

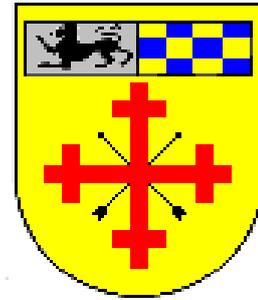
# Castle Bromwich Parish Council

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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 7<sup>th</sup> APRIL 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:	Two
Officers in Attendance:	Clerk & Minute Taker: Gemma Burgess Hall Manager: Rachel Gorton

	Action
L21-028 <b>Chairman's Welcome:</b> Cllr. K Shaw welcomed all to the meeting.	
L21-029 <b>Apologies:</b> Apologies were received and noted from Cllr. J Ward. Cllr. M Rashid joined the meeting at L21-035a 6:58pm. Cllr. M Strong joined the meeting at L21-035e 7:37pm.	
L21-030 <b>Declarations of Interest:</b> Cllr. M Strong has previously declared an Interest in all matters relating to Castle Bromwich Cricket Club (CBCC) as a club member. He abstained from voting on items L21-035e to i.	
L21-031 <b>Minutes:</b> The minutes of the previous meeting held on Wednesday 3 <sup>rd</sup> March 2021 were agreed as a true record.	
L21-032 <b>Public Question Time:</b> None.	
L21-033 <b>Borough Councillors:</b> SMBC Cllr. Richards reported that he has received a complaint about dumping of waste on The Green and will forward details to the Clerk.	
L21-034 <b>CBPC Officers Report:</b> The report from March was considered (attached at Pp5-7). <ul style="list-style-type: none"><li>- An additional quote of £10 554 for the remedial electrical work following EICR has been received.</li><li>- The dance school will now be returning on April 19<sup>th</sup>.</li><li>- The Clerk was directed to put members of the Grant Funding Working Party in touch with the bid writer directly.</li><li>- SMBC Cllr. Richards will forward details of the SMBC contact for playground maintenance.</li></ul>	1.

L21-035 **Decisions Needed:**

a) **EICR Remedial Work:** The three quotes were considered. It was noted that a new certificate would be issued following remedial work confirming the work has been done safely to regulations. It was also noted that the attendance of an electrician when the Arden Hall main electricity meter is changed will be needed and therefore the Hall Manager was directed to try and organise the work so that additional call-out charges aren't necessary.

**RESOLVED:** To accept a quote of £3480 to complete the remedial EICR work and certificate.

b) **Lighting / decorative reinstatement of the corridor in Arden Hall:** It was noted that this work was not done as part of the asbestos removal works in an attempt to keep costs down. The original work came in under-budget due to this. A professional finish to the job is required.

**RESOLVED:** To accept the target cost quote of £2498.81 +VAT to supply new LED lighting (similar to that in the Spencer Lounge) and all associated electrical works including removing temporary lighting. To make good the walls and decorate including a matching MDF panel to visually match the existing panel on the other side of the wall.

c) **Tarmac on Village Green:** The quote and indication were considered. Further quotes had been sought but an appropriate and willing contractor could not be found.

**RESOLVED:** To accept the quote of £2950+VAT to tarmac the area in front of the shops. The tarmacked area will follow the brickwork line and concreted area for telephone pole.

d) **Long-term agreement with the dance school:** The Clerk and Hall Manager were directed to draft an annual rolling agreement with the dance school for a fixed monthly cost stipulating no sub-letting for approval by full council.

2.

e) **Long-term agreement with the cricket club:** Previous arrangements between the cricket club and the Council were discussed. The Chairman of the cricket club was invited to speak and proposed a longer-term agreement would help to secure funding for improvements to the Pavilion. The Hall Manager was directed to liaise with the cricket club on potential ways of working together to put on future events. The Clerk was directed to organise a working party (open to all members) to draft an agreement proposal for approval by full Council.

3.

f) **Picnic Tables on cricket outfield:** The request from the cricket club to site 3 donated picnic benches outside the Pavilion which the cricket club would maintain but which would be available for park users when the club was not operating was considered.

**RESOLVED:** To give permission to site picnic benches at locations agreed by the Hall Manager with the cricket club taking responsibility for cutting the grass around the benches.

g) **Cricket Club outdoor furniture storage:** The request to secure outdoor furniture near the garages overnight at the weekend when the bar in the Pavilion was open was considered.

**RESOLVED:** To give permission for outdoor furniture to be secured outside overnight on a temporary basis to allow the cricket club to provide COVID-secure practices for staff. It was agreed to review the decision if any issues occur.

h) **Pool Table in the Pavilion:** It was noted that the cricket club had temporarily moved the pool table into the garages but that the conditions were not suitable to prevent warping of the table. The pool table is a good source of revenue for the cricket club.

**RESOLVED:** To give permission for the pool table to be moved back into the Pavilion club room while no other hirers had requested the room. The pool table is to be secured and only played on whilst the cricket club bar is open and when COVID regulations allow. Permission was also granted for the cricket club to obtain quotes for hatch doors into the changing rooms where the pool table could be stored when the room was in use by other hirers.

i) **Staffing of late-night Pavilion hire:** It was noted that the Council has two members of staff on long-term sickness absence which has contributed to significant under-staffing. The appropriateness of paying a member of staff to be on duty at the Pavilion after the park had shut was considered, including what other options would be suitable.

**RESOLVED:** Subject to agreement by insurers, that Cllr. M Strong be designated as responsible keyholder for the Pavilion on behalf of both the Council and the cricket club. (The responsible keyholder could delegate locking up duties to select and trusted people.) The safe locking up of the premises would be monitored the Hall Manager and Clerk and this would be on a trial basis.

4.

j) **Works to move the top gate of the park:** It was noted that a contractor working on a house that needed access through the top gate had paid a £3000 bond for access and had agreed to provide the labour for moving the gate if the Council provided the materials. The clerk was directed to check what permissions would be needed. The estimated costs for materials were considered.

5.

**RESOLVED:** Subject to the appropriate permissions, to engage the contractor to complete the work at the top gate with the Council supplying the materials at an estimated cost of between £2100 and £2850 if a custom gate was not needed (a custom gate would cost around £2000).

k) **Insurance Reinstatement Valuation:** The additional quote was considered which could be funded from the insurance budget and would hopefully lead to lowered insurance premiums.

**RESOLVED:** To accept the quote of £450+VAT for an insurance reinstatement valuation and to start the process as soon as possible.

l) **Tools List:** Cllr. K Shaw and Cllr. S Beechey had submitted a list of hand tools to the Clerk, the purchase of which has already been authorised under delegated authority. Further consideration needs to be given to power tools. The Hall Manager was directed to choose a suitable location and booking out process to ensure the power tools could be kept securely and available for use.

6.

L21-036 **Councillors' reports and items for future agendas:**

- The Hall Manager is to provide Cllr. K Shaw and Cllr. S Beechey with a list of RoSPA remedial work needed.
- Cllr. M Strong will install the Intelirad at his earliest availability.
- The Hall Manager is proceeding with plans to change the padlock on Hob Farm.
- The Hall Manager will ask the wardens to make the hose available for planned gardening work.
- 

7.

L21-037 **Action Log:** The following items remain outstanding:

* Refurbish Village Green noticeboard	SB
* Playground resurfacing quotes	Clerk/HM
* Park Wardens – duties & supervisor	Clerk/HM
* <i>Hearing Loop (to be tested later in year)</i>	Clerk/HM
* Keys for PV areas	HM
*Intelirad for PV	MS
*War memorial lettering	Clerk

- |  |                         |
|--|-------------------------|
| 1) Grant Funding Working Party             | Clerk/PA/SB/JR/KS/MS/RS |
| 2) Dance School Agreement                  | Clerk/HM                |
| 3) Working party for CBCC agreement        | Working Party           |
| 4) Check insurance – responsible keyholder | Clerk                   |
| 5) Permissions for top gate                | Clerk                   |
| 6) Power tools storage                     | HM                      |
| 7) RoSPA remedial work                     | HM/KS/SB                |

L21-038 **Time and date of next meetings:**  
 Wednesday 12<sup>th</sup> May at 7:00pm in the Spencer Hall, Arden Hall

**This meeting ended at 8.38pm**

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

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 Dated

Castle Bromwich Parish Council

## CBPC Officers Report March 2021

- A. Bookings and Hirers:** Arden Hall has not been able to operate except for NHS Blood donations. The Pavilion has been completely closed to hirers due to the National Lockdown. The Hall Manager is contacting hirers to see who will be returning after restrictions ease. Dance and cricket will be allowed to return from April 12<sup>th</sup>. We are trialling outdoor classes on the tennis court.
- B. Building and Maintenance:**  
**EICR Remedial work:** one quote of £6,743.64 + Vat, the other £3480 (attached)  
**Spencer Lounge Refurb:** One company has been out to quote; another hasn't got availability until after July so hasn't been progressed (26<sup>th</sup> June is the first booked function). Staff will be tidying and neatening up ahead of opening as works unlikely to be completed by then.  
**Legionella Testing:** One quote received, awaiting additional.  
**External Fire Escape Inspection:** One quote received, awaiting additional but this may be difficult due to the specialism and needing a local company for a competitive quote.  
**Corridor reinstatement / lighting:** SMBC have quoted £2498.81 – see attached  
**Payment Card Machines:** one of our card machines is not in operation. When the VOIP telephony system was changed last summer, this line wasn't included. We are awaiting a solution from our current provider but there are no ports available on our current set up. (VOIP: phones work over the Internet)  
**Village Green Tarmacking:** One quote for £2950+VAT another indication of £4-4500. Full details to follow.
- C. Staff News:** We have two members of staff on long term sick leave. A summer relief warden is currently being recruited. Both open spaces and Arden Hall are severely understaffed which may affect operation if a solution isn't found.
- D. Hirers:** Officers met with both dance and cricket clubs:  
**Dance:** To return on April 12<sup>th</sup> on current hire rates. These rates don't cover the cost of staffing the hall for their booking but when the hall is fully operational they bring in a good supplemental income. They will try and condense lessons into fewer days where availability exists with different rooms. They would be interested in using both upstairs rooms and may be able to extend what they offer, for example singing or acting lessons. They would want to decorate/fit out according to their needs. Other revenue streams could be daytime midweek classes for younger children. They would like a long-term relationship with Arden Hall.

The dance studio is a personalised space which no other hirers can use and the dance school's property is left in the rooms. The Council should consider a long term agreement with the dance school with a monthly rental fee and terms to be agreed. Whether the hall needs to be staffed for the entire of their booking also needs to be considered – there is the possibility of locking up the front of the hall so access would only be to the studio.

**Cricket Club:** To return after April 12<sup>th</sup> on current hire rates. The majority of their income comes from the bar. There are plans to reupholster the seating in the Pavilion. We have asked for a key to their bar area for emergencies which we do not have, but they are now changing the door and we hope to receive soon. The club has introduced a ladies' softball section on a Tuesday evening, as well as their pool team. Children's training is on a Friday. There are aspirations to be a full sports club in the future

They would like the Council to consider changing the layout of the Pavilion so there can be external doors on the changing rooms. The cricket club may be able to apply for grants to fund this if they had a long-term agreement.

The club has been offered 3 picnic tables and would like permission for them to be permanently sited on the outfield, and would be dedicated to people. The cricket club would be responsible for maintenance.

Licensing was discussed. The Council had been mistakenly informed that the marked outdoor area was for consumption of alcohol, whereas it is actually for sales. The current system is table service where orders are sent via text message, fulfilled at the bar and taken to customers outside. (Payment by cash or card). They plan to have 12 tables outside. The cricket club would like the Council's permission to chain their chairs up overnight at the weekend, rather than bringing them out each day.

There are final snagging works to be completed on the bar and the club are liaising with the hall manager as to availability of the Pavilion.

The cricket club would like to request that the pool table can be moved back into the bar area.

CBPC officers requested certification for all works done in the Pavilion.

CBPC Councillors were invited to the first match of the season.

The Council needs to consider what kind of long-term agreement can be found with the cricket club. The club currently pays by the hour/session to hire the room, but this doesn't reflect that there is a custom-built exclusive bar plus pump room etc The Council also needs to consider whether a park warden needs to be on-shift for the Pavilion hire. The hire finishes late, there is no work for them to do and it is not a core duty of a park warden, therefore any agreement should consider the cricket club having keys.

**E. Moving the top gate:** A contractor who has been working near the top gate (wide vehicle access) of Arden Hall playing fields paid a £3000 bond. The agreement was that they would move the entrance gates if the Council supplied the materials, or they would agree to forfeit their bond if the work was not agreed. An estimate of costs is below:

As a ball park figure price the fencing would be **£950.00-£1,250.00+vat**

Concrete/fixings and cold lay tarmac would be around **£250.00-£500.00+vat** dependant on the dig

Skip for the Waste will be around **£250.00+vat**

The Gates will be **£650.00+vat/£850.00+vat** if we can use factory made unit. The opening where the gates are now is 3.5m but the new would have to be around 2.7m as the opening is small at the end of the lane. IF we have to have the gate custom made it could cost **£2,000.00+** the gates generally come in rounded off sizes so every 500mm ie: 2.0/2.5/3.0/3.5 etc..

**TOTAL COST:**

**£2,100.00/£2,850.00+vat** If we don't need to have a custom gate



**F. Insurance Reinstatement Valuation:** Two quotes:

£450+VAT or £1300+ VAT. It was suggested at the last meeting to put this on a back burner but if we instruct quickly the reports should be back in time for getting insurance quotes.

**G. Grounds Maintenance:** The Clerk met with the current contractor who agreed there were a few items no longer relevant but that additional work at Bradford Gardens including mowing around the posts balanced it out. The Clerk asked for an updated schedule. All work is to be evidenced by completing a job sheet which will be posted through the letterbox at Arden Hall and a monthly list of what has been done will be submitted to the Clerk. There is currently no capacity of park wardens to complete the additional work required of them if the changes to the grounds maintenance contract progress.

**UPDATES**

- **ROSPA Report** – no progress but none expected due to the limited warden hours available. Awaiting further information from SMBC
- **Pavilion External Doors** – booked in for April 7<sup>th</sup>
- **Electricity Meter** – it needs to be replaced but we need an electrician to change the cabling to the meter
- **Grant funding working party** – plans are in progress – working party to report.