

Castle Bromwich Parish Council

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NOTICE OF MEETING Leisure Services Committee

4th MARCH 2020, 7.30PM

In the PAVILION, Arden Hall, Water Orton Road, Castle Bromwich

All parish council and committee meetings are open to the Public and Press

At Agenda item 5, members of the public are welcome to ask questions and make comments relating to items on the Agenda or for consideration at future meetings.

A summary of any such comments will be included in the meeting's minutes.

Recording the proceedings of the meeting by any means is permitted. However as a matter of protocol anyone wishing to do so is asked to indicate their intention to the Chairman and/or the Clerk prior to the meeting to ensure compliance with general data protection regulation.

Any person requiring support to access the meeting is asked to contact the Clerk before the meeting so that every effort may be made to provide access.

Members of the committee are hereby summoned to attend

Yvonne Smith

Mrs Yvonne Smith
Interim Acting Clerk to the Council
28/02/2020

AGENDA

1. **Chairman's Welcome**
2. **To note apologies for absence**
3. **To receive members' declarations of disclosable (pecuniary and other) interests**
4. **To receive and consider members' dispensation requests, if any**
5. **Public Question Time:** to hear from the following
 - Members of the publicA brief record of issues raised by members of the public will be included in the minutes. The Parish Council's adopted Standing Orders govern the procedure relating to public question time; specifically, Standing Orders from 3d to 3g refer.
6. **To consider approval of the minutes** of the committee meeting held 05/02/2020
7. **Hall Manager's Report**
The Hall Manager will present the monthly report on all facilities
8. **Progress Report on items considered previously**
To be updated on any of the following:
 - Tree survey and surgery
 - Asbestos removal works (all relevant asbestos now removed)
 - Bradford Gardens bund
 - Play equipment repairs (surfacing to be considered at item 9)
 - Small Green tarmac
 - Refurbishment to front of stage
 - Promotion of facilities
 - Arden Hall improvements and maintenance eg door entry systems; wi-fi access
9. **New items for consideration:**
 - 9.1 To consider options for surfacing around play equipment eg wetpour, mulch effect
 - 9.2 To review hire charges for the council's facilities
 - 9.3 To note the council's decision relating to temporary rear access for Water Orton resident ie to allow under licence, and clarify the terms
 - 9.4 To confirm arrangements for securing Delamere Close access to be wide enough for emergency vehicles whilst deterring unauthorised vehicles
- 10 **Members to suggest items for the next meeting** of this committee
11. **Date, time and venue of next meeting** – 1st April 2020 at 7.30pm, Pavilion, Arden Hall.

Members of Leisure Services Committee

Cllrs K Shaw (Committee Chairman), S Beechey (Committee Vice-Chairman),
D Hinsley, K McCoy, M Rashid, M Strong, Ms J Ward, J Riordan
Ex-officio members - Cllrs Mrs P Allen (Council Chairman) and E Knibb (Council vice-chairman)

Copy of DRAFT MINUTES of meeting held 05/02/2020

Present Councillors: K Shaw, Chairman
S Beechey, vice-Chairman
Mrs P Allen
D Hinsley
K McCoy
J Riordan
M Strong (late arrival, arrived at * below)
Miss J Ward

Officers: Mrs G Lungley – Support Officer
Rachel Gorton – Arden Hall Manager

Members of the public: 3 + 2 council members of staff

- LSC
20-02/01 **Chairman's Welcome**
Cllr K Shaw welcomed all to the meeting and reiterated the emergency evacuation procedure.
- LSC
20-02/02 **To note apologies for absence**
Apologies for absence had been received from Cllrs E Knibb, M Rashid, M Strong apologies for lateness.
- LSC
20-02/03 **To receive members' declarations of disclosable interests**
None received
- LSC
20-02/04 **To receive and consider members' dispensation requests, if any**
None received
- LSC
20-02/05 **Public Forum - To hear from members of the public**
Standing Orders suspended for this item only.
Members of the public put the following questions and observations:
1. What happened to the Working Party arranged in July 2019 to review the hire charges? Agenda item 10 refers.
2. The times for opening the gate access to Arden Hall park were inconsistent and could vary between 7.55am and 9am. A key had therefore been provided by a park warden to the member of the public to open up the gates independently which was only used when the warden did not turn up and the member of the public would lock the gates behind him. Agenda item 9.3 refers.
*Cllr Strong joined the meeting.
The member of the public listed various shortcomings relating to the park's upkeep and was advised to direct future concerns immediately to the parish council office or Arden Hall reception.
3. (1) What is this about 'pods for the homeless'? Item 9.2 refers.
(2) Why are residents not allowed to have a key to access the park when twelve residents of Hobs Farm have 24-hour access? Item 9.3 refers.
(3) Why raise this now when it relates to something that happened in 2010? Item 9.4 refers.
- LSC
20-02/06 **To receive and consider the minutes of the previous meeting**
The draft minutes of the committee meeting held 8th January were circulated and agreed a true and accurate record of what took place and signed by the Chairman.
- LSC
20-02/07 **Hall Manager's report**
Mrs Gorton presented her report, as attached. This was noted.
Additional note: the bar staff will be trained in the use of the tills on 14/02/2020.

LSC
20-02/08

Review of items considered at the previous meeting:

- .1) Overhanging trees on the village green: the tree surgery previously identified had been carried out. The recent tree survey identified work to be done within four weeks; it was agreed to proceed with the work to trees identified as 2280 and 2235 immediately and to seek quotes for the other works identified to be done within 13 weeks and 1 year.
- .2) Asbestos removal work, update
SMBC's Senior Compliance and Maintenance Manager visits weekly and provides an update. All work is proceeding to plan.
- .3) Double bund at Bradford Gardens
Currently awaiting 3rd quote; authority delegated to Interim Acting Clerk to proceed with the works.
- .4) Play equipment
Completion of the repairs was reported previously; the contractor is seeking payment for the works. **It was agreed** to not pay until all concerns have been dealt with by the contractor and he would be invited to site to discuss further.
Additionally it was agreed to seek quotations for wetpour surfacing of the site.
- .5) Delamere Close access to Arden Hall park
This access needs attention by the park wardens. Quotations would be sought to remove the existing gate and consider alternatives that would prevent access by unauthorised vehicles but allow authorised vehicles access.
It was also agreed to review the condition of all access gates.
- .6) Tarmac by Small Green, off The Green
The resident with vehicular access across the parish council's land complains of vehicles parking on that land preventing access to her property. It was believed a previous councillor had reported on this in the past and steps would be taken to locate that report.
- .7) Managing Community Buildings checklist
This document is to be reviewed at the next meeting.

LSC
20-02/09

New items for consideration

- .1) Refurbishment to front of stage, Spencer Hall
Cllr Beechey is to make a start on this in April.
- .2) Purchase of pods for the homeless
During discussion there was interruption from the members of the public concerned about using council funds on those who may not be genuinely in need; one member of the public handed to Cllr Mrs Allen an envelope the contents of which to be donated to 'Shelter' or such like.
This item was withdrawn.
- .3) Key-holders to park gates
Councillors were asked to confirm the policy with regard to opening and closing of park gates. **It was confirmed** that only members of staff are key-holders.
- .4) Recompense for use of staff's own equipment
There was discussion with the member of staff who had used his own drill to carry out work, but it had burned out and despite requests for recompense to two previous clerks, no progress had been made. The committee chairman would review.
- .5) Request to plant roses in the Peace Garden
It was agreed to plant roses in memory of Margaret and Albert Turner in the Peace Garden, as requested by their daughter who would donate the plants.
- .6) Notice of annual play inspection

This item to be considered later in the year.

LSC
20-02/10 **Review of council's charges for hiring Arden Hall, the Pavilion, playing fields and Theatre Workshop**

It was agreed for a working party to meet on 19/02/2020 to review the hire charges, in the committee room at 6pm.

LSC
20-02/11 **Promotion of Arden Hall and associated facilities**

The current work relating to asbestos removal is detrimental to letting of the facilities due to public perception and concerns. The ACRE document 'Marketing Your Village Hall' had been circulated and was noted along with the recommendation to make use of social media.

It was agreed to contact SMBC's Senior Compliance and Maintenance Manager for advice regarding publication of information about the safety of the site.

LSC
20-02/12 **Risk Management**

The Hall Manager confirmed she retains a library of risk assessments to use as and when required, supported by the HR advisors.

LSC
20-02/13 **Members' questions and suggestions for items for the next meeting**

None at this time.

LSC
20-02/14 **Date and time of next meeting of this committee:**

- **Wednesday 04/03/2020 at 7.30pm**

This meeting ended at 9.15pm

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Signed
Chairman, Leisure Services Committee

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Dated