

# Castle Bromwich Parish Council

## MINUTES OF THE **LEISURE SERVICES COMMITTEE** MEETING

HELD ONLINE via ZOOM

WEDNESDAY 2<sup>nd</sup> SEPTEMBER 2020, 6.30PM



**Committee members:** Cllrs K Shaw (Committee Chairman), S Beechey (vice-Chairman), Mrs P Allen, 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 (arrived at 6.50pm due to technical difficulties)  
M Rashid (intermittent connection)  
Ms J Ward

**Officers:** Mrs Y Smith – Acting Clerk  
Mrs R Gorton - Hall Manager  
Mrs G Lungley – Support Officer

**Members of the public:** Cllr Mrs A Shaikh Ahmed, to 7.30pm

LSC  
20-09/01 **Chairman's Welcome**  
Cllr K Shaw welcomed all to the meeting and reminded members of Standing Orders regulations 3l, 3m and 3n relating to meeting participation protocol.

LSC  
20-09/02 **Absent members**  
Apologies for absence had been received from Cllr J Riordan  
No apologies for absence from Cllrs K McCoy and M Strong.

LSC  
20-09/03 **To receive members' declarations of disclosable interests**  
None received

LSC  
20-09/04 **To receive and consider members' dispensation requests, if any**  
None received

LSC  
20-09/05 **Public Forum - To hear from members of the public**  
None present

LSC  
20-09/06 **To receive and consider the minutes of the previous meeting**  
The draft minutes of the committee meeting held 1<sup>st</sup> July had been circulated and were agreed a true and accurate record of what took place.

LSC  
20-09/07 **Hall Manager's report (see also pp 4 and 5)**  
The report covered for July and August.  
With reference to:

- Scaffold platform for working at height in the hall, proforma invoice has been received and will be ordered
- Facilities promotion via social media, the Facebook page is now back under the control of the Hall Manager
- Request for 5no. lighter, folding tables that could be stored in another room; likely cost would be £94.30 inc VAT per table, totalling £471.50.

- Park closing times; the summer schedule changes at the start of September and members were asked to allow for flexibility to close at 'dusk' rather than a specified time. This was agreed.
- Youth football training would also be allowed access to the pavilion toilets.
- The CCTV team would be asked to advise better coverage of blind spots.
- The Cricket Club would like to refurbish the bar; they have plans but these have not yet been seen.
- The Cricket Club would like to extend the bar on 19/09, the date of their last match of the year and also as the park is now closing earlier, then should the club bar also be closing earlier too? It was agreed the Hall Manager would speak to the Club Chairman to see if they would pay for the Park Warden's overtime up to 8pm. The Hall Manager would report to the Finance and General Purposes Committee next week on this matter.

The Hall Manager was thanked for her report.

LSC  
20-09/08

### **Updates and progress reports on items considered previously:**

#### **Annual inspection of open spaces**

- a) Personal access from residences to the Hob Farm playing field: legal advice would be sought to clarify the situation regarding existing accesses and the possibility of new ones. The Council is not in favour of any access other than that off Selworthy Road.
- b) Access for grass cutting to Hob Farm: it would appear the frequency of grass cutting has been reduced because the contractors cannot get their large machine through the gates and so they have to use their smaller machine which takes five times as long to cut the grass. The contractor claims the gates have been changed.
- c) Slabs for the benches at Bradford Gardens have been done by Cllr Shaw.
- d) Village Green notice board is to be attended to by Cllr S Beechey.
- e) War Memorial – Assistant Clerk is to seek a third quote for cleaning and maintenance.
- f) Whateley Green: it was agreed to not replace the benches until requested for a memorial.
- g) Pavilion works: it was agreed for the Hall Manager to order the floor paint and request the work is carried out to the lighting in the disabled toilets.
- h) The potholes in the car park had been filled in
- i) Works noted as being required in Arden Hall had been mostly completed. There was discussion about what to do with the ovens in the kitchens with no decision taken as yet but to be included in the 5-year plan.

#### **Bradford Gardens Double ditch and mound**

Three quotes had been obtained and members agreed to use Car Park Repairs Ltd. to install the double ditch and mound at a cost of £1,980. With regard to the finish of the mound, members agreed to contact Wildlife Ways with a view to planting wild flowers. Members were aware the cost of grass cutting would increase because the new installation would intrude into the usual procedure.

#### **Purchase of information boards for Hob Farm and Arden Hall**

New boards had been installed at Hob Farm and at Arden Hall next to the tennis court gate; the third is to be installed at the Stoney Moor gate in due course.

**To agree the hours of use at the Pavilion; is it to be vacated when the Park closes?** This has been agreed, as above.

#### **Ongoing items carried forward:**

- i. Play equipment / zip wire – to be surveyed by RoSPA. Members agreed to the extra cost to arrange a date for the survey and meet the surveyor.

- ii. Funding opportunities – for new and improved play equipment; Arden Hall improvements. Members were minded to consider how to make best use of all hall rooms and not leave any un-used, and improve use of office space.
- iii. Temporary access via Delamere Close gate; noted.
- iv. Village Green drainage from Old Croft Lane – SMBC had asked if the Green had previously been dug up, no member was aware that it had been; it floods during heavy rainfall.

LSC  
20-09/09

**To agree arrangements for**

- a) **Annual Remembrance Sunday, 08/11/2020**
- b) **Annual Christmas celebration – eg carol service or alternative**

The annual events would be impacted by Covid-19 this year. The Assistant Clerk had sketched out possibilities for Annual Remembrance and had been in touch with the usual participants and suggested a live stream on YouTube and Facebook. There would be no function afterwards at the Hall but to proceed with arrangements for the pared down event.

As an alternative to the Carol Concert it was suggested that we could have an open air event over the week with smaller groups taking part. It was agreed to liaise with the school.

LSC  
20-09/10

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

Nothing suggested at this time.

LSC  
20-09/11

**Date and time of next meeting of this committee:**

**Wednesday 07/10/2020 at 6.30pm online**

**This meeting ended at 8.05pm**

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Signed  
Chairman, Leisure Services Committee

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Dated

## HALL MANAGERS REPORT.

July & August 2020

01/07/2020 to 31/08/2020

### **A. BOOKINGS AND HIRERS:**

Risk assessments have been written for Arden Hall, Pavilion and the Office. All hirers who wish to return must also complete a risk assessment.

31<sup>st</sup> July was the first time Arden Hall opened its doors since March and we were happy to welcome back the National blood service. The following week saw the return of the dance school and Zumba. We also now have Slimming world and Starliners back. Hopefully we will be able to see a few more return in September.

### **B. BUILDING AND MAINTENANCE**

The fire alarm, emergency lighting and fire extinguishers were all tested in July by Kings.

I called the electrician out to check a wire that was hanging from the window in the 2<sup>nd</sup> committee room

#### Items mentioned in previous meetings

- i. **Follow-up works to Spencer Lounge and rear corridor** – Work has been signed off but no date has been given as to when the outstanding issues will be completed.
- ii. **Refurbishment to front of stage.** – Front of the stage has been refurbished and painted
- iii. **Promotion of facilities – to make use of social media** – We now have full access to our facebook page, although I haven't used it much at the moment as we still have so many restrictions in place hirers don't want us to advertise their groups yet as they are already full!
- iv. **Arden Hall improvements and maintenance eg door entry systems; telephony.** – The whole of Arden Hall has been painted and pictures and frames from other places in the hall have been moved and updated to give a real fresh but welcoming feel to the building. All hirers who have returned so far have loved the improvements.
- v. **Repair to broken window** – Still waiting unfortunately. We have had several issues with it including them sending the wrong size frame, even though they took our original frame with them due to the fixtures and fittings that are required for the integral blind.
- vi. **Plumbing repairs to hot water heaters** – All water heaters are now repaired and working.

### **C. PAVILION**

The 4<sup>th</sup> of July saw the return of the Cricket club in the Pavilion, unfortunately they were unable to play a match until 18th July.

Arden Hall's cleaner has been working an hour every morning over in the Pavilion and the difference is incredible. She has also started painting over there as well and has already finished the disabled toilet and the gents' toilet.

Would it be possible to get rid of the heavy tables in the Pavilion clubroom and purchase 5 more 4ft foldable tables? The idea of the foldable tables would be to give the room more space when being hired out for other activities as at the moment the tables have to stay in the room and take up quite a bit of space. They are also very heavy to move around when cleaning so again this would make it easier for whichever member of staff is working to move them to vac and mop.

Also on our annual inspection walk-around it was noted that the pool table was still in the Pavilion clubroom, I have brought it to your attention before I just want it confirmed that you are all happy for it to remain or not.

#### **D. STAFF NEWS**

Due to staff sickness and annual leave I have been using Arden Hall's cleaner to cover park warden shifts. The comments received from the public have been really positive and the member of staff has really enjoyed the opportunity and is happy to help again in the future if needed.

#### **E. PAID CANCELLATIONS RECEIVED THIS MONTH**

Gemma Nock – Junior Prom 10<sup>th</sup> July

Zara Nosheen – Pre-wedding party 17<sup>th</sup> July

#### **F. UPCOMING EVENTS AT ARDEN HALL**

#### **G. OPEN SPACES**

Football training was able to return on 25<sup>th</sup> July. I have been quite strict with Bromford Lions and requested a risk assessment from every team and not just 1 from the club as a whole. That way I could be sure that each manager/coach understood what was actually expected of them. I have also requested Risk assessments from organised teams training in our park, again so they understood the risks they posed to themselves as well as other park users.

A new padlock for Hob farm has been ordered but not yet received but this will stop others who may still have a key opening and closing it outside of hours.

Park closing times are changing from this week. It usually changes by the hour but as these are difficult times for all our hirers would it be possible to change them to ½ hourly to help accommodate groups. (see below)

#### **H. OTHER**

On 26.08.20 there was an incident in Arden Hall car park. Police were called and CCTV was shared with them. The police have said we have got some great clear footage. What this incident has highlighted is that we do still have some blind spots that I didn't realise until now, the main one being the driveway from A/H car park to Pavilion car park.

We have had a request from a gentleman who runs a children's football course at Park Hall. He's been there for 20 years but due to Covid he isn't allowed to use their facilities at the moment. He wants to know if he can hire a pitch for a 3-hour session for children from 4yrs up on a Wednesday. He understands the park closes earlier through the next few weeks but is happy to work with anything so he can get the kids back into some kind of normal until Park Hall can allow them back hopefully after half term. Having looked at the forecasted sunsets up until 11<sup>th</sup> September the park could remain open until 7.15 – 7.30

#### **I. BAR**

No bars have been used during July and August.

Rachel Gorton

Hall Manager