

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 July 2022.

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

Officers A Briggs (Estates Manager)
A Reeves (online) (Parish Manager)
N Jackson (online) (Allotment Officer)

Public M Ware (IDV Contract Manager online)

Meeting started at 7.00pm.

LR136 **Apologies**
Cllr M Lucas

LR137 **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.

LR138 **Minutes of the Previous Meeting**
The Estates Manager advised Members that the Minutes of the previous meeting had been approved as a true and accurate record at the June 2022 Full Council meeting.

Members agreed Minutes of the previous meeting should be brought to Committee prior to ratification at Full Council.

No comments were received on the Minutes.

RESOLVED that all proceeding Leisure & Recreation Committee minutes are tabled at the following L&R meeting before ratification by Full Council.

LR139 **Grounds & Street Cleansing PQMS Data**
The Estates Manager advised PQMS Data had not been issued this month due to an IT issue that was being resolved.

M Ware provided Members with a verbal update.

Members were advised cut 5 of the grass round had nearly been completed and that forecasted weather conditions would slow the rate of growth, allowing for other outstanding tasks to be scheduled in alongside cut 6.

Action - M Ware & the Estates Manager to discuss ad-hoc works scheduling post meeting.

Cllr J Ballman commented positively on the current condition of grass cutting.

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Cllr D Patey queried the responsibility of cutting back an overgrown section within the Pinetrees Community centre grounds.

The Estates Manager advised it would be Parish Officers responsibility and that this would be followed up.

Action – Estates Manager to inspection and action required maintenance.

Cllr J Ballman reminded Members to inform both the Estates Manager & M Ware of any matters in relation to grounds and street cleansing that arise, that need to be addressed.

Members were informed around a persistent issue being raised by a local resident, in regard to lack of road sweeping along their street.

M Ware advised the lack of sweeping was due to parked cars causing access issues for the sweeper.

Members held discussion on the matter.

Cllr J Ballman queried the timing of PQMS inspections and requested they are completed prior to the monthly committee meeting.

The Estates Manager advised due to annual leave the checks were taking place the following week. However, the normal routine of checks is to be completed in advance of the committee meeting.

M Ware confirmed he conducted one inspection per day, that allows for real time feed information to be viewed.

The Estates Manager asked members to consider whether SBC should be contacted regarding the lack of road sweeping take place. Which remains an SBC statutory obligation.

Action – Estates Manager to contact SBC regarding the matter of road sweeping.

The Estates Manager informed Members of the date of the Grounds Contract Working Group, as the 19th July 2022. Further information regarding the meeting was provided.

Cllr J Yeowell was advised to forward any matters of graffiti to the office to be investigated.

Cllr D Patey requested bin collection frequency information is supplied for the working group to review.

Cllr M Beale asked when hedge cutting would commence.

M Ware advised containment pruning would commence immediately. However, hedge cutting works would commence end of August 2022.

Members briefly discussed the working group meeting.

M Ware left the meeting 7.16pm.

RESOLVED Members noted the item.

LR140 Allotment Updates

The Estates Manager presented the noted of Allotment Working Group meeting held 4th July 2022. A copy of the notes can be found in Annex A.

Cllr J Ballman commented on the need to involve Allotment tenants within the longer term plan.

Members held discussion on the Allotment Officer job role.

Members were informed the staffing panel had met to discuss the details of the permanent job role.

Cllr R Ballman queried why the job description hadn't been reviewed by the Working Group or L&R committee and raised concern with the process.

Members held discussion on the matter, including the recruitment process.

The Estates Manager advised that following the meeting, he would seek confirmation of the process around drafting the job description and the role of the staffing panel.

The Estates Manager confirmed he would circulate a copy of the drafted Allotment job description to Committee Members.

Action - Estates Manager to circulate a copy of the Allotment Job description, as drafted by the staffing panel, and provide Committee Members with clarification on the recruitment process.

Members held discussion on the drafting of the long term Allotment plan.

The Estates Manager presented a copy of the annual Allotment budget.

The Estates Manager provided an overview of the information.

The estates Manager commented that as part of the next annual budget setting, Committee Members should consider whether water billing should be removed from the allotment budget codes and put as a centralised outgoing.

Members held discussion.

Cllr J Yeowell queried why the budget code 325/4225 had only been coded to Pickards Field.

The Estates Manager advised the cost was an annual charge for software that's used by the Allotment Officer.

Cllr R Ballman queried whether there was an Allotment underspend, and asked for confirmation that Allotment income was ringfenced.

The Estates Manager provided response.

The Estates Manager commented that once the change to the annual billing dates, aligns with the Parish financial year. Budgeting would be fully transparent and far simpler to manage, than the current process.

The Estates Manager further commented that Committee Members, as part of the budget setting for 23/24, should ensure the Allotment monies remain ringfenced for use on the Allotments.

Members held discussion on the subject of Ear Marked Reserves (EMR).

The Estates Manager informed Members that the current waste disposal process via use of bi-annual skip hire, was being reviewed as a cost and efficiency exercise.

The estates Manager provided a verbal summary of the existing process.

Members were informed that the option of a mobile waste removal carrier was being costed and that further information is to be presented at a future committee meeting.

Cllr M Beale provided thanks to the Estates Manager and Maintenance officer for repositioning a mirror as a matter of safety.

RESOLVED Members noted the item.

LR141 Allington Road Allotment – Community Project
Standing Agenda Item.

The Estates Manager provided a verbal update.

Cllr Yeowell commented on future community group/project work.

The Estates Manager commented on the successful relocation of vacant plots, since the new allotment officer and administrator had taken up post.

RESOLVED Members noted the item

LR142 Parks Working Group
Cllr J Ballman provided a verbal overview on the item.

Members held discussion on the historic condition of a number of parks within the Parish.

Members discussed the definition of a 'Park' and a 'Recreational Ground'.

Cllr J Ballman proposed that a 'Parks' working group is established.

Cllr M Beale seconded.

All Members voted in favour.

RESOLVED that the L&R Committee recommend the 'Parks' working group is established. With the recommendation to be tabled at the Full Council Committee meeting in July 2022.

LR143 Grants / Funding
The Estates Manager presented an associated report. a copy of which can be found in Annex B.

Cllr J Yeowell queried whether the funding for the cycling development officer, was subject to the Moredon Sports Hub completion.

This was confirmed.

Cllr J Ballman asked when the Parish would hear back on the outcomes.

The Estates Manager expected to hear back with the coming weeks as all bids had closed.

Cllr M Beale queried the closing date for the Historic England Bid.

This information wasn't available.

Discussion was held on the Salix grant funding and production of the Heat Decarbonisation plan.

Members were informed that a joint bid with SBC had been submitted.

The Estates Manager advised Members that further information regarding all funding streams will be presented at future meetings.

RESOLVED Members noted the update.

LR144

Play Area Repairs

The Estates Manager tabled the following items, requested to be repaired.

- A. St Marks, Bird Nest Climber - £2,501.55+VAT
- B. Inglesham Rd, Rope Slide – £903.90+VAT
- C. Installation of 2 x pieces of equipment at the Edinburgh Street play Area - £521.44+VAT

Cllr Ballman explained that due to an error the cost of the installation had been calculated incorrectly and there was a requirement for further funding to complete the project.

The Estates Manager provided further supporting information on the matter.

Cllr D Patey raised concerns with using the allocated EMR towards item C.

Member discussed including the use of the EMR for item C at the upcoming Play Area Working Group.

Cllr J Ballman commented on the use of EMR and Ward allowances for specific Parish matters.

Cllr D Patey proposed use of his Ward Allowance, subject to the decision of the Play Area working group regarding use of the EMR.

All Members voted in favour of the repairs as follows:

- A. **RESOLVED** Members approved the cost for repairing the Bird Nest Climber at St Marks Park - £2,501.55+VAT. Cost attributed to Play Area EMR324
- B. **RESOLVED** Members approved the cost for repairing the Inglesham Rd, Rope Slide – £903.90+VAT Cost attributed to Play Area EMR324
- D. **RESOLVED** Members approved the cost for the Installation of 2 x pieces of equipment at the Edinburgh Street play Area - £521.44+VAT.
Use of the EMR being subject to the decision of the Play Area Working Group. With Use of Cllr D Patey's Ward Allowance to be proposed as alternative, depending on the outcome.

The Estates Manager commented that a discussion regarding the use of the EMR would be tabled at the Play Ara Working Group.

LR145

CSNPC Tenants

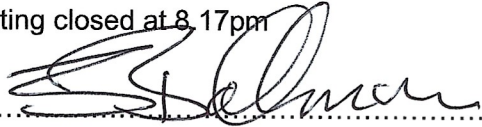
Standing Agenda Item.

The Estates Manager provided a verbal update.

RESOLVED Members noted the item

The meeting closed at 8.17pm

Signed.....



Date.....

16.02.2023

Chair of the Leisure & Recreation Committee