools.

The Estates Manager touched on the types of community engagement that would be undertaken at the time of distribution.

Cllr J Yeowell commented on the previous issues experienced with distribution of the Parish Newsletter and the presentation of the survey.

Cllr J Ballman commented in regard to preservation or improvement of the local play areas and not the disposal of.

Cllr M Beale suggested the survey have associated images of the equipment.

Members held discussion on the distribution of the newsletter.

Members noted the item.

LR119

Grounds Maintenance & Street Cleansing Service Review Survey

The Estates Manager presented a copy of the draft play area survey. A copy of which can be found in appendix F.

Cllr J Yeowell asked whether the response data from the survey would be shared with Idverde.

The Estates Manager advised the information would be assessed by the Grounds & Street Cleansing Working Group, from which further action would be decided.

The Estates Manager spoke about distribution of the survey.

Members held discussion on the item.

Cllr R Ballman asked how non parish related queries could be answered, if they were to be raised by residents on the survey.

The Estates Manager advised that the preamble on the survey, should state how to get in touch with the Parish Council with regard to specific matters or queries.

Cllr J Yeowell asked whether there was a minimum number of responses in order to conduct an accurate review.

The Estates Manager advised that the working group would evaluate all responses and determine whether a sufficient number had been received in order to provide an accurate overview.

Members discussed the Working Group.

Cllr M Beale spoke about the administration that comes with residential surveys and informing members of the public of the breakdown of services.

The Estates Manager advised the breakdown of services is now included within the newsletter.

Members Noted the Item.

LR120

Pitch Improvement Football Foundation Reports

The Estates Manager presented members with one of the associated reports.

An overview on the context, including explanation on how to read the results was provided.

Members were advised the results received were positive and showing improvement in all areas.

One area noted to address was the length of grass height. It was explained that when the pitch

condition surveys were undertaken, grass cutting had not yet started.

General discussion was held on the item.

Cllr J Ballman spoke about grass cutting and line marking.

Cllr D Patey asked whether the improvements took place as part of the Football foundation funding.

This is confirmed.

Members Noted the item.

LR121

The Great British Spring Clean Event – Litter Pick

The Estates Manager informed Committee Members of the upcoming litter pick event. Taking place in Penhill on Saturday 9th April.

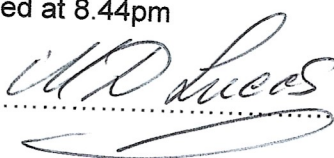
Cllr J Ballman asked for future consideration for a litter pick to be arranged in Gorse Hill.

Action – The Estates Manager to look in to arranging a litter pick event in Gorse Hill.

Cllr D Patey commented on the condition of existing litter pick equipment.

Members noted the item.

The meeting closed at 8.44pm

Signed.....

Date.....21/02/23

Chair of the Leisure & Recreation Committee