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**MINUTES OF THE MEETING OF THE  
LEISURE SERVICES COMMITTEE  
HELD IN ARDEN HALL,  
CASTLE BROMWICH ON  
WEDNESDAY, 3RD OCTOBER 2007  
AT 7.30 PM**

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**Those present:**

**Chairman**      Cllr J Riordan

**Councillors**

Cllr Mrs. P Allen  
Cllr J Gibbins  
Cllr Mrs. A Haywood  
Cllr Mrs. J Smith  
Cllr Mrs. B Wilkins

**Officers:**      Mrs. C Tibbles, Clerk to the Council

**Public:**          None.

**1. Apologies.**

The apologies from Cllr E Knibb, Cllr M Rashid and Cllr Miss J Ward were accepted for the reason given.

**2. Declarations of pecuniary or other interests.**

None declared.

**3. Minutes of the previous Meeting.**

**ON THE PROPOSITION** of Cllr Mrs. Wilkins, **SECONDED** by Cllr Mrs. Haywood, **IT WAS UNANIMOUSLY RESOLVED** that the Minutes of the Meeting held on Wednesday 5<sup>th</sup> September, 2007, having been circulated, be signed as a true and correct record of the Meeting.

**4. Manager's Report and Arden Hall issues.**

Members considered the September report written by Mr. Witten in the absence of the Hall Manager. Cllr Mrs. Wilkins commended the work by the handyman on the new chemical store. The Clerk queried some points in the report which she would discuss further with Mr. Witten. **IT WAS RESOLVED** to approve a transfer of deposit to a new function if hirers needed to cancel a booking, provided there was no reduction in cost. The Clerk reminded members of the suggestion by Cllr Knibb to establish an Events Working Party and she felt this would be a real support to staff with the number of forthcoming events. Cllr Mrs. Allen was pleased to hear of the Bridal Fayre plans but the request for an extra banner was deferred until detailed plans were commenced. Members discussed the crockery situation and **IT WAS RESOLVED** to utilize the existing stock in 2 rooms and purchase new cups and saucers from a catering supplier for the other rooms. Due to lack of regular use, the new stock would not include large plates, side plates or dishes. The additional report by Mr. Witten was tabled and members discussed the Christmas party night. **IT UNANIMOUSLY RESOLVED** that tickets be on sale from 12<sup>th</sup> October, subject to a revised report with new capacity, ticket design and revised costings for the next Finance and General Purposes Committee.

Members considered quotations for roof repairs and those by Castle Bromwich Roofing for £697 and Q S Quilty for £2250 were deemed no longer relevant. The remaining quote from Water Orton Roofing to protect the roof with silver solar reflective paint was deferred for further investigation and scaffolding costs. If the work was felt to be beneficial it could be considered for inclusion in the following year's budget and possible offset with solar panels to reduce heating costs.

#### 5. Bar Stock Reports.

Under confidential terms, members noted the stock reports and the missing waste breakdown. The bar trading analysis showed two functions with no income and the Clerk would seek some assurance in the new supplementary bar regulations that when a booking was made that drinks would be consumed.

#### 6. Residents' Concerns.

Members noted the circulated information and Cllr Mrs. Smith had discussed the problems reported by Mrs. Brenda Jackson. Cllr Gibbins requested PCSO visits to Hob Farm to support Mr Ring with ASB problems.

#### 7. Communications.

Routine communications received since last meeting were noted as follows: Routine bulletins and newsletters and letter from resident about dangers of wheelie bins at kerbsides / CAB request for financial support / new editor appointed for Castle Bromwich Gazette / pension advice on sickness management / work life balance advice / police seminar on Building Blocks scheme / Solihull MBC Listed Buildings advice from Planning Department / CB Cricket & Sports Club Public meeting on 'Sport in our Community' in the Windsor Room on 17th October at 7.30 pm / invitation to Booze Cruise by resident of Fordbridge / WALC Annual Report and AGM notice. Also received: NALC Financial Update / NS Fusion holiday activities / SLCC AGM on 27th October / Village Halls newsletter / Town and Council Standard / consultation by Solihull MBC on Draft Rights of Way Improvement Plan / WM Pension Report & Accounts 2007 / Ways to tackle climate change by Defra. The Clerk offered to send a Grant Aid application form to Chelmsley CAB.

#### 8. CCTV.

After consideration, the quotation for maintenance charges by Initial Fire & Security were deferred. **IT WAS RESOLVED** that Cllr Mrs. Smith's offer to investigate whether police advice would support alternative options and then quotations would be required from alternative companies. Members commended some of the benefits to staff and members of the public from CCTV but were disappointed at the failure to successfully prosecute offenders.

#### 9. Tree Survey.

Following discussions by the Clerk with Solihull MBC, members accepted that 3-5 years between inspections was reasonable. However, SMBC prioritised areas of concern after risk factors were taken into account (e.g. adjacent roads, known disease) and did more frequent inspections on trees facing greater risk. **IT WAS UNANIMOUSLY RESOLVED** to accept the quotation for inspection of trees on Open Spaces by Midland Forestry at a cost of £1460 and to request identification of which trees had disease problems and the likely timescale of future problems to aid budget plans (possible annual inspections of 3 open spaces). The Clerk reported an emergency problem with a substantial bough that had fallen at the weekend at Bradford Gardens and tabled a further quotation for recommended works. The Clerk had spoken to the Borough Tree Officer and the Planning Department and, after consideration of the options, members agreed that the H&S risk to members of the public would be unacceptably high if a planning application was submitted for work on a tree

in a conservation area. **ON THE PROPOSITION** of Cllr Mrs Wilkins, **SECONDED** by Cllr Mrs. Haywood, **IT WAS RESOLVED** that options 1 and 3 be accepted and emergency felling of two horse chestnuts be undertaken at a cost of £1620, including stump grinding. Cllr Mrs. Allen asked about alternative planting and possible sponsorship. The Parish Council did have a tree planting programme but had been unsuccessful in obtaining free trees in the past, although Cllr Terry might access new possibilities as a Tree Warden.

#### **10. Drainage problems of residents on Water Orton Road.**

Before considering the quotation, Cllr Gibbins stated he felt the flooding of gardens was not the fault or responsibility of the Parish Council. At a recent meeting, Castle Bromwich Cricket and Sports Club said they had surveyed the grass next to the tennis courts which showed the gradient rose towards the gardens. Cllr Gibbins recalled being telephoned some months before by a resident who had clearly stated that the problems were caused by the gardens being laid on a bed of clay. Cllr Mrs. Wilkins recalled the water draining along the gully and running away to the drain until a resident had breached the gully and allowed park rainwater to flood his garden and his neighbours. Provided this action was not repeated she believed the residents problem was not caused by the playing fields. Cllr Mrs. Smith thought that some action should be taken by the Parish Council and the Chairman said his understanding of the Land Drainage Act put some responsibility for the existing ditch to be better maintained. **IT WAS RESOLVED** to investigate Cllr Terry's offer to help clear the ditch and dig it deeper, with assistance from other volunteers or youth offenders, and subject to permission or restrictions from our insurers, to take action. The quotation was therefore deferred.

#### **11. Coleshill Town Band.**

Cllr Mrs. Haywood had no new information for consideration and would seek a response for the next meeting of this Committee.

#### **12. Terms of Reference.**

Members considered the draft document deferred from the previous meeting which was accepted as written. **IT WAS RESOLVED** to update names of current members and prepare a typed copy for ratification by full Council.

#### **13. Payments.**

**ON THE PROPOSITION** of Cllr Mrs. Smith, **SECONDED** by Cllr Mrs. Wilkins, **IT WAS RESOLVED** that the payments as set out in the enclosure be approved.

#### **14. Clerk's Report/Open Spaces Report.**

The garage electrical repairs were complete and the inspection certificate would be copied to our insurers when received. The inspection on the zipwire was awaited following completion of repairs. She reported that staff sickness during a period of staff holiday had caused difficulties for the two remaining Wardens and she commended their efforts at maintaining park services. The latest Waterloo/Fusion project of activities would take place in the playing fields in the October holidays between 22<sup>nd</sup> - 25<sup>th</sup>. A complaint about dangerous storage of equipment by a pavilion hirer had been investigated and an apology made for the problems caused over the past two weeks. A new inspection sheet had been introduced for weekly playground checks by Wardens. There was no progress to report on possible free playground equipment as the meeting with Groundworks had not taken place. A successful schools cricket tournament had taken place on 12<sup>th</sup> September, previously postponed from July due to the terrible weather. A staff disciplinary had taken place with a member of Open Spaces staff. Cllr Feasey would be meeting the Clerk on Friday to discuss his ideas to help Arden Hall and other areas.

Weekly meetings had been re-established with Arden Hall Duty Managers with targets being set for tasks allocated and the latest meeting had concentrated on new procedures for enforcing the changing hire regulations. The draft regulations had been sent to the Legal Department at NALC for their consideration and a response agreed before the next Council meeting. The Clerk undertook to supply a copy of the new hire bond requirements to Sgt. O'Reilly. A response had been received from Grantfinder Ltd following investigations by Cllr Gibbins which was tabled for information and after a brief discussion was noted. Miss Ratcliffe had taken on responsibility for getting quotations for replacing Arden Hall frontage and Cllr Gibbins and Cllr Mrs Haywood had helpfully passed details on of possible companies. No response had been received from the police on investigation into the complaint of registering a false alarm activation and no quotation yet obtained on additional smoking bins. Repairs were being made to a boiler problem the following day and the opportunity taken to clean filters in the Windsor Room. New electric heaters had been purchased for Arden Hall to boost small areas when needed and a new staff drinks scheme arranged following disappearance of personal purchases of tea/coffee. The Assistant Clerk had commenced duties the previous Friday and her work already showing early benefit. Due to the impending postal strike the Clerk had already posted the agenda for the next Finance and General Purposes Committee meeting but unfortunately could not wait for the draft terms of reference being re-written by the Cllr Gibbins.

A report was tabled, under confidential terms, to update members on a staff matter.

Cllr Mrs. Wilkins took the opportunity to appeal for donations of raffle prizes for the Chairman's Raffle at the next Chris Beebee event and said a date was still to be arranged for the next quiz, possibly being deferred to February. A guest speaker to talk about environmental maintenance by the Borough Council in Castle Bromwich was considered and agreement made to invite Alison Lush to the November Council meeting.

ACTION

A Witten  
10/10

A Witten  
9/10

A Witten  
Quotes 22/10

Clerk + A Witten

9/10

ACTION  
Help  
welcome

A Witten + N Ratcliffe  
9/10

Clerk  
18/10

Asst. Clerk  
5/10

JS  
31/10

Clerk  
28/10

Clerk  
4/10

ACTION

Asst Clerk  
12/10

AEH  
1/11

Asst Clerk  
12/10

Clerk

ACTION

Clerk  
10/10

JG – courtesy call to cancel

NR  
24/10

JG  
10/10

Clerk  
10/10

Clerk  
10/10