

**WEST SWINDON PARISH COUNCIL**

01 June 2017

Members of the Leisure and Amenities Committee are  
summoned to attend the  
**LEISURE AND AMENITIES COMMITTEE MEETING**  
to be held on **TUESDAY 06 JUNE 2017** at **6.00pm**  
at **WEST SWINDON LIBRARY**

**AGENDA**

Public Questions, Comments or Representations (**maximum of 10 minutes**).

**1. Apologies**

**2. Logo for West Swindon Parish Council**

Parish Manager to update.

**3. Noticeboards**

To consider current distribution of Agenda notices.  
Parish Manager's report attached.

**4. Review of Litter Bins**

To consider the demand for additional litter/dog bins  
Parish Manager's report attached.

**5. Additional Work on Trees**

To consider the demand for additional work on tree reduction  
Parish Manager's report attached.

**6. Play Areas**

Lease/freehold, maintenance and renewal programme for discussion

**7. Sports Pitches Strategy**

*Report circulated for information/comment (see attached).*

**8. Peatmoor Copse**

Parish Manager's report attached.

**9. Protocol and Timetable for volunteer activities**

Parish Manager's report attached.

**10. Volunteering Risk Assessment/Safe System of Working**  
Draft Risk Assessment and Safe System of Working attached.

**10. Defibrillators**  
Parish Manager to update.

**11. Bring Sites Request**  
Parish Manager to update.

### Leisure & Amenities Committee

- Matthew Courtliff (Chair)
- Suresh Gattapur
- Nigel Gibbons
- Ellen Heavens
- Vinay Kumar
- Timothy Makofu
- Nick Martin
- Caryl Sydney Smith
- Matt Walker (Vice Chair)

## **WEST SWINDON PARISH COUNCIL**

### **LEISURE AND AMENITIES COMMITTEE**

#### **Noticeboards**

##### **1 Background:**

- 1.1 Section 10 (2), Part 2, Schedule 12 of the Local Government Act 1972, sets out a requirement to give a minimum notice period not including public holidays and to do so in a form that people will be able to see. This should promote local awareness and participation. The Act states

*Three clear days at least before a meeting of a parish council—  
(a)notice of the time and place of the intended meeting shall be fixed in some conspicuous place in the parish and, where the meeting is called by members of the council, the notice shall be signed by those members and shall specify the business proposed to be transacted at the meeting;*

- 1.2 There are community notice boards within the Community Centres at Freshbrook and Toothill and the West Swindon District Centre. These notice boards are generally for local groups, flyers, and local information. The West Swindon Parish Council currently relies on the West Swindon Library windows to display notices.
- 1.3 Many parishes have traditional noticeboards that display notices across the Parish. Types and prices are attached for a guide in Appendix A. A budget of £4,500 has been set within the 2017/2018 budget for noticeboards (including maintenance). Permission could also be sought to establish a more distinctive window within the library for parish information.
- 1.4 It is difficult to assess the effectiveness and frequency of which local people read notice boards and whether this is the best form of communication. The Parish has begun to establish a website which is a popular means to disseminate information. Papers are also distributed to an email group which comprises 50+ residents and partners.

##### **2 Recommendations**

- 2.1 Councillors to consider whether additional noticeboards would benefit the West Swindon Parish and if agreed, the Parish Manager to be instructed to supply further detail regarding costs and installation.

Paula Harrison  
West Swindon Parish Manager  
01.06.2017



Price list issue 10

*The Parish Notice Board Company  
The Workshop Winnington Avenue  
Northwich Cheshire CW8 4EE  
email: [info@parishnoticeboards.co.uk](mailto:info@parishnoticeboards.co.uk)  
Telephone 01606 871188 Fax 01606 871199*

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**FREEPHONE 0800 781 0644**  
**[www.parishnoticeboards.co.uk](http://www.parishnoticeboards.co.uk)**

## Aluminium notice board specification and prices

95mm deep aluminium notice boards

Choice of sizes and specifications

Keyed alike lockable doors

High impact toughened glass glazing

Magnetic insert panels

All powder coated to colour of your choice  
(certain non-stock colours will be subject to further cost - contact our sales team for advice)

Vinyl lettering and/or graphics applied to board included in the price

All boards are available with the following extras:-

Domed top header panel

Ornate style posts with finials and embellishments

Internally illuminated -POA

### Prestige aluminium board - with solar power lighting unit

To the same specifications as above but with the inclusion of solar powered unit and internal lighting

Photovoltaic Panel - 20watt 6mm Opt white glass  
Converter - 12 volt with bespoke LVD  
Illumination - LED 4.4watt super bright Ip44  
Battery - 12 volt 12.5amp/hr 41 watt  
Movement Sensor - passive infrared or Timer switch  
Movement sensor activates internal lighting unit. Lighting remains on until 30 seconds after leaving unit

POA.

#### Notes

Notice board can be manufactured to any size or shape please enquire for more details

We do offer a nationwide installation service (POA) or we can send via a courier (POA)

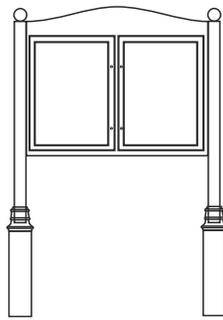
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Telephone 01606 871188 Fax 01606 871199

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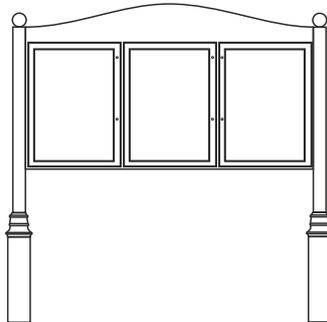


Price - £1,800.00 + vat  
(o/a size 1400mm x 1200mm)  
code: prest001

2 door A1 (841mm x 594mm) display version  
4mm thick glazing  
Fully lockable  
Magnetic insert panel  
Ornate posts  
Shaped aluminium header

Price - £1,700.00 + vat  
(o/a size 1050mm x 900mm)  
code: prest0025

2 door A2 (594mm x 420mm) display version  
4mm thick glazing  
Fully lockable  
Magnetic insert panel  
Ornate posts  
Shaped aluminium header

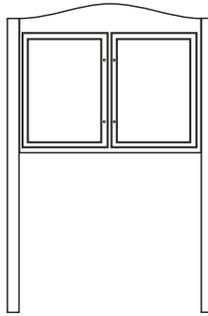


Price - £2,000.00 + vat  
(o/a size 2100mm x 1200mm)  
code: prest003

3 door A1 (841mm x 594mm) display version  
4mm thick glazing  
Fully lockable  
Magnetic insert panel  
Ornate posts  
Shaped aluminium header

Price - £1,900.00 + vat  
(o/a size 1550mm x 950mm)  
code: prest004

3 door A2 (594mm x 420mm) display version  
4mm thick glazing  
Fully lockable  
Magnetic insert panel  
Ornate posts  
Shaped aluminium header

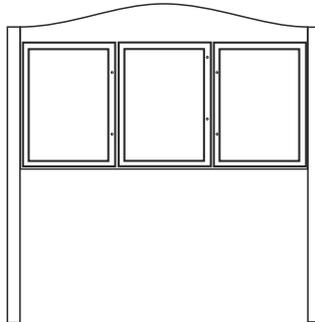


Price - £1,500.00 + vat  
(o/a size 1400mm x 1200mm)  
code: prest005

2 door A1 (841mm x 594mm) display version  
4mm thick glazing  
Fully lockable  
Magnetic insert panel  
"D" shaped mono-posts  
Shaped aluminium header

Price - £1,400.00 + vat  
(o/a size 1050mm x 900mm)  
code: prest006

2 door A2 (594mm x 420mm) display version  
4mm thick glazing  
Fully lockable  
Magnetic insert panel  
"D" shaped mono-posts  
Shaped aluminium header

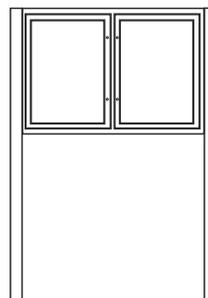


Price - £1,700.00 + vat  
(o/a size 2100mm x 1200mm)  
code: prest007

3 door A1 (841mm x 594mm) display version  
4mm thick glazing  
Fully lockable  
Magnetic insert panel  
"D" shaped mono-posts  
Shaped aluminium header

Price - £1,600.00 + vat  
(o/a size 1550mm x 950mm)  
code: prest008

3 door A2 (594mm x 420mm) display version  
4mm thick glazing  
Fully lockable  
Magnetic insert panel  
"D" shaped mono-posts  
Shaped aluminium header

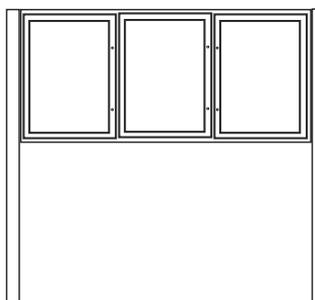


Price - £1,400.00 + vat  
(o/a size 1400mm x 950mm)  
code: prest 009

2 door A1 (841mm x 594mm) display version  
4mm thick glazing  
Fully lockable  
Magnetic insert panel  
"D" shaped mono-posts

Price - £1,300.00 + vat  
(o/a size 1050mm x 750mm)  
code: prest010

2 door A2 (594mm x 420mm) display version  
4mm thick glazing  
Fully lockable  
Magnetic insert panel  
"D" shaped mono-posts



Price - £1,500.00 + vat  
(o/a size 2100mm x 950mm)  
code: prest011

3 door A1 (841mm x 594mm) display version  
4mm thick glazing  
Fully lockable  
Magnetic insert panel  
"D" shaped mono-posts

Price - £1,400.00 + vat  
(o/a size 1550mm x 750mm)  
code: prest012

3 door A2 (594mm x 420mm) display version  
4mm thick glazing  
Fully lockable  
Magnetic insert panel  
"D" shaped mono-posts

## Timber notice board specification and prices

### Timber notice boards

As standard

Available in either seasoned oak or "accoya"

Choice of sizes and specifications

Keyed alike lockable doors

High impact 4mm thick toughened glass glazing

Magnetic insert panels

"V" carved oak header as standard

Black in-fill on header

Aluminium centre panel - background to stock 12 colours

Unlimited vinyl lettering to either centre panel and/or enclosed areas

Full colour logos applied to centre panel - if required

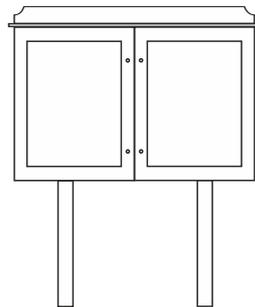
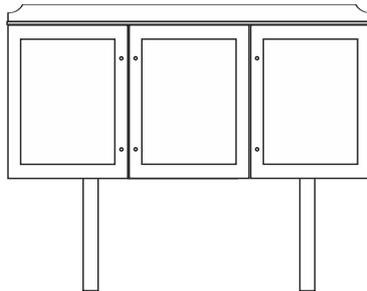
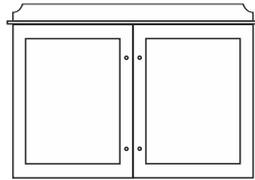
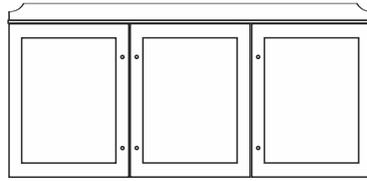
All boards are available with the following extras:-

Internal LED lighting

Alternative shaped top headers

### Notes

We do offer a nationwide installation service (POA) or we can send via a courier (POA)



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**FREEPHONE 0800 781 0644**  
[www.parishnoticeboards.co.uk](http://www.parishnoticeboards.co.uk)

Price - £1,500.00 + vat  
 (o/a size 2200mm x 1120mm)  
 code: prestoak001

3 door A1 (841mm x 594mm) display version  
 4mm thick glazing  
 Fully lockable  
 Magnetic insert panels  
 Wall mounted  
 "V" carved header with black in-fill

Price - £1,300.00 + vat  
 (o/a size 1800mm x 840mm)  
 code: prestoak002

3 door A2 (594mm x 420mm) display version  
 4mm thick glazing  
 Fully lockable  
 Magnetic insert panels  
 Wall mounted  
 "V" carved header with black in-fill

Price - £1,250.00 + vat  
 (o/a size 1500mm x 1120mm)  
 code: prestoak003

2 door A1 (841mm x 594mm) display version  
 4mm thick glazing  
 Fully lockable  
 Magnetic insert panels  
 Wall mounted  
 "V" carved header with black in-fill

Price - £1,100.00 + vat  
 (o/a size 1150mm x 840mm)  
 code: prestoak004

2 door A2 (594mm x 420mm) display version  
 4mm thick glazing  
 Fully lockable  
 Magnetic insert panels  
 Wall mounted  
 "V" carved header with black in-fill

Price - £1,650.00 + vat  
 (o/a size 2200mm x 1120mm)  
 code: prestoak005

3 door A1 (841mm x 594mm) display version  
 4mm thick glazing  
 Fully lockable  
 Magnetic insert panels  
 Post mounted  
 "V" carved header with black in-fill  
 100mm square 3.0m long oak posts

Price - £1,400.00 + vat  
 (o/a size 1800mm x 840mm)  
 code: prestoak006

3 door A2 (594mm x 420mm) display version  
 4mm thick glazing  
 Fully lockable  
 Magnetic insert panels  
 Post mounted  
 "V" carved header with black in-fill  
 100mm square oak posts

Price - £1,400.00 + vat  
 (o/a size 2200mm x 1120mm)  
 code: prestoak007

2 door A1 (841mm x 594mm) display version  
 4mm thick glazing  
 Fully lockable  
 Magnetic insert panels  
 Post mounted  
 "V" carved header with black in-fill  
 100mm square 3.0m long oak posts

Price - £1,200.00 + vat  
 (o/a size 1150mm x 840mm)  
 code: prestoak008

2 door A2 (594mm x 420mm) display version  
 4mm thick glazing  
 Fully lockable  
 Magnetic insert panels  
 Post mounted  
 "V" carved header with black in-fill  
 100mm square oak posts

## Poster Display Cases

### Portrait version

#### Wall mounted

Included in the price:-

All design work - including 1:10 scale full colour hard copy drawings (if required)

Aluminium framed display cases

Magnetic panels

Powder coated to stock RAL colour\* of your choice front, sides, internally and rear

Fully lockable with front faced key locks

Integral weatherproof seal as standard

Suitable for external or internal applications

Left or right hinged - depending on your preference

High impact 2mm thick poly-carbonate glazing

Vinyl lettering and full colour logos applied to inside backboard (if required)

Allen key security locks

#### Wall mounted

As above but poster display cases are top hinged with door opening stay brackets

#### Landscape version

##### Freestanding

As above but supplied with horizontal channel to the rear

Supplied with 2 x 76mm diameter powder coated grey aluminium posts

##### Optional extras for freestanding version

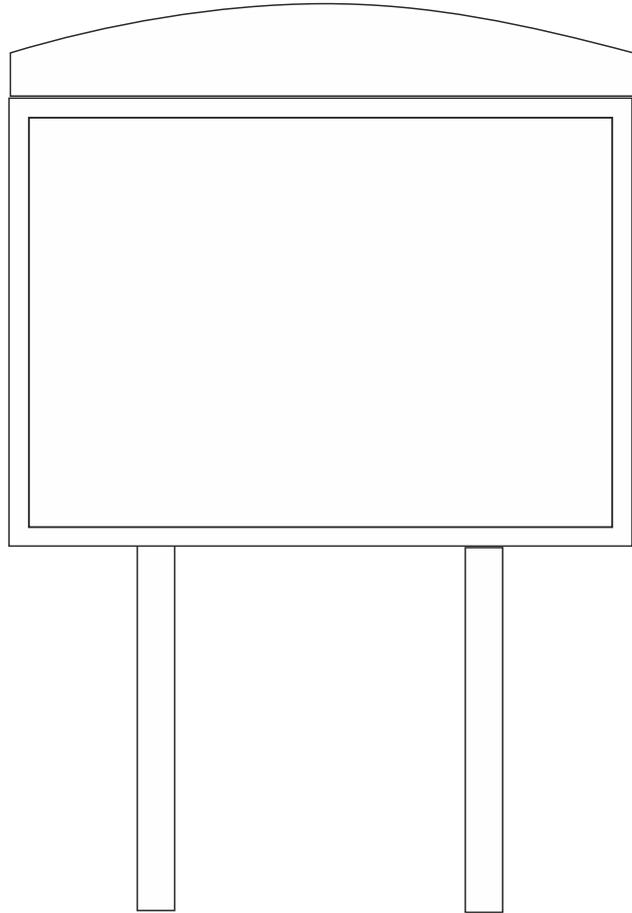
External shaped or flat top powder coated aluminium header boards

76mm diameter cast aluminium ball finials

Powder coated posts and/or finials

Anti-graffiti film applied to the header board

Front key locks (£5.00 per lock extra)



**Example**  
A0 poster case  
Shaped Header with vinyl lettering applied  
Landscape  
Top hinged  
All powder coated to Stock RAL colour  
2 x 76mm grey aluminium posts  
£505.00 + vat

## Our most popular sizes

### Wall mounted

#### Portrait

Left or right hinged

A4 (display 297mm x 210mm)	£90.00 + vat
A3 (display 420mm x 297mm)	£130.00 + vat
A2 (display 594mm x 420mm)	£160.00 + vat
A1 (display 841mm x 594mm)	£215.00 + vat

#### Landscape

Top hinged with stay brackets

A1 (display 841mm x 594mm)	£255.00 + vat
A0 (display 1189mm x 841mm)	£305.00 + vat
6040 (display 1524mm x 1016mm)	£425.00 + vat

#### Notes

Poster cases can be manufactured to any size or shape please enquire for more details

We do offer a nationwide installation service (POA) or we can send via a courier (POA)

\*Stock RAL colours 9005(black) 9003(white) 9006(silver)

6005(dark green) 5002(dark blue) 5005(mid blue)

3004(maroon) 3003(mid red)

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Registered Number 04992784.  
Registered Address: 432 London Road Northwich Cheshire CW9 8EF

## Our most popular sizes

### Freestanding

#### Landscape

Top hinged with stay brackets

(£ includes 2 x 76mm aluminium posts)

A1 (display 841mm x 594mm)	£390.00 + vat
A0 (display 1189mm x 841mm)	£470.00 + vat
6040 (display 1524mm x 1016mm)	£590.00 + vat

Header panels for landscape poster cases

A1	£30.00 + vat
A0	£35.00 + vat
6040	£35.00 + vat



The Parish Notice Board Company  
The Workshop Winnington Avenue  
Northwich Cheshire CW8 4EE  
e-mail [info@parishnoticeboards.co.uk](mailto:info@parishnoticeboards.co.uk)

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We offer many variations on our bespoke made "classic" range in terms of board sizes, shapes, poster cases

Let our design team know your basic requirements and then they'll be able to suggest the most cost effective board combinations via our **free quote and design service**

## Aluminium notice board specification and prices Freestanding version

Included in the price

All design work - including 1:10 scale full colour hard copy drawings (if required)

3mm thick flat plate aluminium noticeboard

Shaped or flat top

Vinyl coated background to stock 12 colours (powder coated grey to rear of board)  
Or the board can be powder coated to colour of your choice front and rear - POA

Unlimited vinyl lettering applied to the board

Full colour logos applied to the board (provided artwork supplied is of suitable quality)

2 x 76mm diameter 3.0m long powder coated grey aluminium posts  
Supplied with end caps, base plates and stainless steel clips

### Optional extras

76mm diameter cast aluminium ball finials

Powder coated board, posts and/or finials

Anti-graffiti film applied to surface of the board

### Poster cases

Aluminium display cases

Magnetic back

Powder coated to stock RAL colour\* of your choice front, sides, internally and rear

High impact 2mm or 3mm clear poly-carbonate glazing

Vinyl lettering applied internally if required

Tamper proof allen key security bolts or full access quarter turn locks

Integral rubber proof seals - fitted as standard

Left or right hinged to suit your requirements

## Classic range aluminium board prices

Our most popular sizes	(£ includes 2 x 76mm aluminium posts)	
1050mm x 850mm	with 2 x A2 poster cases	£695.00 + vat
1600mm x 850mm	with 3 x A2 poster cases	£855.00 + vat
1500mm x 1200mm	with 2 x A1 poster cases	£875.00 + vat
2300mm x 1200mm	with 3 x A1 poster cases	£1090.00 + vat

### Poster case sizes

A2 (display 594mm x 420mm)

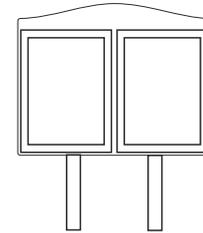
A1 (display 841mm x 594mm)

### Notes

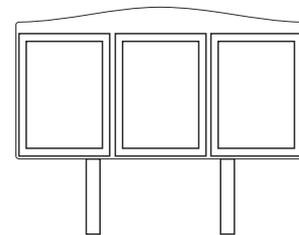
Notice boards and poster cases can be manufactured to any size or shape please enquire for more details

We do offer a nationwide installation service (POA) or we can send via a courier (POA)

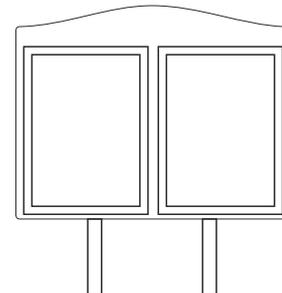
\*See complimentary range for colour options for poster cases



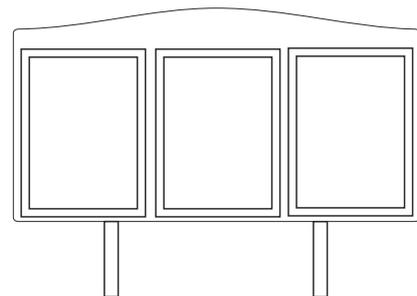
1050mm x 850mm aluminium board - curved or flat top  
2 x A2 poster cases  
2 x 76mm diameter aluminium posts  
**£695.00 + vat**



1600mm x 850mm aluminium board - curved or flat top  
3 x A2 poster cases  
2 x 76mm diameter aluminium posts  
**£855.00 + vat**



1500mm x 1200mm aluminium board - curved or flat top  
2 x A1 poster cases  
2 x 76mm diameter aluminium posts  
**£875.00 + vat**



2300mm x 1200mm aluminium board - curved or flat top  
3 x A1 poster cases  
2 x 76mm diameter aluminium posts  
**£1090.00 + vat**

## **WEST SWINDON PARISH COUNCIL**

### **LEISURE AND AMENITIES COMMITTEE**

#### **Litter Bins and Dog Bins**

##### **1 Background:**

- 1.1** West Swindon has many parks and open spaces alongside an established network of cycle paths and footpaths. The result of this is active use of the outdoors and a persistent level of litter. Street cleansing including emptying of bins is part of the Streetsmart contract with litter picking on main arterial routes remaining with Swindon Borough Council.
- 1.2** Litter is a year round issue. In winter, vegetation has died back and litter is often more visible in hedgerows and open spaces. Risk assessments generally favour litter picking during colder months when there is less overhanging brambles or vegetation, allowing volunteers better visibility. In summer months it is easier to drop litter in the undergrowth without detection and there are higher levels of activity within parks and open spaces.
- 1.3** West Swindon Parish has a significant number of litter picking volunteers who are active in their neighbourhoods however some form of retention agreement or handover from Swindon Borough Council needs to be undertaken to ensure that they are acknowledged as volunteers within one organisation.
- 1.4** At recent West Swindon Parish meetings and earlier West Swindon Forums, litter has been a recurrent issue.

Hot spots have been identified as

- footpaths leading away from the West Swindon District Centre and Roughmoor Village Centre, Toothill Village Centre
- footpaths leading away from schools (Lydiard Park Academy, Westlea Primary School)
- West Swindon skate park

Orange recycling boxes without lids and split plastics recycling bags have also contributed to litter in the past. Local initiatives have included promoting replacement boxes and free lids.

- 1.5** Requests have been submitted to the Parish to provide additional litter bins in parks and open spaces and adjacent to bus stops. A budget of £1,000 has been set aside in the budget for 2017/18.
- 1.6** Street cleaning routes are established and consideration will need to be given in relation to costs for installation of new bins and any financial impact this has on the existing Streetsmart contract.
- 1.7** Parish Councillors could consider options for sponsorship or donation in relation to litter bins and further partnership work with retail and take away outlets across West Swindon to work together to minimise the impact on the local environment.

## **2. Recommendations**

- 2.1** The Parish Manager establishes the position of existing volunteers to ensure that they are properly supported and registered either with Swindon Borough Council or the West Swindon Parish.
- 2.2** The Committee considers the costs of purchase and installation, costs of maintenance and costs of inclusion within the street cleansing routes.
- 2.3** The Committee determines a process for reviewing the effectiveness of existing litter bins and potential sites for new bins.
- 2.4** Councillors instruct the Parish Manager to investigate sponsorship options and reports back to a future meeting.

Paula Harrison  
West Swindon Parish Manager  
01.06.2017

## **WEST SWINDON PARISH COUNCIL**

### **LEISURE AND AMENITIES COMMITTEE**

#### **1 Introduction:**

1.1 West Swindon has many established trees across the Parish. Generally tree work is conducted as follows:

- Trees along the main roads are all inspected on an annual basis.
- The majority of street trees are pruned on a cyclical basis every 1, 3 or 5 years depending on species and location.

Historically, demand on tree maintenance has been high and as a result, Swindon Borough Council has exercised a strict criteria in consideration of requests for tree work.

The West Swindon Parish Council has secured 'minor tree works (from the ground using hand tools)' as the level of tree maintenance work within the Service Level Agreement with Swindon Borough Council (SBC) Streetsmart.

#### **2. Process for Tree Requests**

2.1 Currently residents will be advised that tree maintenance requests need to be reported to Swindon Borough Council. Generally, Swindon Borough Council does not fund tree work to improve TV/satellite reception and may refuse requests where the tree is considered to be of value. Situations where there is a potential risk to public safety are given the highest level of priority

Swindon Borough Council's criteria is attached as Appendix B.

2.2 As the criteria is strict, and the majority of requests are unsuccessful, the Parish is beginning to receive requests for this work.

2.3 Within the budget for Leisure and Amenities, £10,000 funding has been set aside under the category of tree maintenance for 2017/2018. No criteria or priorities have been agreed for how this is to be spent.

2.4 This funding could be retained for works to trees that impact on the wider community and/or could be allocated to those requests that benefit individual residents. The challenge will be managing the demand fairly and responsibly. Swindon Borough Council will currently provide feedback on what category the request is allocated to. Streetsmart will offer advice on any requests that come in if it is a risk to either the parish or SBC, either in the form of insurance mitigation, for example, (doing work that could be seen as an admission of fault) or if cutting could cause land heave etc. Streetsmart will work with the parish in a constructive way giving advice wherever needed on a case by case level.

2.4 A request for tree work for consideration; but also as a working example is as follows:

RFS 101003148503 Paulet Close

Reason for request: Tree is obscuring Sky signal.

Swindon Borough Council categorisation: Level 3

Quote for work:

£480 to reduce the height of the tree canopy for a number of years

£880 to remove trees.

Feedback from Streetsmart: *Neighbours of this address have put aerials and sat discs on poles to raise them above the canopy and that would actually be cheaper and affect less people than cutting down trees. These trees also act as a sound barrier from the road and this could also be an issue.*

**3. Recommendations**

- 3.1** The Leisure and Amenities Committee determines criteria against which the funding for tree maintenance is spent.
- 3.2** Requests for tree work are determined against the criteria on a quarterly basis in consultation with Streetsmart and reported to the Leisure and Amenities Committee.

Paula Harrison  
West Swindon Parish Manager  
31.05.2017

# Swindon Borough Council

## Swindon Services

### Parks & Amenities Management

#### Categories for Tree Works

Due to the demand for tree works far exceeding the resources available, the following criteria have been developed to assess the urgency for works to be carried out. Any request for tree work will be assessed by the Parks & Amenities Officer (Arboriculture) or his assistant and assigned to one of the following categories based on the danger to the public or property.

<u>Priority</u>	<u>Category</u>	<u>Description</u>
Priority 1	Dangerous	Trees that present an immediate danger to the public. (eg. Trees in imminent danger of falling or collapse)
Priority 2	Structural	Trees that present an immediate risk to adjacent structures. (eg. Trees proved to be causing damage to property)
Priority 3	Potential Danger	Trees that may present a danger to the public in the foreseeable future. (eg. A defect is identified that could cause a problem in the future)
Priority 4	Potential Structural	Trees that could present a risk to adjacent structures. (eg. Tree species / location likely to cause problems in future)
Priority 5	Nuisance	Trees that are perceived to be causing a nuisance to the public. (eg. Falling fruit, branches rubbing on buildings or windows)
Priority 6	Inconvenient	Trees that are perceived to be a nuisance to the public. (eg. Sunlight is restricted or satellite TV impaired)

Swindon Borough Council  
SERVICE DELIVERY  
Memorandum

From:	Amy Colbran	To:	Paula Harrison – Interim West Parish Manager
	Planning Policy		Joyce Holman – Transitions Parish Clerk Andy Reeves – Community Programme Lead
Direct line:	01793 46 6442	Date:	31 <sup>st</sup> May 2017
Email	acolbran@swindon.gov.uk	REF:	Swindon PPS

**Swindon Borough Council Playing Pitch Strategy (2017)**

Swindon Borough Council are currently undertaking a Playing Pitch Strategy for the Borough for the period 2016-2021 in partnership with Sport England and the national governing bodies (the Football Association, Rugby Football Union, Rugby Football League, England and Wales Cricket Board and England Hockey), county sports associations (Wiltshire County Sports Association and Wiltshire Cricket Board) and Swindon Sports Forum. The strategy will predominantly cover the pitch based sports of football, rugby, cricket and hockey, as well as lesser played pitch sports in the Borough such as rugby league, American football and softball.

On completion, the strategy will set out a framework to inform policy and facilitate any decisions relating to pitch provision in the Borough. It will also help to identify sites and facilities that need protecting, needs and deficiencies in pitch provision and sites which require investment.

The strategy is being produced in accordance with Sport England's playing pitch strategy guidance, which sets out a five stage process (Stage A to E) to be followed to produce a robust Playing Pitch Strategy. The guidance can be viewed here: <http://www.sportengland.org/facilities-planning/planning-for-sport/planning-tools-and-guidance/playing-pitch-strategy-guidance/>.

Officers from Swindon Borough Council have collected information required of stages A, B and part of C above over a period of 12 months during 2016. The data collection included non-technical (visual) audits to assess the quality of pitches, and extensive consultation with sports clubs and pitch providers, including schools and Parishes. As the newly constituted parishes had not been formed when we gathered the views of providers/users last year, it is therefore important to make you

aware of strategy, what has been done so far and answer any questions you may have.

Following a Steering Group meeting in March 2017, the data has now been signed off as robust by all National Governing Bodies and County Sports Associations. The strategy and action plan is now being drafted by an external consultant, and the Council intends for a four week targeted consultation to be carried out with providers, clubs, and Parishes to seek views on the draft strategy. It is intended that the consultation will take place from the end of June into July.

The Council will wish to work closely with the new Parish Councils and will be seeking your views on the draft strategy as it emerges. As the strategy development has progressed, it is understood that some pitches may transfer from Swindon Borough Council to the newly formed Parish Councils. The Assessment Report and this strategy have sought to recognise the most up-to-date position on any possible transfer, although it is understood that decisions on sites and whether or not they will be transferred is yet to be decided.

I have attached an information document which provides an additional overview of the aims and objectives of the strategy. I trust this information is of assistance to you, but should you have any questions or wish to discuss the strategy further, please don't hesitate to contact me at the above office.

Yours sincerely,



Amy Colbran

Planning Policy Officer

# Swindon Borough Council Playing Pitch Strategy (2017)

## Scope

The Swindon Borough Playing Pitch Strategy (PPS) replaces the last strategy produced in 2007 and covers the period between 2016 and 2021. The strategy, which is compliant with Sport England guidance, focuses on football, rugby union, cricket and hockey pitches (both grass and artificial) and also provides a brief assessment of the needs of other, less played sports of rugby league, American football and softball. Its development has been shaped and overseen by a steering group formed of the Borough Council, sports governing bodies, Swindon Sports Forum and Sport England, and consultation with clubs and providers / owners of pitches has also been a core part of the process.

## Purpose

A PPS plays a number of important roles in sport, leisure and planning terms. At its basic level, the PPS provides an audit of the quality, quantity and accessibility of playing pitches, establishes the current levels of demand (and therefore whether pitches are being over or under used) and projects forward demand likely to arise by the end of the strategy period so that the appropriate level of pitch provision can be planned for the future.

The PPS:

- Can be used as robust evidence to protect existing playing pitches and playing fields;
- Can help to improve the quality of offer and provision by identifying and quantifying issues relating to the quality of pitches and ancillary facilities;
- Can be used by clubs and teams and pitch providers to support applications for funding for the improvement of the quality, quantity and accessibility of provision;
- Helps to defend against inappropriate development or loss of pitches;
- Informs planning policy development;
- Provides a strategic view and options for the provision of pitches during the strategy period; and,
- Can provide data to outline provision standards to help secure additional provision which arises as a result of new development, where used alongside the strategy as a whole.

The strategy can present options based on evidence and assessment of it (and indeed recommendations) but cannot do the work necessary (for example, logistical, feasibility and viability work) required to confirm actions with 100% certainty and make things happen “on the ground”, which is the task of the many stakeholders (such as clubs, providers, owners and managers of pitches) and bodies (such as SBC, sports governing bodies and Sport England) responsible for delivery of pitches and facilities following the strategy’s adoption.

## What sports and types of pitches will the strategy cover?

The strategy does not consider all sports which use pitches. The typology for the playing pitch assessment is as follows:

- Outdoor grass pitches used for football, rugby union and cricket;

- Outdoor full size artificial grass pitches (AGPs) used predominantly for hockey and / or football; and,
- Outdoor smaller, dedicated or “formal” AGPs (where booking is required, i.e. not open multi-use games areas) used predominantly for small sided football

The strategy does not consider use of indoor sports halls, “kick-about” areas or, as indicated above multi-use games areas (MUGAs), although it is recognised that these play important roles in the provision of space for informal / casual play and many different sports.

While all pitches meeting the above criteria are identified for the purposes of establishing the quantity of pitches available, only those pitches with some “community use” are taken forward in the assessment of provision. This is because the PPS is concerned with understanding and planning for public or wider use (for example by one or more clubs or teams) and accessibility, than that provided for a single user.

Pitches without community use will tend to be used only by one group of users and will typically include mainly school sites. These are important to school pupils and students and will often not be available for wider community use to protect the quality of provision, for reasons of security and child safeguarding, or for logistical reasons such as not being able to open a school site up at a weekend or evening. However, an understanding of pitches not currently available for community use or access are noted to be able to understand the role they could potentially play in supporting provision in the future. “Community use” does extend to those sites which are provided on a commercial basis and those which require a membership fee for use (where those fees are not exorbitant and where membership is not unduly restrictive).

### **Sources of Information**

The strategy is being produced in accordance with Sport England’s playing pitch strategy guidance, which sets out a five stage process to be followed to produce a robust Playing Pitch Strategy. The guidance can be viewed here: <http://www.sportengland.org/facilities-planning/planning-for-sport/planning-tools-and-guidance/playing-pitch-strategy-guidance/>.

The gathering of evidence comprised playing pitch non-technical (visual) audits, extensive consultation with pitch providers and users, a data profile of key statistics and a review of plans, strategies and other literature.

The information and data used in the assessment was collected by Borough Council officers over a period of 12 months during 2016 to ensure that data could be captured for all sports and pitch types in the typology during the season when the sports are played. While surveys sent to clubs and providers provided a key source of information about pitches, ancillary facilities and other key issues, wider consultation has been undertaken by Borough Council officers. In order to gain a full understanding of wider issues, various key stakeholders (based on a list agreed between Swindon Borough Council and the Steering Group) were contacted for their views on key issues in the Borough. For some sports, a number of face-to-face interviews were also conducted to provide additional information on key issues. Local knowledge from sports governing bodies’ contact with clubs has also been a key part of the information gathering process.

## **WEST SWINDON PARISH COUNCIL**

### **LEISURE AND AMENITIES COMMITTEE**

#### **Peatmoor Copse**

##### **1 Background:**

- 1.1 Peatmoor Copse is a wooded area that runs adjacent to Peatmoor Way to Peatmoor Lagoon. The area is a popular with walkers, horse riders and cyclists. Peatmoor Woodland Group are volunteers who undertake grounds maintenance work within the copse on a monthly basis.

##### **2 Notification of work**

- 2.1 Swindon Borough Council is undertaking work on the bridges within Peatmoor Copse which will require diversions to be in place. Work planned is as follows:

*The three bridges all require their timber decks replaced as the boards are generally rotten and at the end of their service life. The main timber elements of the bridges are in reasonable condition and replacing the decks now will extend their useful lives.*

*Temporary short duration closures will be required (approx. 1 day per bridge). Only one bridge will be closed at a time and closure and diversion signage will be provided as per the attached drawings. Swindon Borough Council will undertake the works during half term or school summer vacation.*

*The timber deck boards will be replaced with a GRP composite decking material. This has advantages over timber in that it is rot proof and more durable. Anti-slip properties are particularly good. These enhanced properties are particularly important in wooded areas where build-up of detritus accelerates rot of timber and surfaces can become very slippery. Cost is comparable and in some instances actually cheaper than timber.*

*Visually the GRP is a good match for timber.*

Diversions are detailed in Appendix C. Work is scheduled for early summer holidays and should 1-2 days.

##### **3 Boardwalks**

- 3.1 Peatmoor Woodland Group have approached Swindon Borough Council to highlight that the board walks (planked footpaths) installed by volunteers with assistance from the Ranger team some years ago, would benefit from renewal. Swindon Borough Council have responded to indicate that there is no budget allocated for work such as this at the current time. The West Swindon Parish could consider awarding a grant to Peatmoor Woodland Group to assist with renewal work however, the Parish would need to adopt its Grants Scheme and give consideration to risks and insurance implications relating to the project. £10,000 is currently in a Grant budget for the Parish for 2017/18.

## **4 Erosion**

- 4.1** Peatmoor Woodland Group have reported areas within the copse that are experiencing erosion to the banks to Swindon Borough Council. Feedback from Simon Masters Highway Asset Drainage Engineer at Swindon Borough Council is as follows:

*Bank erosion has a number of connotations associated with it and what measures of maintenance requirements are mandatory under law has been debated for many years within the courts. Natural erosion does not require maintenance regimes to be implemented but unnatural erosion will require the landowner to provide maintenance regimes to avoid changes in the natural flows where they pass through their land.*

*Usually, on identifying bank erosion or issues associated to bank erosion the first point of contact is the owner of Land abutting the eroded bank. This owner is by default the Riparian owner where a watercourse, piped or open passes through their land.*

*Swindon Borough Council has to my knowledge no definitive policy for managing watercourse bank erosion, but will take a risk based approach depending on localised flood risks or impacts on associated infrastructure, highway assets or third party assets. Swindon Borough Council operates through engagement rather than enforcement and encourages landowners to manage their watercourses in a sustainable manner.*

*As the photographs identify the headwall and surface water outfall are like to fall into the watercourse. An assessment of the risk may have to be undertaken by the relevant SBC department or Parish who are responsible for managing the open space at Peatmoor and the watercourse.*

## **5 Recommendations**

- 5.1** Councillors to note additional bridge renewal work being undertaken by Swindon Borough Council.
- 5.2** Councillors to note the issues relating bank erosion and instruct the Parish Manager to seek advice on obligations and implications for the Parish.
- 5.3** Councillors to consider instructing the Parish Manager to initiate a Parish Grants Scheme with a report back to Full Council.

Paula Harrison  
West Swindon Parish Manager  
01.06.2017

## **WEST SWINDON PARISH COUNCIL**

### **LEISURE AND AMENITIES COMMITTEE**

#### **Protocol and Timetable Volunteer Activities**

##### **1 Purpose**

- 1.1 The purpose of this report is to determine a process for the recording and scheduling of volunteer activities that are undertaken in the name of the Parish or with the support of Parish equipment, Councillors or staff.

##### **2 Background**

- 2.1 Historically, the Localities Team at Swindon Borough Council supported volunteer activities such as community clean ups and litter picks. As a result of changes in the team and the creation of new parishes there is no longer a single point of contact for volunteer-led community action.
- 2.2 A number of volunteers and community groups have equipment on loan from Swindon Borough Council to support clean ups and litter picks and some residual equipment remains available.
- 2.3 If the West Swindon Parish is intent on supporting volunteer action in local parks, cycle paths and open spaces, it would be helpful to have a protocol that ensures that
- activities are part of a Parish programme
  - equipment is available
  - risk assessments are in place
  - there is sufficient organisation in place for the event to provide a safe and positive experience
- 2.4 The Protocol would set out the process for
- informing the Parish Manager of dates and activities
  - all Councillors to be informed of planned activities
  - the relevant publicity is agreed
  - equipment and permissions to be confirmed for each activity
  - insurance and risk assessments are checked
  - a timetable to be established for the municipal year

##### **3 Recommendations**

- 3.1 Councillors to consider whether a protocol and timetable would be useful and if so, the Parish Manager is instructed to put together a detailed proposal in a report to Full Council.

Paula Harrison  
West Swindon Parish Manager  
01.06.2017

**West Swindon Parish Council  
Litter Picking**

**Checklist for Start of any Activities**

	Parish Representative:	Completed
1.	Introduce Yourself	
2.	Check that everyone has completed the sign in sheet	
3.	Give summary of area to be litter picked	
4.	Advise location of nearest toilets, hand washing facilities , first aid kit	
5.	Explain procedure when finding hazardous items	
6.	Remind of dangers e.g. thorns, be observant, slopes, water, traffic, weather etc.	
7.	Advise of timings for the session	
8.	Advise of where to return full rubbish bags	
9.	Advise where to meet when litter pick finished and if any refreshments available.	
10.	Check that everyone has appropriate equipment e.g. gloves, bags, litter pickers, hi-vis waistcoats	

## Health & Safety Risk Assessment

In accordance with: Management of Health & Safety at Work Regulations 1999

Volunteer litter picking, grounds maintenance, gardening.				Location: Open Spaces – West Swindon		
ACTIVITY: Habitat Management		SCOPE: Practical conservation work (vegetation clearance) using hand tools				
PERSONS AT RISK	HAZARD IDENTIFIED	WHAT COULD GO WRONG?	RISK BEFORE (H/M/L)	CONTROLS REQUIRED e.g. eliminate, reduce, isolate, training, instruction, equipment, PPE, SSoW etc	RISK AFTER (H/M/L)	ACTION Date & Resp..
Volunteers	Slips, trips and falls	Head/back injury. Strains, sprains, muscle injuries and cuts & bruises	M	Awareness of condition of ground i.e. wet, slippery, pot holes, undulating and steepness Wear suitable footwear i.e. boots with good grip and steel toe caps. Awareness of manual handling techniques Ensure work area is cleared as work progresses	L	
Volunteers	Lone working	Injury & possible death. Delay in emergency assistance	L	Inform a nominated person (family or friends) of start / finish times. Familiarise yourself with the site  Have a mobile phone for emergency contact	L	
Volunteers	Cuts and lacerations	Injury or death	L	Use the right tool for job, with safe use and maintenance. Wear gloves to protect hands against tool cutting edges and thorns. Carry a first aid kit	L	

## Health & Safety Risk Assessment

In accordance with: Management of Health & Safety at Work Regulations 1999

Volunteer litter picking, grounds maintenance, gardening.					Location: <b>Open Spaces – West Swindon</b>	
ACTIVITY: <b>Habitat Management</b>		SCOPE: <b>Practical conservation work (vegetation clearance) using hand tools</b>				
PERSONS AT RISK	HAZARD IDENTIFIED	WHAT COULD GO WRONG?	RISK BEFORE (H/M/L)	CONTROLS REQUIRED e.g. eliminate, reduce, isolate, training, instruction, equipment, PPE, SSoW etc	RISK AFTER (H/M/L)	ACTION Date & Resp..
<b>Volunteers</b>	Exposure / Weather Conditions	<b>Hypothermia or sun stroke/heat exhaustion</b>	<b>M</b>	Wear suitable clothing for climatic conditions. Be aware of changeable weather. Wear a hat and sunscreen if appropriate. Ensure in hot weather be aware of sun danger and consider tasks continuation if too hot. Drink plenty of fluids  If cold ensure good clothing and layers, and not to work to long on-site.	<b>L</b>	
<b>Volunteers</b>	Natural and man-made hazards i.e. brambles, needles, etc	<b>Cuts, grazes and minor injuries</b>	<b>L</b>	Wear suitable clothing covering arms & legs in dense vegetation. Wear gloves  Carry a first aid kit  Do not pick up any discarded needles, report to the Council to arrange removal	<b>L</b>	

**Health & Safety Risk Assessment**

**In accordance with: Management of Health & Safety at Work Regulations 1999**

<b>Volunteer litter picking, grounds maintenance, gardening.</b>				Location: <b>Open Spaces – West Swindon</b>		
<b>ACTIVITY: Habitat Management</b>		<b>SCOPE: Practical conservation work (vegetation clearance) using hand tools</b>				
<b>PERSONS AT RISK</b>	<b>HAZARD IDENTIFIED</b>	<b>WHAT COULD GO WRONG?</b>	<b>RISK BEFORE (H/M/L)</b>	<b>CONTROLS REQUIRED e.g. eliminate, reduce, isolate, training, instruction, equipment, PPE, SSoW etc</b>	<b>RISK AFTER (H/M/L)</b>	<b>ACTION Date &amp; Resp..</b>
<b>Volunteers</b>	Public and dogs	<b>Confrontation and dog bites</b>	<b>L</b>	Explain to people why the work is taking place. Avoid engaging contact with dogs.	<b>L</b>	
<b>Volunteers</b>	Bites, stings & ticks  Diseases	<b>Anaphylactic shock, infection, disease, wounds from a bite, swelling &amp; Death</b>	<b>L</b>	If have any allergies, wear medi-bracelet & carry personal medication. Carry a first aid kit Wear suitable clothing i.e long sleeves, trousers and gloves Take precautions to prevent infection through cuts and other body openings by wearing plasters on cuts and gloves. Seek medical attention if they become ill shortly after exposure. Wash hands before eating or drinking.	<b>L</b>	

## Health & Safety Risk Assessment

In accordance with: Management of Health & Safety at Work Regulations 1999

Volunteer litter picking, grounds maintenance, gardening.					Location: <b>Open Spaces – West Swindon</b>	
ACTIVITY: <b>Habitat Management</b>			SCOPE: <b>Practical conservation work (vegetation clearance) using hand tools</b>			
PERSONS AT RISK	HAZARD IDENTIFIED	WHAT COULD GO WRONG?	RISK BEFORE (H/M/L)	CONTROLS REQUIRED e.g. eliminate, reduce, isolate, training, instruction, equipment, PPE, SSoW etc	RISK AFTER (H/M/L)	ACTION Date & Resp..
<b>Volunteers</b>	Use of hand tools	<b>Cuts, grazes and minor injuries</b>	<b>L</b>	Hand tools only to be used that you are competent at using or have been trained to use. Wear suitable PPE for task and tool. Use safe manual handling techniques. Carry a first aid kit	<b>L</b>	
Date of original Assessment: 31.05.17		Date of this Assessment: 31.05.17		Review Date: May 2018	Reference No:	Name of Assessor: <b>Paula Harrison</b>
<b><u>Overall Risk Rating (H, M L):</u></b>				Parish Managers signature:		
<b>Low</b>						

**WEST SWINDON PARISH COUNCIL**  
**Safe System of Work**

In accordance with: Management of Health & Safety at Work Regulations 1999

Task/Activity (Scope): <b>Habitat Management/Grounds maintenance</b>	Risk Rating: <b>Low</b>	Ref No:
Location: <b>Public Open Spaces - West Swindon</b>	Activity carried out by; <b>Groups &amp; Lone volunteer</b>	

<b>Safe System of Work / Work Instructions</b>
<ol style="list-style-type: none"> <li>1. Regularly read Risk Assessment and Safe System of Work and ensure up-to-date</li> <li>2. Inform nominated person of start and finish times and ensure your I.C.E (in case of Emergency) contact number is present on your mobile and that your mobile is fully charged</li> <li>3. Ensure that appropriate footwear / clothing and PPE is being worn for the tasks ahead and for the prevailing weather conditions – use sun screen if required</li> <li>4. Check first aid kit is present and in good condition</li> <li>5. Check the entire work area for hazards before any work commences i.e. low branches, holes in the ground, discarded needles (report to Swindon Borough Council)</li> <li>6. Ensure all tools and equipment (hand tools only to be used) are in a good working condition and fit for purpose</li> <li>7. Plan the work session around the current weather conditions, amend accordingly to reflect any changes in weather and be prepared to stop work if necessary i.e. gales, heavy rain, lightning etc.</li> <li>8. Work within your physical capabilities</li> <li>9. Take along a drink (especially in hot weather) and something to eat if required (water / wipes to clean hands)</li> <li>10. Keep a track on the time and update your nominated contact if delayed</li> <li>11. Be aware of your surroundings at all times and look out for people, animals and potential hazards</li> <li>12. Do not lift any heavy or awkward items</li> <li>13. If a “conflict” situation arises, remain calm, be polite and informative. Do not</li> </ol>

antagonise the other party – withdraw from the area if necessary. Refer any concerns to your Parish contact.

14. Use your mobile phone to contact emergency services if required
15. At the end of work session, ensure that the site is left clear and free from debris
16. Check all tools are collected in / removed from site
17. Contact nominated person on leaving the site

Can Safe System of Work be met (Y/N) – if NO determine Local Controls Below

**YES**

***I have read this Safe Working Procedure and associated Risk Assessment and where necessary recorded any local variations from the Standard Conditions or Safe System of Work.***

Signed:

Name:

Date: