

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 5th January 2023.

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

Officers A Briggs (Estates Manager)
A Reeves (Parish Manager)

Public M Ware

Meeting started at 7.00pm.

LR209 **Apologies**
Cllr D Patey

Members were informed that Cllr D Patey was standing down from the Leisure & Recreation Committee.

Members noted the item.

LR210 **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.

LR211 **Grounds & Street Cleansing PQMS Data Review**
The Estates Manager presented the associated document. A copy of which can be found in a Appendix A.

Members were informed in the Month of December 2022, a total of 39 site inspections took place. Broken down to:

- 1) Bin x 3, with an average score of 4.11
- 2) Grass x 9, with an average score of 4.33
- 3) Hard Surface x 19, with an average score of 4.50
- 4) Hedge x 3, with an average score of 4.50
- 5) Rough Grass x 2, with an average score of 4.50
- 6) Shrubs x 3, with an average score of 4.33

The Estates Manager commented that M Ware had requested with Idverde that the PQMS software be amended. It was stated that seasonal inspections should be more appropriate, with an example of conducting grass cutting inspections during winter months, which would not necessarily be reflective, provided.

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It was further commented that a request had been made by the Contract Manager for inspections to be more widely split, rather than in bulk, in one area.

Both matters to be looked in to.

M Ware provided a summary of the inspections completed during 2022. A total of 534 inspections.

- 1) 437 graded between 4-5.
- 2) 97 graded 3

The Average annual score 4.08
Overall pass rate 81.3%

M Ware commented that inspections and grading should reset at the start of the New Year. Therefore providing an accurate grading for the 2023 period.

The Estates Manager & M Ware provided a verbal update on a number of joint inspections carried out in December 2022.

Cllr R Ballman queried a missing bin along Cricklade Rd, in proximity to a bus stop.

The Parish Manager informed Members that the bin had potentially been moved to a different location within Gorse Hill

The Estates Manager advised this would be looked in to.

Members were informed that independent site checks are completed by the Estates Manager, with the most recent inspections taking place in Penhill and at St Marks Park.

Cllr J Ballam queried the efficiency of response time, compared to other authorities.

M Ware provided positive response, with nominal numbers of cases being completed past the allocated time of response.

The Estates Manager referred to the set Key Performance Indicators, set at the start of the contract. For which the contractor is held accountable too.

Members were informed no major issues to report during the Christmas & New Year period.

The Parish Manager commented that SBC Christmas Tree collection was up until the 14th January 2023.

The Estates Manager commented that litter detritus was an issue, this was affirmed by M Ware. Members informed that littering was a key matter to tackle over the coming months.

M Ware spoke at length, and offered a practical method of monitoring the issue ongoing.

Further updates included:
Current no vacant staffing posts. With seasonal staff recruitment in Spring 23.
Winter hedge work ongoing
Grass season preparation underway.

Action – Estates Manager to contact M Ware and arrange litter inspection assessments.

RESOLVED - Members **NOTED** the report.

M Ware left the meeting at 7.20pm

LR212 General Workload Update

The Estates Manager presented an associated report. Appendix B.

Cllr J Ballman queried the completion of the Tractor training for the Allotment Officer.

The Estates Manager advised there was no training budget available within the 22/23 financial year. Therefore, a request for the funds had been put forward for 23/24.

Cllr R Ballman queried who would plant the trees that had been secured via funding.

The Estates Manager advised a community planting event would be set up with the assistance of Idverde.

Cllr J Ballman queried why the matter of tree planting was taken to the E&P Committee.

The Estates Manager commented that the E&P Committee were responsible for tree planting, which was detailed in the Terms of reference and the associated tree planting policy. The use of the free trees was a consideration for the replacement stock lost at the Akers Way site.

The Parish Manager advised that whilst E&P were responsible for new trees, L&R was responsible for maintenance. Therefore, both Committees would be required to have input in to the location of the new trees.

Cllr J Ballman requested that the Leisure & Recreation Committee were to be consulted reference the location for new trees.

The Estates Manager advised of a number of Play Area Remedials completed:

- 1) Wet Pour at Churchward repaired
- 2) Bark Chippings placed at Mannington Rec
- 3) A number of swing chains repaired
- 4) Damaged items removed at Pembroke Gardens.

Cllr J Yeowell queried who was responsible for the Mannington footbridge.

The Parish Manager confirmed that CSNPC & SBC depending on the lease arrangements were responsible for the bridge.

Cllr J Ballman queried whether a footbridge was needed

The Estates Manager advised the footbridge provided access to the pavilion and car park.

Cllr J Ballman asked Cllr M Beale for her comments on the completion of repairs to the Penhill Footpath.

Cllr M Beale advised the repairs had been complete and commented that the standard of work completed was basic.

Members requested a site visit as to complete a sign off inspection before payment.

The Estates Manager advised Members that due to the commercial lease arrangements in place, SBC had been contacted to investigate the necessary repairs to the roof of The Reading Rooms.

Members were informed that in light of the upcoming roof works at JMH, the contractor had been asked to inspect the repairs needed to the rotten cladding, as to see whether repairs

could be completed at the same time.

RESOLVED – Members **NOTED** the report.

LR213 Project Planner Update

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

- 1) Fire Doors replacement at Chapel Street Toilets & The Reading Rooms – to be completed 12th Jan 2023.

RESOLVED - Members **NOTED** the item.

LR214 Chippenham Close Tree Assessment

The Parish Manager provided a verbal update on the item.

Members were informed that following receipt of an independent insurance report from a homeowner of an adjacent property of Chippenham Close Cc, concerning the large tree in the rear garden. A site survey with an Idverde arboriculturist was completed December 2022 to conduct a visual inspection.

The independent insurer has claimed a possible issue of subsidence being caused by the tree.

CSNPC insurers have been contacted, with the Parish Manager advised to seek an independent report in response to the third party.

Third Party have offered to cover costs to remove the tree.

The Parish Manager advised an updated report would be presented to Committee in March 23.

RESOLVED - Members **NOTED** the item.

LR215 Penhill Park Footpath Block Paving Repairs

Cllr J Ballman referred to the decision in item LR212. That members would attend a site inspection to assess the standard of works completed prior to sign off of final payment.

Cllr J Ballman proposed that subject to the outcome of the site meeting, the invoice received from the contractor would be paid in full.

Members voted in favour.

RESOLVED – Members **AGREED** to attend a site inspection to assess the standard of works completed. That unless the works had not been completed to an acceptable standard, the contractors invoice would be paid in full.

LR216 Play Area Remedial

The Estates Manager presented a quotation for works to repair a large piece of play apparatus at the Inglesham Rd Play area.

Cllr M Lucas proposed to proceed with the works as quoted.

RESOLVED - Members **APPROVED** the quotation of £3,291.84. Attributing the cost to Play

Area EMR324.

LR217 Even Swindon Nursery Flooring

The Estates Manager presented 2 x associated quotations for works at the Even Swindon Community Centre.

Members were informed that the flooring within the children's nursery was in poor condition and was in need of replacement.

The camera for the online meeting stopped working at 7.45pm

Members were informed the 2nd quotation supplied had a caveat that should the floor require a latex finish, this would be chargeable at additional cost.

Cllr R Ballman commented that the works shouldn't affect the operation of the Nursery.

Cllr J Ballman commented that the works would need to take place at a suitable time as to allow any settlement and not create future issues.

The Estates Manager advised the works would be completed on a Friday, allowing the floor to have a full weekend to settle.

Cllr R Ballman proposed

Cllr M Lucas seconded

Members voted in favour.

RESOLVED – Members **APPROVED** the quotation for works including that caveat, supplied by JS Carpet & Flooring for £2,594.32. Cost attributed to the General Maintenance budget code 200/5515.

LR218 Gorse Hill & Moredon CC Fire Compliant System

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

Cllr J Ballman queried the wiring of the system

Cllr J Ballman queried the need for remote signalling.

The Estates Manager advised that remote signalling wasn't a legal compliance requirement.

The Estates Manager advised comparable quotations would be sought and an updated reported presented to a future committee meeting.

RESOLVED – Members **NOTED** the report.

LR219 American Football 23-25 Pricing Review

The Estates Manager provided a verbal update on the item.

Members were informed that the long term hirer of the Southbrook Rec 'Swindon Storm' had been contacted in regard to their hire agreement renewal.

The renewal anniversary is stated as April 2023.

The Estates Manager presented a copy of the hire agreement.

Members were informed the agreement was for a 2 year term. For which the hirer had returned to say they were happy to proceed with the terms and sign the renewal on the upcoming anniversary.

A further comment was made. Stating that the hirer may not require all of markings throughout the season. Should this be the case, then the cost saving from not marking would be reduced from the overall charge.

Cllr J Ballman queried who undertakes the markings.

It was confirmed that the Parish undertake the markings.

Cllr M Lucas proposed

Members voted in favour.

RESOLVED – Members **APPROVED** the renewal of the Swindon Storms (American Football Club) Hire Agreement for use of Southbrook Recreation.

LR220 Vehicle Procurement Update

The Estates Manager provided Members with a verbal update on the item.

Members were informed that the procurement opportunity had been published on the tendering portal. That a number of interested parties has enquired with 1 x full tender received.

The Estates Manager advised a further tender was due to be received prior to the closing date on the 6th January 23.

Members were informed that a report and quotations would be presented to the January Finance & General Purposes Committee for consideration.

Cllr R Ballman queried what would happen with the 2 existing Parish vehicles.

It was explained that the leased vehicle would be returned to Tusker and that the other van was intended to be sold.

Cllr J Ballman queried whether the vehicle had to be sold.

The Estates Manager said that keeping the existing vehicle would be a decision for Council following the final decision on procurement of the new leased vehicles. That ancillary running/revenue costs would need to be factored in to retaining the current van.

RESOLVED – Members **NOTED** the item.

LR221 Working Group Dates

The Estates Manager provided a verbal update on upcoming working groups.

RESOLVED – Members **NOTED** the dates of the upcoming working groups.

LR222 Draft SLA for Allington Rd Community Garden Project

The Estates Manager provided a verbal update on the item.

Members were informed that the SLA had been reviewed by the group with the assistance of

SBC.

It was understood that SBC had advised the group not to sign the SLA. Further, that they would not provide the group with public liability insurance to assume management of the Allington Rd site.

The Estates Manager confirmed that the group would not be able to be covered under the Parish insurance policy.

The Parish Manager explained that its very unlikely the volunteer group would be able to secure PL insurance. It was commented that due to the risks involved, it is unusual without the continual supervision of a staff member or employee, for volunteers to independently manage a Council asset.

Members were informed that the groups work on the Penhill Haven is under the assistance of the SBC housing team.

Cllr M Beale commented on the matter, stating all local community groups require insurance. Further, that it would set a precedent if the Street Reps were allowed to manage the project without their own PL Insurance.

It was confirmed that the group were not constituted.

Action – The Estates Manager to follow up with the group to determine outcome of the project.

Resolved - Members **NOTED** the Item.

LR223

CSNPC Tenants (standing item)

The Estates Manager provided Members with a verbal update.

The Parish Manager advised the negation on the Club lease is currently with SBC, with Parish input as the future site operator.

Members were informed that there have been some concerns raised over the build stage of the project, with the Croquet club concerned over access and their ability to remain operational during this period.

The Parish Manager commented that the existing terms of the SBC lease would likely roll over on the current footprint of the croquet club site.

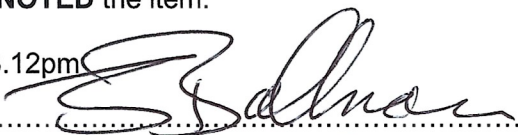
Cllr J Ballman queried why the Club would not be permitted access.

Members were reassured that the concerns raised were being pursued by the Parish on behalf of the Croquet club.

The Parish Manager provided response.

RESOLVED Members **NOTED** the item.

The meeting closed at 8.12pm

Signed.....

Date.....16.02.2023

Chair of the Leisure & Recreation Committee