

**WEST SWINDON PARISH COUNCIL**

28 June 2017

Dear Councillor

You are invited to attend the  
**LEISURE AND AMENITIES COMMITTEE MEETING**  
to be held on **WEDNESDAY 05 JULY 2017 at 6.00pm**  
at **WEST SWINDON LIBRARY**

**AGENDA**

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

1. **Apologies**
2. **Declarations of Interest & Applications for Dispensation**  
To receive any Declarations of Interest required by the Code of Conduct adopted by the Parish Council on 18 May 2017.
3. **Logo Competition (Minute 31)**  
Verbal update from the Parish Manager.
4. **Noticeboards (Minute 32)**  
Parish Manager's report attached.
5. **Review of Litter Bins (Minute 33)**  
Verbal update from the Parish Manager.
6. **Belsay Fencing Request**  
Parish Manager's report attached.
7. **Planting**  
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

Minutes of the  
**LEISURE AND COMMUNITIES MEETING**  
on **MONDAY 06 JUNE 2017 at 6.00pm at WEST SWINDON LIBRARY**

### **Present:**

Cllr Matthew Courtliff (Chair)  
Cllr Nigel Gibbons  
Cllr Vinay Kumar  
Cllr Timothy Makofu  
Cllr Nick Martin  
Cllr Caryl Sydney Smith  
Cllr Matt Walker (Vice Chair)

### **Officers:**

Paula Harrison (Parish Manager)

### **Public: 7**

### **Public Session:**

Mrs Kiddle asked the Committee if there was an opportunity for the Toothill Street Reps to apply for a grant for a family event on 22<sup>nd</sup> July. The Chair indicated that the Parish had not set up a grants scheme at present.

A resident asked that if the budget for litter bins was only £1,000, this was unlikely to improve the situation and why wasn't the Parish looking at enforcement. The Chair indicated that a range of responses would be considered as part of the Agenda item later.

Another resident indicated that one of the main problems related to householders flytipping over their garden fences.

Richard Williams – Westlea Church asked for clarification on the status of volunteers with existing equipment. The Chair advised that this would have been transferred over to the Parish so groups would be welcome to continue to use equipment they have on loan. The Chair advised that volunteering would be considered later in the meeting. The Chair asked the Parish Manager to write to KFC and other take away outlets to support the new Parish with work to keep West Swindon clean.

A resident asked if it would be cheaper to turn some grassed areas over to wildflower meadows and therefore reduce the grass cutting pressures. The Chair asked that this be added to an Agenda of a future meeting.

A resident asked if overgrown hedgerows in Toothill could be on the list of the programme in Autumn. The verges in Toothill Park were identified to have grown over the path.

Councillors noted their thanks to Suresh Gattapur, Parish Councillor for Westlea and the work he and volunteers have undertaken around Park Springs in Westlea.

The Chair reported that weed spraying would be getting underway as a part of a widespread programme.

Meeting opened 6.26 pm.

**30. Apologies**

Cllr Ellen Heavens and Cllr Suresh Gattapur

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

The Parish Manager reported to Councillors that this Committee was responsible for publicity and communications, and as a result could progress the design of a logo for the Parish Council. Councillors agreed it would be helpful to have community feedback and involvement. It was agreed that an open competition could attract interest from the wider community and the end of October should be the closing date to allow for schools to get involved in the Autumn term. It was agreed that the logo would potentially need refining in order to be suitable for printing.

**RESOLVED that:**

- a) The Parish Manager to send information about a logo competition to the Link magazine.
- b) The Parish Manager to send an invitation to local West Swindon schools.

**32. Noticeboards**

The Parish Manager submitted a report regarding noticeboards within the Parish a copy of which appears as **Appendix A** in the Minute Book.

**RESOLVED that:**

- a) The Parish Manager to use the West Swindon Library window as the current Parish Noticeboard.
- b) The Parish Manager to report back to a future meeting more detail on costings, potential site locations in West Swindon village centres and ongoing maintenance costs.

**33. Litter bins**

The Parish Manager submitted a report on litter bins in West Swindon, a copy of which appears as **Appendix B** in the Minute Book. Councillors agreed that a budget allocation of £1,000 was restricting. Cllr Makofu indicated that Toothill lacked bins and Councillors agreed that consideration needed to be given to the existing provision and whether this is effective or not before identifying potential new sites. Cllr Kumar queried who was responsible for bins on the periphery of Lydiard Park. Councillors agreed that existing litter picking volunteers should be registered with the Parish Council.

**RESOLVED that:**

- a) The Parish Manager to seek transfer of information and equipment that relates to litter picking volunteers in West Swindon
- b) The Parish Manager to check the capital cost of new bins, cost of installation and/or moving bins and ongoing revenue costs of emptying bins
- c) The Parish Manager to initiate an audit of type, location and usage of existing litter and dog bins
- d) The Parish Manager to investigate sponsorship options and report back to a future meeting of this Committee

**34. Trees**

The Parish Manager submitted a report detailing current maintenance of trees in West Swindon, a copy of which appears as **Appendix C** in the Minute Book. A case example was considered:

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 rather than cutting down trees. These trees also act as a sound barrier from the road and this could be a problem.*

Councillors agreed that this was a difficult area of work in terms of responsibilities and liabilities.

Councillors agreed that there needed to be a tangible list of circumstances within which the Parish would take action.

**RESOLVED** that the Tree Officer, Frank Donachie be invited to inform the Parish Council on Swindon Borough Council's position on tree maintenance.

**35. Play Areas**

Cllr Gibbons indicated that he had a meeting with Cllr David Renard, Leader of Swindon Borough Council on Tuesday 13<sup>th</sup> June to discuss the leasing of play areas and other assets. This will be updated at the next Full Council meeting.

**RESOLVED:** that the Parish Manager to circulate a map of play area assets and report on the stock condition to a future meeting.

**36. Sports Pitches Strategy**

Parish Councillors had received a report regarding Swindon Borough Council's Sports Pitches Strategy, a copy of which appears as **Appendix D** in the Minute Book. The report was noted.

**37. Peatmoor Copse**

The Parish Manager submitted a report highlighting work to be undertaken at Peatmoor Copse, a copy of which appears as **Appendix E** in the Minute Book. Councillors noted the additional improvement work. Councillors noted the potential improvement work that could be implemented by the Peatmoor Woodland Group.

**RESOLVED that:**

- a) The Parish Manager to seek clarification on the potential obligations relating to Peatmoor Copse if the Parish Council were to consider its transfer to the Parish
- b) Councillors conveyed their thanks to the Peatmoor Woodland Group.

**38. Protocol and Timetable for Volunteer events**

The Parish Manager submitted a report on the benefits of setting up a calendar of events, a copy of which appears as **Appendix F** in the Minute Book.

**RECOMMENDED** that the Parish Manager submits a report to Full Council setting out the volunteer protocol and Calendar of activities.

**39. Volunteer Risk Assessment and Safe System of Working**

The Parish Manager submitted a draft risk assessment and safe system of working for volunteers, copies of which appear as **Appendix G** in the Minute Book.

**RESOLVED** that the Volunteer Litter Picking Risk Assessment and Safe System of Working be adopted.

**40. Defibrillators**

The Parish Manager submitted a report on considerations for installing community Defibrillators, a copy of which appears as **Appendix H** in the Minute Book.

**RESOLVED** that further investigation be undertaken to establish whether there is a need for additional defibrillators in West Swindon.

**41. Bring Recycling Sites**

Councillors considered a resident request to reinstate the Bring recycling sites in West Swindon (Asda car park and Freshbrook Village Centre). Councillors agreed that there was ongoing potential for low level flytipping as a result of removal.

**RESOLVED** that Swindon Borough Council Cabinet Member for Streetsmart be informed that the West Swindon Parish Council requests the reinstatement of the Bring sites.

Meeting closed 7.39 pm.

Signed: .....  
Chair, Leisure and Amenities Committee

Date: .....

## **WEST SWINDON PARISH COUNCIL**

### **LEISURE AND AMENITIES COMMITTEE**

#### **Noticeboards**

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

- 1.1 At the meeting of the Leisure and Amenities Committee on 6 June 2017, (Minute 32) Councillors asked the Parish Manager to investigate potential locations and costs for parish noticeboards particularly in village centre areas.
- 1.2 Many parishes have traditional noticeboards that display notices across the Parish. A budget of £4,500 has been set within the 2017/2018 budget for noticeboards (including maintenance).

##### **2 Detail:**

- 2.1 A number of considerations need to be taken into account in the location and installation of noticeboards:
- Ease of access and visibility for viewing
  - Grounds maintenance – avoiding grass or shrubs that cannot be cut as a result of the position of the noticeboard
  - Avoid overhanging trees or low branches as these could cause obscure visibility and add problems with honeydew and algae
  - Checks need to be undertaken for underground services
  - May need planning permission or highway approval if on the public highway
  - Not located in a way that creates an obstruction to pedestrians or vehicle
  - Need to balance cost of maintenance and staff time keeping the noticeboards up to date with the benefit of access to the information
  - Noticeboards are subject to damage, locks breaking, graffiti and vandalism

##### **2.2 *Locations***

The following locations have been considered for noticeboards:

##### **2.2.a *Toothill Village Centre***

Toothill Village Centre has an existing community noticeboard for the Toothill Community Centre adjacent to the Centre building. See below:



An additional board could be positioned in the bay that encloses 'The Watchers' statue, see below: There is potentially a significant refurbishment planned for the Community Centre that may impact on the wider site. Councillors may want to delay any decision about a new noticeboard in this location given the scale of work likely to be underway in the near future.



#### 2.2.b Freshbrook Village Centre

There is a noticeboard within the Freshbrook Community Centre however this is well used and will only have footfall from that within the building itself. The wider centre is bordered by a footpath but has little space that would be an obvious location for a noticeboard. Consideration could be given to a wall mounted board at the end of the shop frontage or a freestanding board beside the public bench see below:



**2.2.c Ramleaze Village Centre**

Ramleaze Village Centre footprint offers potential for a free standing noticeboard, however, there is more than one focal point, see below. Councillors could identify a preferred position and further investigative work could be undertaken with regard to permissions on this site.



**2.2.d Peatmoor Village Centre**

Peatmoor shops is a challenge in that most of the village centre land is leased from Swindon Borough Council. The nearest location to the shops for a noticeboard would be either the footpath from the car park to Peatmoor Lagoon or a hardstanding alongside the lagoon footpath, see below:







### 2.2.e Roughmoor Hall

There is an option to install a noticeboard on the edge of the Roughmoor Social Hall car park on Swinley Drive subject to permissions.



### 2.3 Link Centre

The West Swindon Parish is currently using a window as the noticeboard for the Parish. The library windows do have a high footfall with visitors to the library and Link Centre, bus stops and West Swindon District Centre. Quotes are being sought to determine how to best frame the window for this purpose.

### 2.4 Noticeboard costs

The costs of noticeboards will vary from site to site as the installation will be unique to each site. Feedback from other Parish Councils favours metal noticeboards on the basis that wooden noticeboards are visually more attractive but are more expensive, and, more difficult to keep clean (e.g. graffiti removal).

For the supply of a standard noticeboard, as pictured below, costs are in the region of £420 plus VAT. For installation costs would be in the region of £200 depending on location.



**3 Recommendations:**

- 3.1** Councillors to determine whether there is a preferred location for the installation of a new Parish noticeboard and to instruct the Parish Manager to progress with ascertaining permissions, final design and Installation costs.

Paula Harrison  
West Swindon Parish Manager  
28.06.2017

## **WEST SWINDON PARISH COUNCIL**

### **Leisure & Amenities Committee**

#### **Fencing Request**

##### **1 Introduction:**

- 1.1 At Belsay in Toothill, a fence was installed to prevent children running from the play area on to the road. The original play area was removed many years ago so the fence isn't needed for that purpose. Streetsmart have asked the Parish to indicate whether it would consider some form of replacement in principle, should residents want to retain the fence for privacy and stop people walking through.
- 1.2 The fence faces Idovers which is main road route through Toothill. Swindon Borough Council has received a complaint via the Highways department about the current condition but has no funds for replacement.
- 1.3 The options are that the fence could be renewed by the Parish Council or removed by Swindon Borough Council. Estimated costs would be in the region of £50 per metre and some material may be able to be salvaged.



##### **2. Recommendations**

- 2.1 Councillors to instruct the Parish Manager to write to residents about plans to either replace or remove the fence and to write to Streetsmart to confirm the position of the Parish Council.

**Paula Harrison**  
**Parish Manager**