

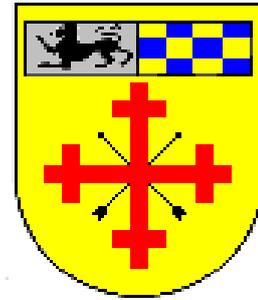
Castle Bromwich Parish Council

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Leisure Services Committee

Chairman: Cllr. K Shaw, **Vice-Chairman:** Cllr. S Beechey
Cllr. P Allen, Cllr. M Rashid, Cllr. J Riordan, Cllr. M Strong, Cllr. J Ward
Committee quorum is 4 members.

MINUTES OF LEISURE SERVICES MEETING

HELD ONLINE WEDNESDAY 3RD MARCH 2021

Members Present:	Cllr. K Shaw (Chair), Cllr. S Beechey (Vice-Chair), Cllr. P Allen, Cllr. M Rashid, Cllr. J Riordan, Cllr. M Strong.
Guests in Attendance:	SMBC Cllr. Richards.
Public in Attendance:	None
Officers in Attendance:	Clerk & Minute Taker: Gemma Burgess Hall Manager: Rachel Gorton

- L21-015 **Chairman's Welcome:** Cllr. K Shaw welcomed all to the meeting.
- L21-016 **Apologies:** Apologies were received and noted from Cllr. J Ward.
- L21-017 **Declarations of Interest:** Cllr. S Beechey (Bromford Lions Football Club) and Cllr. M Strong (Castle Bromwich Cricket Club CBCC) declared Interests as club members relating to item L21-023a.iii regarding the use of the pitches in the summer.
- L21-018 **Minutes:** The minutes of the previous meeting held on Wednesday 6th January 2021 were agreed as a true record.
- L21-019 **Public Question Time:** None present.
- L21-020 **Borough Councillors:** Nothing to report.
- L21-021 **January Report to committee:** The report to Committee in lieu of a meeting on 3rd February 2021 and received by all councillors between meetings was noted.
- L21-022 **CBPC Officers Report:** The report from February was considered (attached at [p4](#)). The Clerk was directed to continue chasing SMBC for invoices for the asbestos works. Cllr. S Shaw noted that the advice received from the contractor who does the Fire Safety checks, relating to the necessity of fire doors vs fire exits at the Pavilion, was incorrect.

Action

1.

L21-023 **Decisions Needed:**

- a) **Pavilion**
- i. Installing an oil filled, time programmable Intelirad in the locker room in the Pavilion was considered. Cllr. M Strong offered to fit free-of-charge.
RESOLVED: To purchase a 1.5kW Intelirad at a cost of £319.95 (ex VAT) for installation in the Pavilion locker room. 2.
- ii. The quotes for fire exit doors for the Pavilion were discussed and the discrepancy in price was due to different specification. The Hall Manager was directed to ensure that the price quoted ensured removal of the old doors from site and that the Council would be able to retain the hinges on the old doors before proceeding with the quote.
RESOLVED: To proceed with a quote of £932 to replace two fire exits doors at the Pavilion with assurances as above. 3.
- iii. The request from CBCC to host WCC Inclusive cricket matches in the early summer was considered. The Committee was supportive of bringing inclusive cricket to the parish and agreed in principle, though the needs of both the cricket club and football club need to be balanced. There would be no additional charge if CBCC are hosting on a Sunday if pitch fees had already been paid. Representatives of the cricket club and football club need to see where a compromise can be reached regarding fixtures (demand on pitches plus parking) and to relay the message to patrons that parking should be respectful to local residents. 4.
- b) **War Memorial:** it was noted that a company had declined to quote for re-lettering the memorial. The Clerk was directed to collate quotes with a view to getting the work done in good weather late summer. 5.
- c) **The Green:** the missing post on the village green will be replaced as soon as possible. 6.
- d) **Council litter bins in open spaces:** It was reported that private waste is being disposed of in the Council's chargeable commercial waste at open spaces and on the Arden Hall site. This incurs additional charges for the Council and therefore the ratepayer. The Clerk was directed to ensure that the contract with Suez could be varied. It was agreed to further investigate removing the commercial bins at open spaces and to consider security measures on the Arden Hall bins. This would not affect the provision of public litter and dog waste bins, but an employee would have to bring the waste back to the main site. 7.
- e) **Insurance Reinstatement Valuation:** The Clerk reported that only one quote has been received due to COVID-19 restrictions on work activities. The insurance is due for renewal soon. It was agreed to wait for restrictions to ease and re-examine in the following year.
- f) **Open Spaces Cart:** The options presented were considered. A model with 4 wheels was preferred.
RESOLVED: To purchase a cart at a cost of £114.99 8.
- g) **Tools List:** The initial list of tools was reviewed but needs further input. Cllr. K Shaw and Cllr. S Beechey will put together a definitive list of tools including PPE with costs to present to the next full Council meeting. 9.
- h) **MOP & DC Contract:** The quotes for a 5-year contract were considered. The Clerk was directed to approach the current supplier to see if there was room for negotiation. 10.

- i) **Suez Recycling:** The desire to recycle was considered, as were the costs involved. While the committee agreed in principle to the addition of recycling bins at Arden Hall (exclusively for the Council's own rubbish), further detail on the costs plus the length and flexibility of contracts needs to be presented to full Council for an informed decision. 11.
- L21-024 **Grounds Maintenance:** The Working Party reported on items on the contract that could be done in-house and examples of now defunct tasks being charged for. The Clerk was directed to discuss with the contractor in an attempt to bring the costs down for the next financial year. 12.
- L21-025 **Councillors' reports and items for future agendas:**
- Cllr. M Strong will ask for recommendations on social media for a bid writer. 13.
 - Cllr. M Strong is happy to take a look at quotes for remedial work following EICR.
 - Cllr. S Beechey reiterated that funds may be available from Sport England but will need to follow bid process.
 - Cllr. K Shaw and Cllr. S Beechey to provide assistance in RoSPA report remedial action. 14.
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- L21-026 **Action Log:** The following items remain outstanding:
- | | |
|--|----------|
| * Refurbish Village Green noticeboard | SB |
| * Playground resurfacing quotes | Clerk/HM |
| * Village Green tarmacking | Clerk/HM |
| * Park Wardens – duties & supervisor | Clerk/HM |
| * Hire arrangements with regular hirers | HM |
| * <i>Hearing Loop (to be tested later in year)</i> | HM |
| * Keys for PV areas | HM |
| 1. Asbestos Invoices | Clerk |
| 2. Intelirad for PV | Clerk/MS |
| 3. Fire Exits at PV | HM |
| 4. WCC Inclusive Cricket | SB/CBCC |
| 5. War memorial lettering | Clerk |
| 6. Replace missing post on the Green | KS |
| 7. Suez contract changes | Clerk |
| 8. Buy cart | Clerk |
| 9. Tools List for Open Spaces | KS, SB |
| 10. MOP & DC Contract | Clerk |
| 11. Recycling | Clerk/HM |
| 12. Grounds Maintenance | Clerk |
| 13. Bid writer | Clerk/MS |
| 14. RoSPA remedial action | SB/KS |
- L21-027 **Time and date of next meetings:**
 Wednesday 7th April 2021 at 6:30pm on Zoom
 Wednesday 12th May at 6:30pm – venue TBC depending on restrictions.

This meeting ended at 8.30pm

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 Signed as a true record of the business transacted
 Chairman, Leisure Services Committee

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 Dated

CBPC OFFICERS REPORT FEBRUARY 2021

A. BOOKINGS AND HIRERS:

National lockdown - Arden Hall is not able to operate.

B. BUILDING AND MAINTENANCE

Bi-annual fire alarm testing has been carried out.

I have requested quotes from another 4 companies for the lounge/bar to be redecorated but still awaiting responses.

EICR quote received from company who carried out the work but now having to get another 2 quotes.

One Insurance reinstatement valuation quote has been received. Having difficulty in finding surveyors that are operating at the moment.

C. PAVILION

Still closed due to National lockdown. The Cricket Club has been in touch to say their Saturday fixtures list for the summer has been released and they hope to be able to operate the bar as soon as restrictions allow.

After contacting 4 companies for quotes for Fire doors for the Pavilion I finally got 1 company to come out and 1 company quoted from photos and measurements I gave them – Quotes attached.

I had originally contacted our company who carries out all of our fire safety checks and asked their advice about the doors to the Pavilion, were they fire doors or just fire exits. He advised me that they were indeed fire doors and that I would find it very hard to find a company to fit them as not many do anymore, he had stopped doing them himself quite a few years ago and didn't have any contacts for me. Whilst approaching the pavilion with the company who came out the contractor advised that we didn't need fire doors as they were external doors we only required fire exit doors, as previously stated by Cllr Shaw. This explains the difference between the quotes.

D. STAFF NEWS

A member of staff has been absent with Covid. We still have one member of staff on long term sickness.

E. OPEN SPACES

Tree contractor was on site 23.02.21

Streetlight damaged on the Green – reported to SMBC

Top soil has been delivered to Bradford Gardens and remedial work is due to take place imminently

There have been issues with private household rubbish being put into Council public bins.

A resident has queried whether a missing post on the Green will be replaced.

The perimeter of Arden Hall playing field is due to be secured by Cllrs Shaw & Beechey.