

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 3rd November 2022.

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

Officers A Briggs (Estates Manager)

Public None

Meeting started at 7.00pm.

LR187 **Apologies**
Cllr D Patey

LR188 **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 an interest in The Leisure & Library Trust & The Penhill Orchard.

LR189 **Grounds & Street Cleansing PQMS Data Review**
Members were informed Ward specific inspections had been scheduled for W/C 14.11.22. that an invitation to attend had been sent to all Members.

The Estates Manager presented the associated documentation. A copy of which can be found in Annex A & B.

It was explained that the documentation presented now provided a greater level of detail for more accurate scrutiny.

82 inspections completed for the month of October 22. It was commented that inspections are randomly generated and cover the whole of the Parish estate.

Cllr J Yeowell commented on the reduction in fly tipping cases.

The Estates Manager advised that fly tip cases were being referred back to SBC for action.

Comment was given to the good response being seen by SBC officer when responding to cases being raised by the Parish.

Cllr R Ballman commented on a section of work completed along the Great Western Way. It was confirmed that work would have been completed by SBC Highways.

Action – Estates Manager to investigate fallen branch in Bramble Close.

RESOLVED - Members **NOTED** the report.

LR190 Budget & EMR Code Update (Aug/Sept 22)

The Estates Manager provided a verbal update on associated budget information.

Cllr J Ballman queried budget code 200/5527 – TUPE Costs.

The Estates Manager commented that the costs were in regard to 'on costs' such as pensions of staff transferred across as part of the grounds maintenance contract.

It was further queried that no previous years budget had been set.

Action – Budget code 200/5527 to be reviewed during budget setting review.

Cllr J Ballman commented that a number of budget codes had been overspent.

Cllr M Lucas commented on a number of budget codes with nil balance attributed, that had monies coded to them.

The Estates Manager responded, advising that the finance team would need to ensure invoices were being coded correctly.

Cllr J Yeowell queried the Covid 19 budget, which was showing nil balance.

The Estates Manager informed Members that he and the Head of Finance were drafting a working 23/24 budget document, with the inclusions of each committee request considerations. This document is to be presented to Cllrs at future budget meetings for review.

Cllr J Ballman commented that inflationary rises would need to be considered.

RESOLVED – that nil budgeted, nil spent and overspent budget codes are to be reviewed in detail, as part of the budget setting process.

LR191 Project Updates

The Estates Manager provided a verbal update on a number of current and ongoing projects. Including;

- 1) Kiln Lane Allotment surface repairs. Due to be completed early Nov 22
- 2) Penhill Bowls Club Wall – ongoing. Cllr J Ballman queried its current condition.
- 3) Southbrook Car Park surface work - Project complete.
- 4) Upgrade to lighting – PTCC & JMH switched over to LED bulbs. Invest to save. Calculation of energy savings approx. £700.00 PA
- 5) Roof Repairs – Moredon CC & JMH water ingress in both flat felt roofs. Quotations being sought. Cllr R Ballman queried whether they would be covered by insurance.
- 6) Chippenham Close Garden Wall – Damaged wall removed and made safe, project expected to be completed early Dec 22.
- 7) Seagry Court Depot – Brick work damage and guttering missing. Building used for storage. Quote to repair received 03.11.22 approx. £500.00. In progress.
- 8) Fire Door Review – mandatory compliance procedure. All buildings included within the review.
- 9) Moredon CC & Gorse Hill Fire Compliance Review – Awaiting outstanding Fire Risk Assessments from the Centre Committees - project ongoing.
- 10) Moredon CC – Rising damp in cellar. Project complete.
- 11) Chapel St & The Reading Rooms fire door replacement – in progress. Doors expected early Dec 22.

Cllr J Yeowell queried the renovation of the front of The Reading Rooms and its accessibility for mobility scooters.

It was advised that the original plans to repurpose the front of the building had been postponed due to the pandemic.

Cllr M Beale commented on brining a scooter into the building, could cause a fire / access risk.

RESOLVED - Members **NOTED** the report.

LR192 **Allotments**

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

The Estates Manager advised the Allotment long term plan(v2) would be reviewed at a future Allotment Working group before being presented to Cllrs for consideration.

Discussion was held on statutory allotments.

The Estates Manager advised he had written to SBC to ask for a formal document confirming that no CSNPC allotments were classified as 'statutory'. Awaiting response.

The Estates Manager referred to the 23/24 budget code request for £10k for allotment works to support the plan.

Members were provided with a positive update on green waste removal & skip hire during the autumn program.

Cllr J Ballman commented that exploration for expansion for new allotments should be considered.

The Estates Manager responded, advising that identification of new sites or expansion of existing was an inclusion within the long term plan.

The Estates Manager informed members of the successful funding application, submitted by the Grants Manager. The funding secured totalled £65k to support a partnership working project with the Night-Shelter, Gorse Hill Baptist Church, Food-Cycle and the Salvation Army.

It was advised that a large part of the project was to organise food collections from allotments and provide these as a 'crop drop' program.

Members held discussion on the project and raised a number of clarification questions.

The Estates Manager informed Members that the partnership organisations had been asked to draft a delivery plan, and were due to meet the coming week. Further information was to follow. Final comment was given to the possible need for a service level agreement to be drafted as a controlling document.

Discussion on allotment occupancy was held.

RESOLVED - Members **NOTED** the item.

LR193 **Play Area Working Group**

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

Cllr J Ballman commented on the necessity to use the allocated funds within the existing EMR by the end of the Financial Year.

The Estates Manager advised a list of remedial works had been identified and were in the

process of being costed up to be completed. That use of the EMR monies had already been approved to use on remedial works and a large proportion was being costed to undertake a program of painting of a number of parks containing metal equipment in Spring 23.

Members held discussion.

The Estates Manager referred to the 23/24 budget code request for £10k for General Play Area Maintenance and £10k for inclusivity and accessibility improvements, to support the play area strategy. However, that further request for capital replenishment of the EMR should be put forward for consideration.

Cllr M Lucas spoke about the specific Pembroke Gardens Play Area EMR.

RESOLVED - Members **NOTED** the item.

LR194 Building Management System Audit

The Estates Manager provided a verbal update on the project.

Members were informed that a number of companies had been contacted in regard to auditing the building management systems.

Detailed information was provided on a specific type auditing called 'Passivhaus'. It was explained that this type of audit looks at the energy loss through both the fabric of the building and its systems. A modelling software calculates a buildings operation energy use and carbon emissions. Undertaking tests such as air permeability and thermographic inspections.

Members were informed that a pilot was being arranged for John Moulton Hall and would be completed over the coming weeks.

Cllrs to be updated on the project at the next Committee meeting.

RESOLVED - Members **NOTED** the item.

LR195 Rewilding Project 2023

Members were provided with the Environment & Planning Committee comments regarding the project. Listed;

- 1) The name 'Rewilding' should be considered for amendment, as it can be ambiguous.
- 2) That a working group should be set up to work on the detail.

Cllr J Ballman declared an interest as a member of the RSPB.

Cllr J Ballman commented on the current bird flu crisis.

The Estates Manager commented that the project should not be taken as a 'token' gesture. That resource was needed to ensure the correct scope and detail was embedded from the beginning.

Members agreed.

Cllr J Ballman spoke at length about the positive environmental impacts the project could have.

The Estates Manager advised Members of a recent discussion held with the Biodiversity Analyst at Idverde, and recommended that the analyst be invited in to discussion as to provide technical expertise to the project.

Cllr J Ballman requested the Analyst attend a subsequent meeting.

Members voted in favour to set up a project working group.

RESOLVED - Members approved the E&P request to set up a working group to discuss the rewilding project in greater detail.

LR196 Vendor Policy 2023

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

It was explained the pricing structure within the document had been revised following previous discussions on the draft policy and the comments received.

The Estates Manager presented the events pricing structure in place at Swindon South Parish Council.

Cllr J Ballman queried the take up with events at the South Parish.

This wasn't known.

The Estates Manager advised the presented policy was for vendors, selling goods or food on CSNPC leased land. That a specific events policy could be considered in future.

Cllr R Ballman queried the charge for electricity use.

Members held discussion.

Cllr J Ballman proposed that the policy as drafted be referred to Full Council for consideration.

All Members voted in favour.

The Estates Manager apologised to Cllr M Beale for not seeing the comments raised in the online chat function about the previous Agenda item.

Cllr M Beale referred to the comments raised around bird flu and in the previous item, and referred to the variety of habitats that can be found locally. Cllr M Beale further voiced her concerns over the technical detail needed in the delivery of the project.

RESOLVED - Members approved the request of the Environment & Planning Committee to set up a working group to discuss the rewilding project in greater detail.

LR197 Draft SLA for Allington Rd Community Garden Project

No further update on the project.

LR198 CSNPC Tenants (standing item)

The Estates Manager requested a sum of up to £1,500.00 be put forward for consideration as part of the 23/24 budget setting process for legal fees required in drafting a formal lease for the tenants of Chippenham Close Community Centre.

Cllr J Ballman proposed

Members voted in favour.

RESOLVED Members voted in favour to put forward the sum of up to £1,500.00 for consideration within 23/24 budget setting process, as to cover the legal fees in drafting a

tenancy agreement for the Renew Charity at Chippenham Close.

No further update on the Moredon Croquet lease.

The meeting closed at 8.20pm

Signed.....

Date.....16.02.2023

Chair of the Leisure & Recreation Committee