

Castle Bromwich Parish Council

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NOTICE OF MEETING LEISURE SERVICES COMMITTEE

The members of Castle Bromwich Parish Council's Leisure Services Committee are summoned to an online meeting of the committee at **6.30pm on Wednesday 3rd June 2020** via 'Zoom' and the following dedicated link:

<https://us02web.zoom.us/j/88388619267?pwd=ZXkxcnBiTctQVY9NMVdhZ3RSYytuUT09>

Meeting ID: 883 8861 9267

Members of the press and public are cordially invited to attend. Those wishing to join the meeting should contact the Clerk in advance for the meeting password and the telephone number if joining by phone.

The agenda includes at item 5 the opportunity for members of the public to ask questions and comment on items to be discussed, subject to the Chairman's discretion for up to a maximum of three minutes. Members of the public are asked to submit their questions in advance via email to counciloffice@castlebromwichpc.gov.uk

Yvonne Smith

Yvonne Smith, 29/05/2020
Acting Clerk to the Council

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 members of the public
6. **To consider approval of the minutes** of the committee meeting held 04/03/2020
7. **Hall Manager's Report**
The Hall Manager will present an update on all facilities and the current workload.
8. **To be updated and progress items considered previously**
Open Spaces:
 - **Tree survey and surgery.** Urgent works now complete; members to approve next stage of surgery which identified work required within 13 weeks of survey.

- **Bradford Gardens bund.** Verbal report of meeting with contractor will be given to the meeting; the current situation that has curtailed travel across the country may have a bearing on what measures are to be put in place.
- **Play equipment repairs.** This refers to the zip wire and the installers have been asked to return to fit correctly.
- **Small Green tarmac.** The road surface requires attention and 'no parking' demarcation; previous discussions referred to a report prepared by an ex-councillor which has not yet been found.
- **Funding opportunities.** A list of works to be carried out is to be produced including playground resurfacing and possible sources of grant funding are to be identified via Cllr Hinsley.
- **Temporary access via Arden Hall playing field to house off Water Orton Rd.** An update will be provided to the council.
- **Water puddling on Village Green.** This was reported to SMBC and relates to a blocked drain in old Croft Lane.
- **Use of motorised mini bikes, Hob Farm.** A resident notified the parish council office of mini motor bikes being ridden on the 'Barn'. At the time of writing, the wardens have been told to look out for any such misuse of the playing field and a notice pointing out such use is banned on this site and that it is an anti-social nuisance is to be posted to the entrance gates.

Arden Hall:

- **Follow-up works** to Spencer Lounge area after asbestos removal. New lighting is to be installed in the back corridor as part of the refurbishment and whilst the hall is closed staff members have been painting and refreshing. A report is due from SMBC project manager for this meeting.
- **Refurbishment to front of stage.** Councillors were intending to do this.
- **Promotion of facilities.** The Hall has been closed due to Covid-19 along with all community centres across the country; use is limited to blood donation sessions or as a food distribution centre only. This has had a deleterious impact on hall income and because the hall is owned and operated by the parish council it is not eligible for small business rate relief, or the rate relief grant. Promotion of the facility will therefore be vital in order to encourage not only pre-Covid users to return, but also new customers. Members are asked to suggest measures for promotion along with possible review of hire charges (Hall Manager's input required).
- **Arden Hall improvements** and maintenance eg door entry systems; wi-fi access. The Council is reviewing security across all three sites and has requested suitable quotations. Wi-fi will be installed as part of the move to simplify the telephony system.
- **Report of broken window** To receive an update on repairs and relevant costs following the breakage of one of the Windsor Lounge windows on 15/05/2020.

9 **Members to suggest items for the next meeting** of this committee

10. **Date and time of next online meeting** – 1st July 2020 at 6.30pm.

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)

Castle Bromwich Parish Council

MINUTES OF THE **LEISURE SERVICES COMMITTEE** MEETING
HELD IN THE PAVILION, ARDEN HALL, CASTLE BROMWICH
WEDNESDAY 4th MARCH 2020, 7.30PM



Committee members: Cllrs K Shaw (Committee Chairman), S Beechey (vice-Chairman), Mrs P Allen, D Hinsley, E Knibb, K McCoy, M Rashid, J Riordan, M Strong, Miss J Ward

Committee quorum is 4 members.

Present Councillors: K Shaw, Chairman
S Beechey, vice-Chairman
Mrs P Allen
D Hinsley
K McCoy
J Riordan
M Strong
Miss J Ward

Officers: Mrs Y Smith – Interim Acting Clerk
Ms V Barton – Deputising for Hall Manager
Mrs G Lungley – Support Officer

Members of the public: One member of the public

LSC
20-03/01 **Chairman's Welcome**
Cllr K Shaw welcomed all to the meeting and reiterated the emergency evacuation procedure.

LSC
20-03/02 **To note apologies for absence**
Apologies for absence had been received from Cllrs E Knibb, M Rashid.
Mrs Gorton, Hall Manager, sent apologies for unavoidable absence

LSC
20-03/03 **To receive members' declarations of disclosable interests**
None received

LSC
20-03/04 **To receive and consider members' dispensation requests, if any**
None received

LSC
20-03/05 **Public Forum - To hear from members of the public**
Standing Orders suspended for this item only.
The member of the public spoke to the following:
- Concern about the state of grass verges in Marlborough Road which are being ploughed up by inconsiderate car parking. The Green Party had issued a circular asking for residents' opinion on whether to plant trees on the verges.
- With regard to the new hall hire charges, where does the Theatre Group stand?

LSC
20-03/06 **To receive and consider the minutes of the previous meeting**
The draft minutes of the committee meeting held 5th February were circulated and agreed a true and accurate record of what took place and signed by the Chairman.
It was noted the envelope passed to the Council Chairman at that meeting contained £20 to be put towards charitable purposes.

LSC
20-03/07

Hall Manager's report

In the absence of the Hall Manager her report was presented by Ms Barton, as attached. The report was noted and included the recommendations for the revised hire charges (pavilion excluded). Queries relating to hire charges for regular users and the rate of discretionary relief would be referred to the Hall Manager. There was a question about the pool table that has appeared in the Pavilion.

LSC
20-03/08

Progress report on items considered previously:

- .1) Tree survey and surgery
Quotations had been requested from three tree surgeons for work identified during the recent survey, but so far only one quote had been received.
It was agreed to accept the quotation received for the more urgent work and to place the order as soon as possible but to wait for the other two quotations before deciding to award a contract for the less urgent work identified in the recent survey.
- .2) Asbestos removal work, update
SMBC's Senior Compliance and Maintenance Manager's latest update was good news noting the majority of work has finished and likely to be under-budget.
- .3) Bradford Gardens bund
To meet with contractors to ascertain work required.
- .4) Play equipment
The contractor is to return to attend to the zip-wire.
- .5) Tarmac by Small Green, off The Green
Waiting for report to be provided.
- .6) Refurbishment to front of stage
Cllr Beechey is to make a start on this in April.
- .7) Promotion of facilities
Waiting for refurbishment works following asbestos removal.
- .8) Arden Hall improvements and maintenance
Door entry systems and alarms are to be reviewed along with the key-holder service and wi-fi provision.

LSC
20-03/09

New items for consideration

Cllr K McCoy apologised for leaving the meeting early and left the meeting.

- .1) Option for surfacing around play equipment, eg wetpour / mulch-effect
Members considered applying to the Active Communities charity or Severn Trent Water for funding to support play area resurfacing costs possibly using the mulch-effect surfacing.
- .2) Review of hire charges for the council's facilities
This item was deferred for discussion with the Hall Manager at the next meeting.
- .3) Temporary rear-access for resident on Water Orton Road
It was noted that the council would allow a licence to the builders working for a resident of Water Orton Road to access the rear of their property via Delamere Close vehicular access to the playing field. The builder would undertake to install new gates upon completion of the work and pay a refundable deposit. SMBH is to be asked to assist with arranging the licence.
- .4) Confirmation of arrangements for securing Delamere Close access
As noted above, the builder is to install the new gates that are to be purchased by the parish council via EMR funds.

LSC
20-03/10

Members' questions and suggestions for items for the next meeting

Funding bids Cllr D Hinsley: has an itemised quote for new play equipment and offered to bid for funding to HS2, Severn Trent Water, Sport England and CAVA. Cllrs S Beechey and M Strong offered to assist review of what is needed.

The Village Green The parish council office had received an email requesting attention to the collection of water on a pathway across the Village Green.

VE Day 2020 Cllr Hinsley had been approached by a group wishing to do something for VE Day 75 (08/05/2020) and would like to access all records relating to the Castle Bromwich war memorial with a view to putting on a display in Arden Hall.

LSC
20-03/11

**Date and time of next meeting of this committee:
- Wednesday 01/04/2020 at 7.30pm**

This meeting ended at 9.30pm

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Signed
Chairman, Leisure Services Committee

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Dated