

.ALVECHURCH PARISH COUNCIL
Ground Floor, 1A George Road, Alvechurch, B48 7PB
Tel: 0121 447 8016
e-mail: clerk@alvechurch.gov.uk

Clerk: Tammy Williams

**MINUTES OF THE MEETING OF THE
YOUTH SPORTS & RECREATION COMMITTEE**

HELD ON MONDAY 16th OCTOBER 2017 AT 7.30 PM

AT ALVECHURCH PARISH COUNCIL OFFICE, GEORGE ROAD, ALVECHURCH, B48 7PB

ysr 17/011 Present: Cllrs A Humphries (Chair), T Wallis, M Ball (arrived at 7.40pm), J Cypher & N Wise

In attendance: Clerk – Tammy Williams, Dave Ruston & six members of the public

As the Chair of the Youth Sport & Recreation Committee had stood down at the June meeting, the Clerk opened the meeting and Councillors and members of the public introduced themselves.

ysr17/012 Apologies
None

ysr17/013 Declarations of Interest – In Any Personal And/Or Prejudicial Item On The Agenda
Cllr Ball – ysr17/017

ysr17/014 To Approve the Arrangements for Chairmanship of the YS&R Committee
The Clerk advised those present that we no longer have a Chair of the YS&R Committee and as such either a Committee Member would take it on exclusively or it would be rotated each meeting. It was **agreed** that Cllr Humphries would Chair this meeting.

ysr17/015 To Approve and Sign Minutes Of Previous Meeting Held on 19/06/2017
The Minutes of the meeting held on 19th June 2017 were checked and signed.

ysr17/016 To Receive an Update on and to Consider the Youth, Sports and Recreation Project Plan to Include:

a) To Review and Consider the 2017/18 Proposed Projects and Budgets

The Clerk had provided Councillors with a list of projects identified for this financial year and their associated budget and actual cost. Outstanding projects included the tree survey at the Wiggin Memorial Playing Fields, cctv at Hopwood Community Centre, clearing & tidying around the Snake at the Wiggin and pathways and benches at Rowney Green Playing Fields. The Clerk advised that in addition to the agreed projects, Council had since agreed to resurface the paddling pool edges at the Wiggin Memorial Playing Fields at £4,100 which could either form part of the overall YSR budget or be deducted from the Council's contingency fund.

The Clerk advised Committee Members that Cllr Smith had surveyed all the trees at the Wiggin Memorial Playing Fields in early summer with Gavin Boyes, Bromsgrove District Council Tree Officer. Gavin had advised that all the trees at the Wiggin needed their epicormic growth removed and Cllr Smith was arranging for the Probation Service to do this and that the horse chestnuts were returning to good health again. However, Gavin

Boyes had confirmed that he wouldn't be providing a report on his findings and as such Councillors considered whether it would be necessary to have the trees surveyed again by an arboricultural surveyor. The Clerk advised that at the beginning of the financial year she had obtained one quote for around £900 and it was expected that the report and any identified works could be achieved within the £3000 budget head.

Councillors also discussed the budget for repairing the boundary fencing at the Wiggin. Councillors raised whether the boundary between the land to the rear of 2/2A Birmingham Road and the Wiggin was ours or theirs and the Clerk confirmed that she would need to check. It was also raised whether we are allowed to carry out work where there is knotweed in case it is disturbed. It was **agreed** that this would be deferred.

It was **agreed** that the snake area would be tidied up but this would be done in the spring 2018; similarly clearing & tidying around pathways and benches at Rowney Green Playing Fields would also be deferred until the spring 2018.

The Clerk would purchase the new cutlery and crockery for Hopwood Community Centre with a budget of £30 and the installation of a security camera at Hopwood Community Centre would also be deferred. Cllr Cypher advised the Committee that the installation of any cctv would mean we would have to notify the Information Commissioner.

It was noted that Cllr Worrall had arranged for three quotes to update the lighting from strip lighting at Hopwood Community Centre to LED spotlights which would be more efficient and cost effective but also safer as the ceiling at the centre is low and concerns were raised about the possibility of a user knocking the strip lights and breaking them. It was felt that there would be budget remaining from the tree survey budget and therefore this work could be carried out using the remainder of this budget.

b) To Consider Budget Requirements for the 2018/19 Financial Year, to Include:

The Clerk advised that this section of the agenda was to draw up a wish list of other projects for the Youth, Sport & Recreation Committee to oversee in the 2018/19 financial year in time for the budgeting process.

i. Replacing the Basketball Hoop at Rowney Green Playing Fields

The Clerk had obtained a quote for a new basketball hoop from Kompan as an indicative price (£950); however it was noted that this quote included the supply of a new metal pole and this was not needed as it is only the basketball hoop and back board that need replacing.

ACTION POINT: The Clerk to obtain further quotes for a back board and hoop only to go to the November/December Parish Council Meeting.

ii. Improving the Play Equipment at Hopwood Playing Fields

Four Hopwood residents attended the meeting to express their views on improving the play equipment at Hopwood Playing Fields for the children and teenagers who live there. A resident advised that the footways between Hopwood and Alvechurch were in a poor state and the children can't be expected to walk to Alvechurch to access a decent park. The resident also pointed out that an improvement in the play equipment may also lead to an increase in bookings for the Community Centre there as hirers might book it to use the play equipment during a party. Other beneficiaries would be siblings of footballers using the pitches. A resident raised concerns about the safety of the play equipment and the Clerk advised that ROSPA assess and report on the play equipment each year and the last report didn't raise any particular concerns. Residents can view the ROSPA reports by request. Councillors advised that all the recent and future improvements to play equipment at the Wiggin were funded by Section 106 monies; it was not expected there would be any Section 106 monies for the Hopwood ward in the foreseeable future and the residents were asked what kind of play equipment they were hoping would be installed. A resident replied that they were not hoping for anything as ambitious as the equipment at the Wiggin but would like it to be more fun; Barnt Green Parish council has a playing field with a wooden trail and that might be a suitable improvement for Hopwood Playing Fields. Councillors queried if

they were hoping a crossing over the A441 would be in place before new play equipment was installed and a resident replied that whilst a crossing was important its non-existence shouldn't preclude any improvements at the Playing Fields as Worcestershire County Council deems it appropriate for High School pupils to have to cross a busy road to access and leave the school bus stops anyway and younger children would be accompanied by their parents.

The Clerk had previously advised that Cllr Smith had recommended the establishment of a working group and Cllr Cypher proposed this at the meeting which was seconded by Cllr Wallis. This motion was **agreed** unanimously. Council Working Group Members would include Cllrs Smith, Cypher and Wallis; the Hopwood residents interested in being part of the working group should email the Clerk to express their interest. Cllr Humphries suggested that 2 to 3 residents would be an appropriate amount. It was noted that the working group would be tasked with seeking external funding sources and it was noted that the working group could approach County Cllr Hotham to ascertain if there might be any divisional funding available.

iii. Repainting Benches at the Wiggin Memorial Playing Fields

It was noted that the benches had been repainted in and around the play equipment at the Wiggin and they were much improved. However, three benches had not been repainted. Also, a member of the public had requested the bench at the top of Snake Lane/Bear Hill also be repainted.

ACTION POINT: The Clerk to arrange for quotes to repaint the benches

Four members of the public left the meeting at 8.15pm.

iv. Replacing the Lighting at Hopwood Community Centre

Cllr Worrall had arranged three Electricians to quote to replace the strip lighting with LED spot lights at Hopwood Community Centre. This project was not part of the original YSR budget for 2017/18 financial year. Councillors advised that this could be undertaken if there was any remaining YSR budget, potentially in the last quarter of this financial year; otherwise it would need to be progressed in the 2018/19 financial year.

v. Installing Signage for Rowney Green Pavilion/Playing Fields, the Wiggin Memorial Playing Fields and Hopwood Community Centre

The Clerk advised that she had contacted Highways, Worcestershire County Council and had been advised that in order to install a sign for our Playing Fields would cost in the region of £1000; however, it may be a relatively small cost if the funds were secured via a County Councillor's ward budget. Councillors felt that given other possible projects being considered this was not an option at this time and that alternatively any events should be well advertised with suitable directions on social media.

ACTION POINT: The Clerk to speak with District Councillor Van der Plank to ascertain if there may be a budget to improve signage at the district level.

vi. Additional Security Measures at the Wiggin Memorial Playing Fields

The Clerk advised that she regularly speaks with Bromsgrove district Council to ascertain traveller movements in the area; during recent conversations the Clerk was advised that if we waited for there to be no travellers in the area to re-open the gates we would never open them. The Clerk asked for advice on suitable safety measures and was advised that the District Council uses overhead barriers with a plate in front of the padlock to prevent the use of angle grinders to break into them. The Assistant Clerk had since checked and the Wiggin Memorial Playing Field is in green belt rather than the conservation area in the village making this a possibility. Councillors also suggested large boulders to restrict the size of vehicles accessing the car park or a bund. The Clerk advised that at this stage she was looking for Committee approval to look into the costs for a deterrent further.

ACTION POINT: The Clerk to obtain quotes to further improve the security measures at the Wiggin Memorial Playing Fields.

At this stage in the meeting, the Chairman moved on to agenda item 7.2.c:

vii. To Consider the Gate Closure

Cllr Humphries asked Committee Members and residents present their views on the continued closure of the gates at the Wiggin Memorial Playing Fields. A Meadow Lane resident had recently attended the office to ask when they would be re-opened as well as other residents asking the same and Cllr Humphries and the Clerk wondered if the underlying soil conditions at the Wiggin Memorial Playing Fields at this time of the year would prevent an incursion anyway. It was noted that at a previous meeting it had been

agreed that the decision to re-open the gates could be taken by the Chairman and the Clerk.

ACTION POINT: An email to all Councillors to be sent advising the reasons for re-opening the gates to gauge opinion

viii. Other Proposed Youth, Sport and Recreation Projects

Other potential projects suggested include:

- Installing a composting toilet at the Wiggin Memorial Playing Fields to improve facilities for any footballers/ park users.
- A Youth Shelter
- A Fire Pit

It was noted however, whilst the Council would review the comments made during the Wiggin Play Equipment Consultation, that any additional spending at the Wiggin Memorial Playing Fields should be balanced with the concerns raised in respect of the play equipment at Hopwood Playing Fields.

ysr17/017 Clerk's Report

a. To Receive an Update Regarding the Public Consultation for New Play Equipment at the Wiggin Playing Fields

The Clerk advised that a Community Consultation had been undertaken at the Picnic in the Park, the Middle School and more recently at the Library in Alvechurch. The Clerk noted that she is halfway through recording the responses and it is anticipated that we have received in the region of 400-500 responses. Once the Clerk has completed the analysis she will arrange for the Wiggin Development Working Group to meet to review the results as well as arrange a meeting with Bromsgrove District Council Officers. It is anticipated that the results will then be reviewed at the November Parish Council Meeting.

ACTION POINT: The Clerk to email a copy of the Wiggin Development Working Group's Terms of Reference to Cllr Cypher.

Cllr Wallis left the room at 20.53 and returned at 20.55.

ysr17/018 To Consider Current Projects to include:

a. Hopwood Community Centre & Playing Fields

i. To Consider the Alvechurch Youth Sunday FC's Request to Access the Kitchen Facilities

It was **agreed** that the footballers could use the kitchen facilities at Hopwood Community Centre however, this permission had been revoked in February 2016 due to the state that the kitchen was left in around that time and Councillors stated that this permission would be withdrawn again if the kitchen was found to be left dirty after their use. Dave Ruston added that new managers were coaching at Hopwood Playing Fields now and it was expected former problems would no longer be an issue.

b. Wiggin Memorial Playing Fields

i. To Receive an Update on the Finlay Church Memorial Garden, to Include:

The Clerk advised that the paddling pool edges will be resurfaced this Autumn in buff coloured resin stone. Phillip Aubrey had attended the June YSR Meeting and had suggested a budget of between £500 and £1000 for the planting scheme and Penny Church confirmed that this budget was ok. He'd also suggested spraying the weeds in the area and the Clerk had asked for guidance from the Councillors about this as she was concerned about the risks associated with spraying weed killer in a public space for children. Councillors advised that this was not of concern. It was agreed that the Clerk would ask Cllr Smith to speak with Andy de Comyn about installing the final stepping stones for the memorial garden. Philip Aubrey had indicated that this would be carried out in the spring which was suitable for the types of plants being planted. Penny also advised that she had been considering a plaque for Finlay in the garden and also wanted other parents who had lost their children to be able to have plaques there as well. These plaques may well be carved stones situated in and around the planting scheme but Penny might speak to Acorns Children's Hospice for possible ideas.

ACTION POINTS: The Clerk to consider the best way for Penny Church to pay for the planting scheme vis-a-vis direct payment or via the Parish Council.

Cllr Humphries to speak with Philip Aubrey about beginning the work on the planting scheme

The Clerk to ask Cllr Smith to speak to Andy de Comyn about installing the stepping stones and damming the end of the paddling pool again. If emailing Andy, please cc Penny Church into the emails.

Penny Church to consider the plaques for the garden and to let the Clerk know.

ii. To Receive an Update from the Picnic in the Park (PIP) Committee

Cllr Wise advised Committee Members that Cllr Wallis is going to join the Picnic in the Park Committee as a second Council representative on the Committee. It was noted that the accounts from the 2017 Picnic in the Park still need to be finalised. The Committee felt that as it had advertised that the aim of the 2017 PIP was to raise funds for the Wiggin and The Lounge and it couldn't donate funds towards the Christmas Lights fund this year but would consider doing so next year. Cllr Wise advised that funds would therefore be available for the Finlay Church Memorial Garden if required. Cllr Wise confirmed that she would ask the Parish Council to formally approve a change in direction of fundraising from the Wiggin to the Christmas Lights. Cllr Cypher queried if there were Terms of Reference for the PIP Committee as it was important for there to be transparency and the Terms of Reference should be properly recorded on the Parish Council's records. Finally, Cllr Wise advised that the Picnic in the Park Committee is keen to find an external funding source to purchase a suitable sound system for the event.

As Agenda Item 7.2c had already been reviewed the meeting then moved on to Agenda Item 8:

ysr17/019 To Consider the Frequency of Youth, Sport & Recreation Committee Meetings in 2018

The Clerk advised that the Assistant Clerk had compiled a Meeting Schedule for 2018 and the Clerk queried whether Committee Members were content to have three YSR Committee Meetings in 2018. Councillors **agreed** that this was appropriate.

The Chair, Cllr Humphries advised non-Council Committee Members that we were about to move on to a Confidential section of the meeting when they would be excluded and this was to discuss the current process of Tendering for our Future Grounds Maintenance Contract. Cllr Humphries asked the representative from Alvechurch Football Sunday League for any comments about the current arrangement. It was requested that in the future there was greater communication about when the pitches were going to be cut as wet warm weather means it often grows quickly between cuts or by the weekend matches if the grass is cut early in the week. Councillors advised that the next steps were to write to Tendering Contractors and as part of that confirmation of availability to cut the pitches on Thursdays or Fridays (subject anticipated weather conditions) would be sought.

ysr17/020 That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

Committee Members **resolved** to exclude the public; no members of the press had attended the meeting.

ysr17/021 To Receive an Update on the Grounds Maintenance Tendering Process

The Clerk advised Committee Members how many applications to tender for our Grounds Maintenance Contract had been received and confirmed the next steps in the process of agreeing the future contractor.

ysr17/022 Date and Time of the Next Meeting
To be confirmed.

The meeting ended at 9.35pm

Signed Date
Chairman

DRAFT