

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 1st July 2020** via 'Zoom' and the following dedicated link:

<https://us02web.zoom.us/j/88388619267?pwd=ZXkxcnBiTCtQVvy9NMVdhZ3RSYytuUT09>

Meeting ID: 883 8861 9267

Members of the press and public are cordially invited to attend.

Those wishing to join the meeting are asked to 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 The meeting may be recorded for scribing purposes.

Yvonne Smith

Yvonne Smith, 25/06/2020
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 03/06/2020
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**
 - A) **Open Spaces:**
 - i. **Small Green tarmac.** The road surface and 'no parking' demarcation requires attention; the report prepared by an ex-councillor has been forwarded separately to council members. Due to possible legal issues, this to be discussed in confidence.

Ongoing items (no update):

- ii. Bradford Gardens double ditch and mound
- iii. Play equipment / zip wire
- iv. Funding opportunities – for new and improved play equipment; Arden Hall improvements
- v. Temporary access via Delamere Close gate
- vi. Village Green drainage from Old Croft Lane

B) Arden Hall:

Ongoing items:

- i. Follow-up works to Spencer Lounge and rear corridor
- ii. Refurbishment to front of stage.
- iii. Promotion of facilities – to make use of social media
- iv. Arden Hall improvements and maintenance eg door entry systems; telephony.
- v. Repair to broken window
- vi. Plumbing repairs to hot water heaters

9. New items for consideration

A) Employer responsibilities

- i. Tools for use by council staff: to approve policy, see example page 12 below.
NB this is to discuss council strategy only, without reference to specific instances

B) Arden Hall park

- i. Request from the family of late ex-parish councillor Peter Bagnall to plant a rose in the Garden of Memory
- ii. CCTV and local policing support
- iii. Response to ad hoc requests to use Arden Hall sports field for organised football teams

C) Pavilion

- i. Castle Bromwich Cricket and Social Club request for re-furb – plans
- ii. CBCSC plans for Covid19 safe use of pavilion bar facilities and request to use marquee
- iii. Terms of hire for all user groups / review of hire agreements

D) Open Spaces, Environment and Highways

- i. Grass verges, Water Orton Road: wildflower seeding allegedly unpopular with residents
- ii. War Memorial repair, renovation and cleaning
- iii. Pedestrian crossing outside St Clements Church, near-miss, see page 13 below.

10. Members to suggest items for the next meeting of this committee

11. Date and time of next meeting – To be agreed, either 05/08/20 or 02/09/20, 6.30pm.

Members of Leisure Services Committee

Cllrs K Shaw (Committee Chairman), S Beechey (Committee Vice-Chairman),
D Hinsley, K McCoy, M Strong, Ms J Ward, J Riordan + 1 vacancy
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 ONLINE via ZOOM

WEDNESDAY 3rd June 2020, 6.30PM



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

DRAFT

Committee quorum is 4 members.

- Present Councillors:** K Shaw, Chairman
S Beechey, vice-Chairman
Mrs P Allen
D Hinsley
J Riordan
Miss J Ward
- Officers:** Mrs Y Smith – Acting Clerk
Mrs R Gorton - Hall Manager
Mrs G Lungley – Support Officer
- Members of the public:** Cllrs J MacDonald and Mrs R Shaikh attended for parts of the meeting
- LSC 20-06/01 **Chairman's Welcome**
Cllr K Shaw welcomed all to the meeting.
- LSC 20-06/02 **To note apologies for absence**
Apologies for absence had been received from Cllrs E Knibb, K McCoy

Cllrs M Rashid and M Strong were absent
- LSC 20-06/03 **To receive members' declarations of disclosable interests**
None received
- LSC 20-06/04 **To receive and consider members' dispensation requests, if any**
None received
- LSC 20-06/05 **Public Forum - To hear from members of the public**
Not required.
- LSC 20-06/06 **To receive and consider the minutes of the previous meeting**
The draft minutes of the committee meeting held 4th March had been circulated and were agreed a true and accurate record of what took place.
- LSC 20-06/07 **Hall Manager's report**
The Hall Manager presented reports for the three months since the last committee meeting, which had been circulated to members in advance of this meeting and are as attached. The reports led to comments on:
- Many questions are being received asking for the date of hall re-opening and it is not clear who will be returning when the hall is allowed to re-open.
 - More people are using the council's open spaces and the number of bin collections is to be increased to 3 per week.

- A query about arrangements for re-opening Arden Hall (tentative re-opening date of 04/07/2020) and whether the bars were to be protected with Perspex screens. Other potential safety measures include increasing the distance between tables; removal of urinals to provide cubicles only. What is to be done to prepare for re-opening?
- All staff are now back at work.

The Hall Manager was thanked for her reports.

LSC
20-06/08

Progress report on items considered previously:

.1) Tree survey and surgery. Urgent works now complete; the next stage of the identified works will be undertaken by the contractors although no date has yet been set.

.2) Bradford Gardens bund. The Support Officer had met with the grounds maintenance contractor to discuss the work involved with installation of double ditch and mound. The grounds maintenance contractor pointed out the grass mound would look untidy for a while after installation and asked about how it was to be treated, eg wildflowers or grass covering? The installation would mean it will take the contractors longer to cut the grass and keep the site looking tidy. Members considered the cost of the works involving the travellers' visit to the site last year was £15,000 and so extra costs for grounds maintenance would be acceptable, but would like to know what the extra costs are likely to be. The bollards are to remain in situ. Members also asked for an update on the quotes for the double ditch and mound installation works.

.3) Play equipment repairs. This refers to the zip wire; the installers have been asked to return to fit correctly. Progress would be chased up by YS.

.4) Small Green tarmac. The road surface requires attention and 'no parking' demarcation; previous discussions referred to a report prepared by an ex-councillor which Cllr Riordan has found and is to be forwarded on to members to review what progress is to be made.

.5) Funding opportunities. A list of works to be carried out is to be produced including playground resurfacing and Cllr Hinsley spoke of possible sources of grant funding via HS2, Lottery, Cloth Workers Foundation amongst others. Currently funding support is being directed towards Covid-19 related activities.

.6) Temporary access via Arden Hall playing field to house off Water Orton Rd. CBPC had granted a licence to access the premises. The building works is currently halted; basic underpinning has been done but new problems have arisen relating to underground water.

It was noted there had been a back-garden fire on the opposite side of the alleyway at the weekend, and the resident had wanted fire-brigade access to their property via the alleyway. Members were not in favour of granting access as any future incidents were likely to be rare and in any case the fire brigade would have forced access if necessary.

.7) Water puddling on Village Green. This was reported to SMBC and relates to a blocked drain in old Croft Lane. This would be flagged up with the liaison officer at SMBC Neighbourhood Team.

.8) 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. Additionally, the local police have been notified of this and other local anti-social matters:

- Quad bikes on the Water Orton Road (problem not confined to C.Brom)
- Drinking on Arden Hall playing fields
- Cars being parked on the Village Green (*notices have been prepared)

- Ice cream vendor near Village Green not encouraging social distancing.
- *Notices to be put on cars by council staff.

Arden Hall:

.9) 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 from SMBC project manager stated the amount due to date is £52,435 which shows a small saving although the rear corridor lights are expected to cost up to £700 when completed.

.10) Refurbishment to front of stage. Cllrs K Shaw and S Beechey were intending to do this but work is on hold whilst outlets for wood-cutting are closed. Access to Arden Hall would be available for such works by appointment with the Hall Manager.

.11) Promotion of facilities. The Hall has been closed due to Covid-19 along with all community centres across the country; official use is allowed for 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 discussed measures such as use of Facebook for promotion along with possible review of hire charges. RG would look into whether the existing 'Arden Hall' page could be reclaimed with a view to moving forward with promotion.

.12) 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 which will be collated and presented to the next meeting of this committee. Wi-fi will be installed as part of the move to simplify the telephony system.

.13) Report of broken window One of the Windsor Lounge windows had been broken on 15/05/2020, after youths had been seen messing about outside. The police had been notified and repairs are in hand.

LSC
20-06/09

Items for next meeting

- .1) Double ditch and mound.
- .2) Water Orton Road grass verges (wildflower seeding; unpopular with residents)

LSC
20-06/10

**Date and time of next meeting of this committee:
Wednesday 01/07/2020 at 6.30pm online**

This meeting ended at 8.00pm

.....
Signed
Chairman, Leisure Services Committee

.....
Dated

01/03/2020 – 31/03/2020

(To be reported on 1st April 2020)

A. BOOKINGS AND HIRERS

It has been a really sad month for all of us. By the 18th March we only had 3 hirers left because of the Corona virus and by the evening of Friday 20th we had no-one.

On March 23rd the PM made an announcement which meant all our open spaces also needed to be closed.

B. BUILDING AND MAINTAINENCE

I had arranged for 2 alarm companies (Justice and Chubb) to come in to give quotes for new systems in the Main building, Pavilion and Council office unfortunately only Justice was able to come out before the nationwide lock down.

C. PAVILION

The Cricket club have now sent in a request for the pool table. Obviously with the Corona virus we have had to cancel all of their bookings from 20th March onwards. I was able to allow a member of their committee in on Monday 30th so they could clean their pipes etc.

D. STAFF

We have only had 1 member of staff self-isolate during the Pandemic because of his health issues but because of the government lock down none of us have been able to work. I have been popping in on a regular basis to check the buildings and one of our wardens has kindly taken on the duties of Mobile warden and has been emptying the dog bins after much confusion.

E. PAID CANCELLATIONS RECEIVED THIS MONTH

NAME	EVENT	DATE	ROOMS BOOKED	PAID

F. UPCOMING EVENTS AT ARDEN HALL

All upcoming events have been cancelled.

G. OPEN SPACES

All open spaces are currently closed due to Covid 19

H. BARS

We were lucky to have a few bars at the beginning of the month before we had to close. The wedding had ordered an arrangement of drinks from us for their guests which totalled £379 and only spent £36.40 on the day.

Period	Net. Bar Sales 2016-17	Targets for 2017/2018		PLU Actual for 2019/2020		+/-
		Month	Net Target	Gross	Net	
01/4- 30/04	893.42	April	1000			
01/05- 31/05	1027.79	May	2000			
01/06- 30/06	2498.17	June	2000			
01/07- 31/07	2998.32	July	2500			
01/08- 30/08	2998.31	August	2750			
01/09- 30/09	2007.67	September	3000			
01/10- 31/10	3104.54	October	2500			
01/11- 30/11	2729.83	November	3500	4989.15	4157.63	657.63
01/12/ 31/12	2912.21	December	4250	5090.80	4242.33	-7.67
01/01- 31/01	2262.75	January	2500	3274.30	2728.58	228.58
01/02- 29/02	1825.29	February	3500	1726.95	1439.13	-2060.87
01/03- 30/03	3305.21	March	2500	673.75	561.45	-1938.55
	1137.25	END OF YEAR				
	29700.65		32000/16250	13354.25	11128.54	-3120.88

New Targets based on last year's figures

Rachel Gorton

Hall Manager

MANAGERS REPORT.

April 2020

01/04/2020 to 30/04/2020

A. BOOKINGS AND HIRERS:

Still no hirers due to Covid 19

B. BUILDING AND MAINTENANCE

Myself and Jack the Warden have been keeping a check on the 2 buildings and the open spaces. Fire alarms and water flushing is being done weekly. Jack also does the mobile duties twice a week. It had started off being once a week as we (myself, Gill and Yvonne) thought that people wouldn't be outside so the bins wouldn't be used, this couldn't have been further from the truth as all bins were over flowing even when being emptied twice a week.

C. PAVILION

As above

D. STAFF ISSUES

Rest of the staff are furloughed. Everyone is keeping well and so are their families

E. PAID CANCELLATIONS RECEIVED THIS MONTH

F. UPCOMING EVENTS AT ARDEN HALL

G. OPEN SPACES

As above

H. BAR

New targets will need to be set

Period	Net. Bar Sales 2019-20	Targets for 2020/2021		PLU Actual for 2020/2021		
		Month	Net Target	Gross	Net	+/-
01/4-30/04		April	1000			
01/05-31/05		May	2000			
01/06-30/06		June	2000			
01/07-31/07		July	2500			
01/08-30/08		August	2750			
01/09-30/09		September	3000			
01/10-31/10		October	2500			
01/11-30/11	4157.63	November	3500			
	4242.33	December	4250			
01/01-31/01	2728.58	January	2500			
01/02-29/02	1439.13	February	3500			
01/03-30/03	561.45	March	2500			
		END OF YEAR				
	13129.12		32000/16250			

New Targets based on last year's figures

The Cricket club asked if we were interested in selling our stock as they had someone interested in it.

Robert is to look into changing our license to allow the sale of alcohol to be consumed off the premises.

Rachel Gorton

Hall Manager

MANAGERS REPORT.

May 2020

01/05/2020 to 31/05/2020

I. BOOKINGS AND HIRERS:

Still no hirers due to Covid 19

We are having lots of questions about when we will open and in what capacity.

We have also had some new enquiries for rooms for regular bookings but our availability depends on what groups we have return after the lockdown.

J. BUILDING AND MAINTENANCE

Ongoing safety checks are still being carried out.

We were able to get Chubb to come out to us on the 11th May to give us our third quote for the alarm system.

We have now had the CCTV software downloaded onto our system and 2 members of staff have been trained on how to use it.

K. PAVILION

Still closed but checks are still being carried out.

L. STAFF ISSUES

Staff returned to work 11th May.

Park reopened 8.30 am till 8pm

Arden Hall staff have been cleaning, painting and sorting the office

M. PAID CANCELLATIONS RECEIVED THIS MONTH

Luckily we only had 3 functions for May.

16th May W/R Wedding – Cancelled – Refund processed

16th May 50th Birthday – Moved to next year.

23rd May 70th Birthday – Cancelled – Refund processed

N. UPCOMING EVENTS AT ARDEN HALL

O. OPEN SPACES

Bins are being used more regularly with people's household rubbish. Mobile warden is struggling to keep up with it. Will possibly need the duties to go to 3 times a week instead of just 2.

P. BAR

With pubs and bars having to install additional measures so they can be open on 4th July have we thought of what measures we may need to put into place so we can safely open our bars again in the future?

New targets will need to be set

Period	Net. Bar Sales 2019-20	Targets for 2020/2021		PLU Actual for 2020/2021		
		Month	Net Target	Gross	Net	+/-
01/4-30/04		April	1000			
01/05-31/05		May	2000			
01/06-30/06		June	2000			
01/07-31/07		July	2500			
01/08-30/08		August	2750			
01/09-30/09		September	3000			
01/10-31/10		October	2500			
01/11-30/11	4157.63	November	3500			
	4242.33	December	4250			
01/01-31/01	2728.58	January	2500			
01/02-29/02		February	3500			
01/03-30/03		March	2500			
		END OF YEAR				
	29700.65		32000/16250	13354.25	11128.54	878.54

New Targets based on last year's figures

Rachel Gorton

Hall Manager

Castle Bromwich Parish Council

Policy on the provision of tools and equipment for use on parish council property and the use of staff's own equipment



DRAFT

Definitions

- Parish Council: Castle Bromwich Parish Council, Arden Hall Water Orton Road B36 9PB
- Property: Tangible items owned by the Parish Council such as land, buildings, seats, notice boards, bollards, posts; this is not an exhaustive list
- Staff: Anyone on the Parish Council payroll and employed on a regular basis
- Tools: Any equipment, device or implement designed to carry out a particular function; may be hand-held, battery or mains driven.

Introduction

The Parish Council is responsible for Arden Hall, the Pavilion and Theatre Workshop sited within the grounds of Arden Hall, the Castle Bromwich War Memorial and other sites of open space which are host to council-owned highways furniture such as seats and notice boards.

From time to time members of Staff will be asked to attend to items of council property at these sites which will require maintenance and repair necessitating the use of a variety of tools.

Statement

The Parish Council will endeavour to provide the appropriate tools for all work and maintenance tasks that are to be undertaken by members of Staff.

Aims

1. The Parish Council aims to identify by way of the annual budgeting process, any new requirements for tools for use by members of Staff in the course of their daily work.
2. The Parish Council aims to maintain a complete toolkit on site at Arden Hall at all times and will replace any broken or obsolete item as soon as notification is received.
3. Management of the toolkit will be the responsibility of the identified member of staff, who will maintain an up-to-date inventory that can be produced for inspection by the Proper Officer at any time for report to the Council, and at least annually.
4. In the event of the Parish Council's failure to provide the appropriate tool(s), and following their Line Manager's consent, a member of Staff may use their own equipment to complete the task and will receive a pro-rata payment for doing so.
5. The Line Manager will notify the Head of Paid Services of any such consent as soon as practicable.
6. Any pro-rata payment will be as agreed with the Staffing Committee and Head of Paid Services.

Use of contractors

Any contractor working on site will be expected to use their own tools and will not be allowed access to those of the Parish Council.

Agreed at the meeting held (date).....
Castle Bromwich Parish Council

Date of review: July 2021

AGENDA ITEM 9D) iii

Concerns about near-misses on pedestrian crossing outside St Clements Church

Email 25/06/2020 to the Acting Clerk

From Paul Tovey
Head of Highway Management | Economy & Infrastructure Directorate
Solihull Metropolitan Borough Council

Dear Yvonne,

Cllr Richards has shared with us concerns raised by Parish Cllr Haywood.

I can advise that we have over 150 pedestrian crossings in Solihull, in a variety of formats of the approved crossing types including Zebra, Parallel, Pelican, Puffin and Toucan crossings. I can confirm that these are only introduced following a robust assessment and options appraisal in accordance with the Department for Transport's advice.

Happy to have a further conversation with Cllr Haywood, if she would like that and we can discuss, in further detail, the pros and cons of all the different types of crossing facilities available to us; all of which have safety issues if drivers fail to comply with the legal requirements of stopping and no overtaking and pedestrians don't follow the advice in the Highway Code.

I can advise at this time that we will be monitoring the performance of this crossing facility but the evidence at the present time, does not support or justify the need to change its configuration or type at this time.

Paul Tovey