
**MINUTES OF THE MEETING OF THE
LEISURE SERVICES COMMITTEE
HELD IN ARDEN HALL,
CASTLE BROMWICH ON
WEDNESDAY, 5TH DECEMBER 2007
AT 7.30 PM**

Those present:

Chairman Cllr J Riordan

Councillors

Cllr Mrs. P Allen
Cllr E Knibb
Cllr Mrs. A Haywood
Cllr Mrs. J Smith
Cllr Miss J Ward

Officers: Mrs. C Tibbles, Clerk to the Council
Guests: 5 members of Castle Bromwich Cricket & Sports Club [Item 4 only]
Public: 1 member of the public [Items 1-6]

1. Apologies.

The apologies from Cllr M Rashid and Cllr Mrs. B Wilkins were accepted for the reason given.

2. Declarations of pecuniary or other interests.

None declared.

3. Wilson's World of Food – Catering at Arden Hall.

Apologies had been sent by Gary Wilson, Proprietor, so this matter was deferred to a future meeting. Agenda items were taken out of order as a result of this change.

5. Minutes of the previous Meeting.

ON THE PROPOSITION of Cllr Mrs. Haywood, **SECONDED** by Cllr Mrs. Smith, **IT WAS UNANIMOUSLY RESOLVED** that the Minutes of the Meeting held on Wednesday 7th November, 2007, having been circulated, be signed as a true and correct record of the Meeting.

6. Manager's Report and Arden Hall issues.

Members considered the November report written by Mr. Witten/Ms Ratcliffe, in the absence of the Hall Manager, and noted the letters from hirers expressing differing views. Whilst appreciation from hirers of well managed events was still evident, members were concerned to receive a further complaint from a local group. **IT WAS RESOLVED** that the Clerk meet with Mr. Witten to ensure he could enable his staff to meet the standards expected and for the Clerk to reply to the complaint. Advance bookings for 2009/10 had been invited from regular groups and notice of new hire regulations circulated. Revised systems for staff to follow for room layouts and cleaning tasks had been brought in and storage of materials made secure with new locks. Decorating of the Windsor Room was complete and an audit of sound/lighting equipment made following a thorough clean of the projection room. Staff changes and training were noted, as were two cancellations requiring no action.

The additional quotation for replacement of the frontage of Arden Hall was considered and the alternative solution suggested by Cllr Feasey was not accepted. Members again discussed the options of replacing as existing or extending the area, moving the entrance door (requiring advice from the Fire Officer) and/or enclosing the Windsor Room entrance. Cllr Mrs. Haywood suggested planning over a 10 year period and examining what the customer base would likely be at that time. Members felt there was a duty to see Arden Hall fully used and discussed the balance necessary to charge and operate for profit so that the Parish Council could serve community groups by continuing to subsidise Arden Hall for their events. Applying to the Public Works Loan Board to finance this could be re-considered by the Parish Council following the rejection of the lottery application and working parties would need to be committed to examining funding and building needs/priorities. Quotations were therefore deferred and no resolution made.

4. Castle Bromwich Cricket & Sports Club.

The Chairman welcomed the Development Committee and invited them to outline the plans from their recent public meeting. Mr. Duffield said that developing community sport in Castle Bromwich would be open to all so that facilities that hadn't been best used in the past could involve better use by school partners and encourage young people. Planning permission had been granted by the Borough Council for the Pavilion Scoreboard extension and the Parish Council was grateful to receive a copy of the pertinent documents. The Cricket Academy was running successfully with up to forty youngsters aged 6-12 and it was hoped to have the Clubroom refurbished before the new season commenced at the end of April. The Club was willing to undertake the improvement works on the Pavilion and felt the business potential of attracting more members would make it worthwhile for them as well as the Parish Council. When the site visit had been made by Sita, to assess their funding application, the organisation was most impressed with the provision made by the Parish Council of Park Wardens and the police base. The club hoped to establish a football section and undertake Sunday bar opening in the Clubroom, possibly with food provision too.

The Club had secured donations of materials to construct fitted seating, bar extension, replacement flooring, new blinds, new kitchen units and a cooker. They hoped to combine two changing rooms into one larger one and install an extra toilet in the showers but this would require money. Ladies shower facilities were also discussed. Cllr Riordan questioned the location of a fenced area and Mr. Duffield agreed to provide a new drawing. Cllr Knibb commended the ideas the Club had and re-iterated the support of the Parish Council for their plans. Cllr Mrs. Allen asked about insurance and the Club confirmed they were fully insured and would supply a copy of their current certificate. **ON THE PROPOSITION** of Cllr Knibb, **IT WAS RESOLVED** that the timescale for the club/kitchen refurbishment be co-ordinated jointly by Paul Messenger (Club Social Secretary) and the Clerk, who would supply provisional details of existing bookings so that work could be scheduled. Further consideration to be given at a later date on the following: the Clerk to seek clarification from the Fire Officer if revised room capacity was required due to alterations; changes to the lease; plans for a third tennis court to be part of a later phase. Further agreement was **RESOLVED** for the Parish Council to pay and apply for planning permission to rebuild the garages and for the Club to undertake the work, possibly changing the roof and joining to the existing building. This would need to be undertaken before the garages deteriorated much further.

7. Bar Stock Reports.

Under confidential terms, members noted the stock reports and bar trading analysis.

8. Residents' Concerns.

Members noted the circulated information. Cllr Mrs Smith reported that Mr. Ring was most pleased to say his graffiti had been removed.

9. Communications.

Routine communications as listed on agenda were noted. The Clerk would contact Land Registry for their view on the boundary query.

10. Grounds Maintenance improvement.

After consideration, **ON THE PROPOSITION** of Cllr Knibb, **SECONDED** by the Chairman, **IT WAS RESOLVED** that Cllr Mrs. Allen's offer to plant bulbs and heathers at the War Memorial be gratefully accepted, Cllr Miss Ward offering her assistance (saving £102.40); the Clerk to write to Halls Garden Centre thanking them for kind donations of plants and to write to Melbicks offering to receive any surplus stock for use in open spaces; for work costing £675 to remove the shrub bed in the playing fields to be deferred whilst the Community Payback scheme was considered; for the Cricket Club to remove their grass mowings; improvements to the Village Green circular bed (£485 or £510) and triangular bed (£203.50) not decided.

11. Budget Preparation 2008/09.

The Chairman reminded members that the Working Party had started their preparations. After discussion, **IT WAS RESOLVED** that the Clerk arrange revised charges (+5%) for 'B' and 'C' rate groups due to strong concerns that current costs were not sufficiently meeting the expenses of opening Arden Hall and that increased insurance, heating and wages costs would be faced. 'A' rate charges would however not be recalculated at this stage. The Clerk hoped to have detailed information available for the January Committee meetings when members would have to agree to either reduce expenditure, increase hire charges, increase the precept or recommend a combination of these measures.

12. Drainage problems of residents on Water Orton Road.

The Clerk reported that Severn Trent had found a considerable amount of silt in the surface water sewers outside properties 119-111 Water Orton Road. They anticipated that up to 50% of the capacity had been obstructed by these deposits and that when removed the pipe capacity would increase two fold and make a considerable difference. Severn Trent had apologised for the delay in their response but would monitor the situation and re-survey the drains when cleared. Members were pleased with this progress and asked the Clerk to relay information to residents.

13. Payments.

The Clerk asked for an additional invoice for £235.00 from ACD Security for closing Hob Farm to be paid by her delegated authority as it was omitted from the printout submitted to members. **ON THE PROPOSITION** of Cllr Mrs. Haywood, **SECONDED** by Cllr Mrs. Smith, **IT WAS UNANIMOUSLY RESOLVED** that the payments as set out in the enclosure, with the addition detailed by the Clerk, be approved.

14. Clerk's Report/Open Spaces Report.

The Clerk reported on the outstanding action points from the last meeting: no update on quote for the recommended silver protection painting (scaffolding quote also needed); tree inspection agreed for 13/14th December and the Clerk to request additional information for Bradford Gardens; tree felling permission received from Borough Council and completed;

no further information via Cllr Mrs. Haywood on the Coleshill Town Band performance; additional refund given to hirer who cancelled piano; written apology made re cleaning complaint; crockery still awaiting disposal; need to contact artist regarding display of work. Advert placed in Echo for £50 for 22nd December Party Night to boost sales.

A new Premises Licence had been issued by Borough Council following discovery of an error on one issued in 2003 (resolved by Natalie Ratcliffe); new hire regulations had been distributed to groups and Park Wardens; meeting held with Record and Groundworks on possible playground development and awaiting funding information; query raised by inspector on Aerial Runway zipwire although not queried by Rospa Inspectors (report received on 5th November from 22nd September). Record had been contacted (as manufacturer) and asked for recommended contractor details for members to consider quarterly maintenance visits. The Chairman proposed that Standing Order 1(a) be suspended for 5 minutes to allow the agenda to be concluded. The Clerk continued that park staffing seemed stable but pavilion hirers were somewhat irregular at the moment. She worried about staff morale in Arden Hall and was disappointed to have to cancel the Caretaker interview following withdrawal of the candidate. Major access problem to the pavilion one weekend when the lock broke on the main door but replacement had been arranged and new keys issued. Back pay has been processed and paid to weekly staff and notified to monthly staff for payment on 19th December. Members felt it was imperative for Arden Hall to increase its income and **ON THE PROPOSITION** of Cllr Knibb, **IT WAS UNANIMOUSLY RESOLVED** that the prime evening booking for the Spencer Suite on New Year's Eve should remain with the Parish Council. This event had proved popular with residents and it was hoped to now avoid their disappointment in future. Cllr Mrs. Smith would research further into the CCTV documentation she had received. Members expressed a desire to see increased usage of the police base and the Clerk undertook to repeat the earlier offer to Supt. Andronov for fully independent access if their own alarm zone was installed.

ACTION

Clerk
New date tba

Clerk
7/12
Clerk
11/12

ACTION

Clerk
10/12
Clerk
01/08

Volunteer

needed

ay Tibbles (Mrs.)
Clerk to the Council.

DISCLAIMER: This email and files transmitted with it are confidential and intended solely for the use of the individual to whom it is addressed. If you are not the intended recipient please notify the sender immediately and then delete the message.

Any views or opinions presented are solely those of the author and do not necessarily represent those of Castle Bromwich Parish Council unless explicitly stated otherwise. The Parish Council may monitor the contents of email sent and received via its network for the purposes of ensuring compliance with its policies and procedures.

athy Tibbles (Mrs.)
Clerk to the Council.

DISCLAIMER: This email and files transmitted with it are confidential and intended solely for the use of the individual to whom it is addressed. If you are not the intended recipient please notify the sender immediately and then delete the message.

Any views or opinions presented are solely those of the author and do not necessarily represent those of Castle Bromwich Parish Council unless explicitly stated otherwise. The Parish Council may monitor the contents of email sent and received via its network for the purposes of ensuring compliance with its policies and procedures.

ACTION
Clerk
23/12

Asst Clerk

14/12

A. Witten
28/12

Clerk
28/12

Clerk
14/12

Clerk
12/12

ACTION

Clerk
8/12

Clerk
01/08