



Parish Council
Central Swindon North Parish Council
Pinetrees Community Centre,
The Circle,
SWINDON SN2 1QR

LEISURE & RECREATION COMMITTEE MEETING MINUTES

Thursday 4th December 2025 19.00

Present:	
Councillors:	Cllr John Ballman (Chair) Cllr Joy Grotzinger Cllr Paul Park Cllr James Yeowell
Clerk:	Mr Andrew Briggs (Head of Operations)
Officers:	Andy Reeves (Parish Clerk) - virtually Neil Jackson (Allotment Officer) – virtually Matt Gleed (Leisure Manager) - virtually
Member of the Public Present: None	
Apologies	Cllr Mick Lucas

LR487	Declarations Of Interest Cllr John Ballman declared a non-pecuniary interest in The Library & Leisure Trust, HBUf and RSPB	
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	Cllr Paul Park declared an interest in the Library & Leisure Trust. RESOLVED: Item NOTED.	
LR488	Public Questions & Public Correspondence None.	
LR489	Vacant Vice Chair Position To APPROVE an acting Vice Chair for the remainder of the 25/26 year. Cllr J Ballman proposed Cllr J Grotzinger as Vice Chair for the remainder of 25/26 year. RESOLVED to APPROVE Cllr J Grotzinger as Vice Chair for the remainder of 25/26 year.	
LR490	L&R Draft Budget Review To RECEIVE & REVIEW the Full Council L&R draft budget proposal. Mr A Briggs presented an update on the 26/27 budget proposals. He mentioned a few budget lines that had been omitted/could be adjusted; - 1. Reinstate a clothing budget 2. Moredon Sporting Hub (MSH): - A water rates budget is required. 3. Moredon Community Centre (MCC): - A water rates budget is required. - A business rates budget is required. - A hygiene services budget is required. 4. Parkside Hub (PSH): - A business rates budget is required. - Reinstate the PSH café operational budget from £5,000 to £10,000, subject to confirmation in item (c) below. - Confirm that income generated at PSH is ringfenced to the site, including income from the café and Swindon Tuition Centre, to support ongoing operations. 5. Pembroke Gardens Pavilion and MSH Princess Elizabeth Pavilion will both come into operational use during 2026/27; budget provision will be required to support day to day operational costs. 6. Reinstate the Tree Works budget from £8,000 to £12,000, noting that: - CSNPC is expecting a programmed tree works schedule following recent surveys; and	

	- All Tree related grant income will be earmarked (EMR'd) to support ongoing tree maintenance (e.g. £26k from TFC in 2026). 7. Increase the staff training budget to ensure it encompasses staff welfare and occupational health provision, reflecting the number of occupational health referrals made during the current year and the expectation that this will continue. 8. Reinstate the sports line marking budget, noting that this cost is fully supported by existing income streams, with American Football and Penhill United covering line marking costs. 9. Increase Additional Grounds Maintenance budget from £5,000 to £8,000, acknowledging that year on year evidence demonstrates consistent use of this budget line. Cllr J Ballman asked if the money for pitch markings was being ringfenced and what happens if the Parish does not receive enough income for these items, where does the money come from. Mr A Briggs explained that the money is ringfenced in a way, and any extra spends come from other budget lines. The Parish is fully aware of the pitch marking costs so the costing are reimbursed consistently and any extra funds are reinvested into the pitches. Cllr P Park mentioned the income for the PSH from Swindon Tuition Centre which is ringfenced for spending at PSH. Mr A Briggs suggested Councillors confirm their request to ringfence the Swindon Tuition Centre income for PSH. Councillors agreed to the income from Swindon Tuition Centre at PSH to be ringfenced for works at PSH. Cllr J Ballman asked if there were any other items the Committee needed to look at. Mr A Briggs explained that the maintenance and compliance budgets have been increased creating a much stronger budget than previous years. Cllr J Ballman proposed the missing budget lines be noted and committee members email Mr A Briggs with any other items they would like to look at before Christmas in anticipation of January FGP meeting.	
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	RESOLVED to NOTE the missing budget lines and adjustments be noted and committee members email Mr A Briggs with any other items they would like to look at before Christmas in anticipation of January FGP meeting. Mr A Reeves left the meeting.	
LR491	Allotments A. To RECEIVE the notes of the Allotment Working Group (20.11.2025). Mr A Briggs presented the Allotment Working Group 20.11.2025 notes. See Appendix 1. Cllr J Ballman suggested a social media group chat for anyone to join could be useful. Cllr P Park suggested a possible WhatsApp group. Cllr J Ballman requested Cllr P Park put some ideas together and bring to a future meeting. RESOLVED to NOTE the Allotment Working Group 20.11.2025 notes. B. To RECEIVE a general update from the Allotment Officer. Mr N Jackson presented a verbal update. The occupancy rate is at 99% and the waiting list has gone down from 160 to 134. The Parish has a no preference list which the Officers are in the process of removing as tenants take plots too far from their homes and do not maintain them as well. Officers are transferring tenants to allotment specific lists close to their residence. Mr N Jackson explained there will be seven terminations due to non-payment over the coming week. Andrew from MSH has started volunteering and he is a hard worker. One tenant had used carpets to stop weeds around his plot, but these were hard work to remove. Mr N Jackson described the extra jobs he has been doing around the Parish as this is the quieter months including street tidying and fly tipping clearance.	

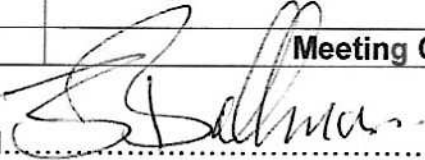
Cllr J Ballman asked if the fly tipping was on allotments and if these get reported to Swindon Borough Council (SBC). Mr N Jackson responded that the fly tipping was not on the allotments and they were reported to SBC first. Most are cleared by SBC but some that may be dangerous or in awkward positions the Parish clears. Cllr J Ballman asked about the food waste compost and if the Parish was still using it. Mr N Jackson noted that the compost was very popular but needed to be used very quickly or it attracted rats. Tenants recently have not been asking for it so much, and those that stored it in their sheds mentioned issues with rodents. It is more popular during the spring. RESOLVED to NOTE the update. C. To APPROVE a £1 increment on allotment fees as of 26/27 billing year. Mr A Briggs recommended an increase of £1.00 for each allotment plot for 26/27. Councillors discussed the recommendation. Cllr J Ballman proposed the increase of all allotment fees by £1.00 for 26/27. RESOLVED to APPROVE £1.00 increase in fees for all allotment tenants. D. To RECEIVE an update on the transfer of the Redlynch Allotment site. Mr A Briggs presented an update on the transfer of the Redlynch Allotment site. Legal paperwork has been received, and Officers will read through it and update Councillors offline. Cllr J Ballman queried on the assumption that the transfer of Redlynch Allotment site goes ahead what will happen next. Mr A Briggs explained that the Parish will gain access and proceed to clear the land of overgrowth. RESOLVED to NOTE update.	
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LR492	Play Areas A. To RECEIVE the notes of the Play Area Working Group (11.11.2025). Mr A Briggs presented the Play Area Working Group 11.11.2025 notes. See Appendix 2. Mr A Briggs mentioned how much positive feedback has been received around the Pembroke Play Area. Plans have been forwarded to WickStead in relation to future park builds the Parish are interested in completing and when they return Officers will forward them to members to be discussed at the next Play Areas Working Group. Councillors discussed future plans and ways to make the spending more efficient. RESOLVED to NOTE the Play Area Working Group 11.11.2025 notes. B. To RECEIVE the routine inspection sheets and accompanying report. Mr A Briggs presented an update from a written report on the routine play area inspections. See Appendix 3. RESOLVED to NOTE the report. C. To RECEIVE an update on the Ferndale Gym project. Mr A Briggs presented a verbal update on the Ferndale Gym project. The Parish is awaiting a response from SBC, once this arrives the installation can commence. RESOLVED to NOTE the update.	
LR493	Parks and Open Spaces A. To RECEIVE an update following Earthwatch's visit to St Marks Park (04.12.2025). Mr A Briggs presented a verbal update on the visit from Earthwatch in relation to positioning and access. He explained that the project is fully funded and will provisionally begin in January 2026, and the contact details of residents interested in being a part of the work	

	has been passed on to Earthwatch to discuss them becoming volunteers. Cllr J Ballman mentioned this may be a good opportunity to initiate Friends of St Mark Group. RESOLVED to NOTE the update. B. To RECEIVE the dates for the 25/26 Tree Survey work. Mr A Briggs presented a verbal update on the 25/26 Tree Survey work. He explained that this will cover areas leased to the Parish, not public land, and is a duty of care provision and commences in a week. RESOLVED to NOTE the update. C. To RECEIVE an update regarding landscaping plans for Pembroke Gardens. Mr A Briggs presented a verbal update on the recently received landscaping plans for Pembroke Gardens. Cllr J Ballman noted this has been very well thought out and believes the Parish should work towards an ambitious plan that may take several years to complete. Mr A Briggs recommended that he email the plans to Councillors to review and that they come back to him with any comments which the Parish can take back to landscaper to adjust the plans accordingly. Then the Parish can complete resident consultations with the potential plans, while the Parish look into acquiring possible grant funding options. RESOLVED to NOTE the update. D. To RECEIVE an update on the Trees for Climate project. Mr A Briggs presented a verbal update on the Trees for Climate project. He mentioned the application has been approved, which also includes five years of maintenance costs RESOLVED to NOTE the update. E. To RECEIVE an update on Oaks at 80 Project.	
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	Mr A Briggs presented a verbal update on the Oaks at 80 Project. Three Councillors proposed locations which were all approved and funded. RESOLVED to NOTE the update.	
LR494	Sports A. To RECEIVE a report regarding the FA agronomist drainage survey at Mannington Rec. Mr A Briggs presented an update from a written report. He explained that the total estimated cost is £275,715 which the Parish has no Capital funding for, so other funding solutions will be needed to complete the works needed. See Appendix 4. Cllr J Ballman mentioned that this is about site development and taking a site which was handed over to the Parish and making it better. Cllr P Park agreed, the site is a completely underdeveloped site which needs to be updated and modified. Cllr J Ballman asked about the Environment Agency. Mr A Briggs explained that the Environment Agency may want to have a say on any works carried out there and may even wish to get involved. He said he would contact them about the project to get their views. RESOLVED to APPROVE the recommendations from within the report. B. To RECEIVE a report on Recreation site door access control. Mr A Briggs presented an update from a written report. See Appendix 5. Cllr J Ballman asked what happens if the internet drops out at the site. Mr A Briggs explained there is a manual override included.	

	Cllr J Ballman explained that this security measure is required as the Parish has lost income from people taking advantage of the current situation and accessing the site without paying, as well as damage done to the pitch. Mr A Briggs mentioned that he would seek to acquire alternative funding for this project. RESOLVED to APPROVE the recommendations from the report excluding no.2 which is no longer viable. C. To RECEIVE a general update on the Football Foundation Pitch Improvement Programme. Mr A Briggs presented a verbal update. He explained that the Parish is still receiving funding on a sliding scale, so future funding could be a possibility. The recording of spending is challenging, but the work done has been extremely successful and has made a noticeable difference. Cllr J Ballman noted that he has seen a difference in the quality of the pitches since the Parish has taken over the leases. RESOLVED to NOTE the update.	
	Meeting Closed 20:17	

Signed.....

Date.....25.03.2026