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**Clerk: Tammy Williams**

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**MINUTES OF THE MEETING OF THE**

**YOUTH SPORTS & RECREATION COMMITTEE**

**HELD ON MONDAY 25<sup>th</sup> JUNE 2018 AT 7.30 PM**

**AT ROWNEY GREEN PAVILION, OFF NEWBOURNE HILL, ROWNEY GREEN**

**ysr 18/001 Present:** Cllrs A Humphries (Chairman), J Cypher & A Smith

**In attendance:** Clerk – Tammy Williams, Louise Parkinson (from 7.34pm) & three members of the Allotment Committee (from 7.49pm)

**ysr 18/002 To appoint a Chairman for the Youth, Sport & Recreation Committee**

It was **agreed unanimously** that Cllr A Smith would be the Chairman of the YSR Committee.

**ysr18/003 Apologies**

Cllr M Ball  
Cllr N Wise  
Cllr T Wallis  
Pete Gwilliam  
Dave Ruston

**ysr18/004 Declarations of Interest – In Any Personal And/Or Prejudicial Item On The Agenda**

None noted.

**ysr18/005 To Approve and Sign Minutes Of Previous Meeting Held on 26/02/2018**

The Minutes of the meeting held on 26<sup>th</sup> February 2018 were checked and signed.

**ACTION POINT: The Clerk** to ensure that action points are progressed on to the next YSR agenda.

At 7.34pm Louise Parkinson arrived

**ysr18/006 Clerk's Report: including actions completed since last meeting, report of complaints, emergency expenditure and matters arising from previous meeting, including:**

- a. Update on the resurfacing of the paddling pool edges at the Wiggin Memorial Playing Fields

The Clerk advised that work would begin on Friday 6<sup>th</sup> July and the colour for the resin bound stone still needed to be chosen. Sutcliffes, who will be installing the play equipment at the same time, have confirmed that this will not cause them any concerns.

- b. Update On The Overhead Barrier At The Wiggin Memorial Playing Fields

The Clerk confirmed that she will be meeting with the contractor this week and the lead time to installation is 6 weeks. The Clerk will update Meadow Lane residents when a letter is issued regarding new play equipment

c. Update On The Installation Of New Play Equipment At The Wiggin Memorial Playing Fields

The Clerk advised the Committee the provisional schedule of works received from Sutcliffes. Once a confirmed schedule is agreed, then Cllrs Humphries and Smith will speak to Meadow Lane residents on Friday 29<sup>th</sup> June regarding the upcoming installation of the play equipment.

d. Update On The New Homes Bonus Grant Application For New Play Equipment At Hopwood Playing Fields

The New Homes Bonus application was submitted to Bromsgrove District Council and the Working Group is making arrangements to attend the Panel meeting on 19<sup>th</sup> July to put forward the merits of the project to the people assigned to make the final decision.

e. Update On The YSR Projects For The 2018/19 Financial Year

The Clerk provided Committee Members with an update on the projects being undertaken this year including:

- The basketball hoop and backboard at Rowney Green Playing Fields has been replaced under budget
- The New Homes Bonus application has been submitted to BDC to help fund new play equipment at Hopwood Playing Fields
- The repainting of 2 benches at the Wiggin Memorial Playing Fields and another at the top of Snake Lane/Bear Hill hasn't been completed yet
- The Grounds Maintenance Contractor will carry out strimming at all three playing fields
- The replacement of benches next to the bus shelters in Hopwood is outstanding
- Resurfacing of the paddling pool edges at the Wiggin Memorial Playing Fields is about to begin
- The design for an overhead barrier at the Wiggin Memorial Playing Fields has been agreed.

f. Update On The Banking Mandate In Respect Of The Allotments Bank Account

The Clerk advised that this remains outstanding.

Three members of the Allotments Association arrived at 7.49pm.

**ysr18/007 The Allotments, to include:**

a. To consider the Parish Council's response to recent concerns raised regarding unkept plots at the allotments

The members of the Allotment Association in attendance advised the following:

- That there are a number of unworked plots with a lot of weeds which are seeding and causing problems for other ploholders who are working their plots
- That the entrance to the allotments gets flooded when there is heavy rain
- It was believed that some allotment holders are using strong weedkillers
- Fences are in a state of disrepair
- A water tank was installed on a plot and it collapsed and fell on an adjoining plot. This has now been emptied and moved.
- Toilets and a cast iron bath (water storage), which the Allotment Association Members perceived as household rubbish, were being stored on plots

The Clerk advised that the office intends to send a letter to all ploholders advising that plots will be inspected every month from now on and any plots that are clearly not being maintained will be addressed as per the process detailed in the Allotment Agreement.

The Chairman of the YSR Committee noted that he had recently visited the allotments and noted a lack of visible plot numbers.

The Clerk agreed to clarify Bromsgrove District Council's approach to the use of weedkillers at their allotments.

**ACTION POINT: The Clerk** to write to ploholders regarding the appropriate use of weedkillers once advice has been received from BDC.

**ACTION POINT: The Assistant Clerk and the Chairman of the Allotments**

**Association** to carry out monthly allotments checks and the Assistant Clerk to write to ploholders regarding any issues (unworked plots & weeds, health & safety issues etc) each month.

**ysr18/008 To receive an update from the Football Teams' representative**

No representatives from the Football Club attended the meeting.

**ysr18/009 To consider the 2018 ROSPA Inspection Report in respect of play equipment at the Wiggin Memorial Playing Field, Rowney Green Playing Field and Hopwood Playing Field**

The Committee reviewed the ROSPA Inspection reports together with a report from the Clerk of actions arising and solutions already implemented.

**ACTION POINT: The Clerk** to call ROSPA to clarify how we ascertain when there is 40% wear on the swings at Rowney Green.

**ACTION POINT: The Clerk** to research how much it would cost to replace the chains on the swings entirely.

**ACTION POINT: The Clerk** to arrange for weekly visual checks of the equipment and surfaces.

**ysr18/010 Wiggin Memorial Playing Fields to include:**

**a. To consider and make recommendations** to Council in respect of the Tree Surveys carried out

The Clerk provided the Committee Members with copies of the tree reports and maps produced by Acorn Environmental Management Group from their survey of the trees at the Wiggin Memorial Playing Fields.

It was noted that some trees in the avenue need to be felled and replaced with silver maples / water maples and the cost of this needs to be incorporated into our budget plan.

**ACTION POINT: Cllr Humphries** to look into the costs for replacement trees

**ACTION POINT: Louise Parkinson** to ask the PIP Committee if they might consider contributing future profits from the PIP event to cover the cost of replacement trees.

**ACTION POINT: The Clerk** to clarify if the report can be forwarded to the Tree Officer; either way the Clerk will need to establish if there are any Tree Preservation Orders on any of the trees that need to be felled.

Another comment made in the report was regarding the old dug-out at the far end of the field which the arboriculturalist advised should be removed as it is in the vicinity of a veteran oak. This attracts traffic which in turn compacts the soil under the oak and this ultimately could damage the roots.

**ACTION POINT: The Clerk** to obtain quotes to remove the old dug-out and incorporate that cost into the budget for next year.

The Committee also discussed a comment made about the access to the field taken by the Grounds Maintenance Contractor to mow the field. Currently, the Grounds Maintenance Contractor accesses the field via a track which is also next to a veteran oak and again this will be compacting the soil and potentially damaging the roots.

**ACTION POINT: The Clerk** to ask the Grounds Maintenance Contractor if he could take a hard right just after the car park in order to avoid that track by the veteran oak.

**b. To receive an update from the Picnic in the Park Committee**

Louise Parkinson advised the following:

- The accounts from the PIP event had been audited by Caroline French.
- There was an increased sponsorship revenue this year;
- There was also a good revenue made from stalls as well;
- There was also a very good profit made on raffle tickets;
- There are still some costs to be deducted from the overall profit but currently there is a £1,400 profit from the 2018 event
- Approximately £550 will be donated to the Hopwood Play Equipment project and approximately £550 will be donated to The Lounge.
- Any residual profit will be used to purchase a new gazebo, probably in the sale.
- The event itself went well and despite terrible weather in the nearby area, the weather was kind in Alvechurch and the party at the Cricket Club went well as well.
- There was some traffic congestion arising as stallholders tried to exit quickly when the weather threatened to turn bad. The Committee may suggest that stallholders use trolleys to get stock to and from the event rather than cars. This issue does need to be resolved.

- The Picnic in the Park Committee would like to ask the Council's permission to hold the event again in 2019.

**ACTION POINT: The Clerk** to add this to the July Parish Council agenda.

c. **To consider the proposed bench for the Finlay Church Memorial Garden**

It was noted that a bench had been chosen for the memorial garden but it was later established that the delivery costs were quite expensive and an alternative bench would be sought. The costs of the bench would be covered by the PIP profits raised from the 2017 event. The funds available would also need to cover the costs of installation as well.

d. **To consider the proposed Lovelock Tree for the Finlay Church Memorial Garden**

It was noted that Andy de Comyn had put together a proposal for a Lovelock Tree to be installed on the car park side of the paddling pool area. The Committee Members expressed concerns that the design should have a proper prospectus and needs to be properly anchored. Concerns were raised as well about how cluttered the area might look if there is a bench and a Lovelock Tree in close vicinity to each other.

**ACTION POINT: The Clerk** to seek advice from ROSPA regarding the Lovelock Tree

**ACTION POINT: The Clerk** to send Andy de Comyn's original concept design for the memorial garden to Cllr Cypher

**ysr18/011 Rowney Green Pavilion and Playing Fields to include:**

a. **To consider a resident's request to reduce the height of the conifers between the tennis courts and the playing fields**

A resident reported that many years ago residents approached the Parish Council about the leylandii at the back of the tennis courts in Rowney Green. The resident advised that the leylandii had reached such a height that they were considered dangerous. An inspection was made and it was decided that there was no danger (at that time). The resident now advises that the trees are huge and they are blocking the light into some of the gardens of the houses adjoining the village hall and concerns were raised that they may come down in a storm.

Councillors debated this request and whether to reduce the height by 20 feet or by half. The Clerk advised that the root growth is visible at the edges of the tennis courts and it was noted that the root growth should be monitored.

**ACTION POINT: The Clerk** to obtain quotes to reduce the leylandii by 20 feet and also by half their current height.

**ysr18/012 Hopwood Community Centre and Playing Fields, to include:**

a. **To receive an update from the Hopwood Play Equipment Working Group**

It was noted that the grant application to Bromsgrove District Council had been submitted and the next stage was to attend a Panel hearing. It was noted that Sam Ogston (one of the Hopwood Mums), Cllr Cypher and the Clerk would likely attend the Panel. In addition, letters are to be sent to local businesses personally signed from each of the Hopwood Mums.

**ysr18/013 To consider a resident's suggestion for a Farmers Market in Alvechurch**

At the May Parish Council Meeting it was noted that a resident had raised the idea of a Farmers Market being established in Alvechurch. The resident was advised to contact the Clerk about the idea but to date no formal request had been made to the office staff. At the Parish Council meeting it was suggested that this concept should be considered at YSR. Committee Members noted that this idea had been considered in previous year; it was also noted that there is a regular Farmers Market nearby in Kings Norton and that in reality, the Precinct is too small.

**ysr18/014 To consider the Youth, Sport and Recreation Committee's Terms of Reference for inclusion in the revised Standing Orders for the Parish Council**

The Clerk advised that Parish Council Minutes (14/039) dated 12<sup>th</sup> May 2014 state that "a budget of £1000 should be delegated to the YSR committee with the proviso that procurement must follow APC Financial Regulations (and go through the Parish Office)." However, this budget amount doesn't appear to have been adopted and currently stands at £500. The YSR Committee Members **agreed** that the budget should remain at £500. The Committee Members reviewed the proposed and updated Terms of Reference for the YSR Committee. One amendment was proposed that the Terms of Reference should also state

that the YSR Committee could review events taking place. The YSR Committee **approved** the Terms of Reference to be included in the Parish Council's updated Standing Orders.

**ysr18/015 Date and Time of the Next Meeting**

The next meeting is arranged for 29 October 2018 at Hopwood Community Centre, Redditch Road, Hopwood.

The meeting ended at 9.57pm

Signed ..... Date .....  
Chairman

DRAFT