

**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 26<sup>th</sup> FEBRUARY 2018 AT 7.30 PM**

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

**ysr 17/023 Present:** Cllrs A Humphries (Chairman), M Ball, J Cypher, T Wallis & N Wise

**In attendance:** Clerk – Tammy Williams, Cllr A Smith, Pete Gwilliam, Penny Church, Phillip Aubrey & two members of the public

**ysr17/024 Apologies**  
None noted

**ysr17/025 Declarations of Interest – In Any Personal And/Or Prejudicial Item On The Agenda**

Cllr Wise arrived at 19.35  
Cllrs T Wallis and N Wise – 17/033a & 17/033b

**ysr17/026 To Approve and Sign Minutes Of Previous Meeting Held on 16/10/2017**  
The Minutes of the meeting held on 16<sup>th</sup> October 2017 were checked and signed.

**ysr17/027 Clerk's Report: including actions completed since last meeting, report of complaints, emergency expenditure and matters arising from previous meeting, including:**

- a. Update on ROSPA's annual play equipment inspections at our 3 playing fields  
The Clerk advised that ROSPA had confirmed that they will shortly be surveying our play equipment in March/April 2018.
- b. Update on progress made for tendering for new play equipment at Wiggin Memorial Playing Fields  
The Clerk will bring a Criteria document to the next Parish Council meeting to review and then the proposal will go to tender shortly after.
- c. Update on tree surveys at Wiggin Memorial Playing Fields  
The Clerk advised that the quotations were being obtained and that these would be brought to the next Parish Council Meeting for consideration.
- d. To note the completion of PAT safety testing and fire safety equipment at Hopwood Community Centre & Rowney Green Pavilion  
The Clerk advised that the annual safety inspections on electrical and fire safety equipment at the Community Centre and Pavilion had been completed.
- e. Update on the banking mandate for the allotments bank account  
The Clerk advised that the bank had returned this as there is a second signatory on the account
- f. Update on the Clerk's proposed jobs for the Community Payback Scheme Team  
The Clerk advised a list of jobs at the Wiggin Memorial Playing Fields that the Community Payback Scheme could do this year.
- g. Outstanding item – Wiggin Security research  
The Clerk advised that research into possible options for improving the security at the Wiggin Memorial Playing Fields had not been completed yet.

**ysr17/028 To receive** an update on the Finlay Church Memorial Garden, to include:

a. Recent progress on the Memorial Garden

It was noted that the Memorial Garden now closely resembled the design that Andy de Comyn had produced. Penny advised that the plaque would be made of bronze and that there was a little bit left in the budget to help fund this.

**ACTION POINT: The Clerk** to purchase a new safety sign for the paddling pool area.  
**The Clerk** to obtain a quote to install the bench.

b. The proposed planting scheme around the garden

Philip Aubrey updated Committee Members that he had spent about £150 on plants with another £150 still to spend approximately and he would be starting the planting out once the weather improved in March. Philip also advised that he would use root anchors so the plants couldn't be yanked out. Philip Aubrey has also offered to lay the hedge that runs alongside the car park to the paddling pool area.

c. To consider the options for providing a place for bereaved families to commemorate their children within the Memorial Garden

Penny Church advised that originally, she had thought about putting pebbles with the names of children who had passed away on the paddling pool edge but there were concerns about how feasible this would be and instead now wondered whether lovelocks that could be engraved with a child's name could be incorporated into the garden in some way. Possible ways of doing this were discussed and Cllr Smith had brought along a picture of a Lovelock Tree. Penny Church agreed to look into a lovelock tree as a possibility and bring a proposal back to Council to consider at a later date.

d. To receive details of any additional funding available for the Memorial Garden

The possibility of introducing a bench into the scheme were also discussed and it was noted that there was about £650 profit from the 2017 Picnic in the Park event available to be spent on the Wiggin Memorial Playing Fields which could, subject to Council approval, be used to purchase a bench.  
Penny Church left the meeting at 20.22

**ysr17/029 To consider current arrangements with the football pitch and facilities hire with the Football Teams' Representative, to include:**

a. To consider appropriate steps to be taken with regards to switching lights and heaters off at our facilities and to consider whether a fine should be incurred when lights and heaters are left on

It was noted that there had been a number of instances where lights and heaters had been left on at Hopwood Community Centre. A councillor advised that its not so much the issue of costs arising from electrical items being left on, moreover it's the safety risk that is the Parish Council's concern. It was **agreed** that the Clerk would produce a checklist for any user to cross-reference when leaving our buildings and also copies should be distributed to football managers individually. It was also noted that at the start of the new season, it may be advisable for users to sign a sheet confirming they have checked all the items on the checklist.

**ACTION POINT: The Clerk** to produce a checklist for both Rowney Green and Hopwood Community Centre which should also be sent to the football managers.

b. To consider the payment of a fee for the use of kitchen facilities at Hopwood Community Centre

The matter of the football teams using the kitchen to provide supporters with a café and raise funds for the football club was discussed. It was **agreed** that a small increase on the annual fee paid by the football club to use the facilities would now be levied as this was easy to administrate both for the Parish Council and the football club.

**ACTION POINT: The Clerk** to add to consider the increasing of the annual fee paid by the football club to use the facilities at a Finance & Resources Committee Meeting and then arrange for revised contracts to be signed.

- c. To request the purchase of a rubber backed mat to bridge the floor space between the side door and the kitchen at Hopwood Community Centre

It was **agreed** that Pete Gwilliam would supply a rubber backed mat to bridge the floor space between the (single) side door and the kitchen hatch in order to minimise the engrained dirt on the new floor.

**ACTION POINT: Pete Gwilliam** to supply a rubber backed mat to be stored in the Committee Room at Hopwood Community Centre and to make football managers aware of the need to use it when the Centre is in use.

Whilst discussing the matters arising from football pitch use, Pete Gwilliam advised that Alvechurch Football Club is deep into the planning application at The Hayes but it was noted that Alvechurch Youth Sunday Football Club will still need to use Parish Council facilities, with capacity planning meaning that they envisage still fielding 3 to 4 teams at Hopwood Playing Fields and reduced usage of Rowney Green Playing Fields. A Planning Application decision is expected in March 2018.

Pete Gwilliam left the meeting at 19.57.

**ysr17/030 To receive an update from the Picnic in the Park Committee and to consider plans for the 2018 Picnic in the Park event**

Cllr Wise advised Committee Members that the 2018 Picnic in the Park event would be opened by Dudley Zoo and the theme would be based around the Royal Wedding which is also taking place in May 2018. It was noted that the pony rides wouldn't be happening this year but there would still be a Go Kart building & racing competition. There would also be much entertainment laid on throughout the day. The road closure is in hand. The Committee has a new Entertainment Director and the Committee Members are still trying to source a PA system and this year they will buy their own walkie talkies rather than borrow them. Cllr Wise also confirmed that the accounts from the 2017 Picnic in the Park event had been audited independently.

**ACTION POINT: PIP Committee Members** to approach Richard Thornydyke at Alvechurch FC about possibly borrowing a PA system.

**ACTION POINT: Cllr Wise** to advise the Clerk of the gazebos purchase price and **the Clerk** to insure them to be retained in Parish Council storage.

**ysr17/031 To receive an update from the Hopwood Play Equipment Working Group**

Cllr Cypher updated Committee Members that the Working Group is made up of three Councillors and three Hopwood residents. The residents have set up a Facebook page and are looking to do an online survey to clarify what new play equipment local people would like to see installed at the Playing Fields. It was noted that the Working Group is aiming to raise £30,000 and the Working Group imagine that that will enable them to supply, fit and install safety surfaces for three new pieces of equipment. It was also noted that Cllr Smith is drawing up a list of local businesses that the Working Group will approach for crowdfunding.

**ACTION POINT: The Clerk** to approach the Internal Auditor/CALC for advice on whether a separate bank account for paying in funds raised would be preferable.

**ysr17/032 To consider a request from the Baptist Church to plant a tree and to hold a memorial service at the Wiggin Memorial Playing Fields in memory of a local resident**

This was discussed with Philip Aubrey who advised that the issue with planting a tree at the Wiggin Memorial Playing Fields was that deer would eat the sapling and a rabbit guard wouldn't prevent this either. A substantial tree guard would need to be purchased instead.

**ACTION POINT: Cllr Humphries** to discuss this further with Reverend Fiona Lee

**ysr17/033 To review and consider the remaining 2017/18 proposed projects including the budget assigned to Youth Sport & Recreation for the 2017/18 financial year**

Outstanding items from the proposed 2017/18 projects include: alarm code change at Hopwood Community Centre and Rowney Green Pavilion, installing new CCTV at Hopwood Community Centre, risk assessments for the Wiggin and Rowney Green, purchasing new crockery and cutlery for Hopwood Community Centre, the tree surveys

and tidying up the snake area at the Wiggin Memorial Playing Fields. The Clerk advised that the Youth, Sport & Recreation Committee budget is under-budget at this stage in the financial year.

**ysr17/034 To receive an update on the allotments to include:**

- a. To consider whether to charge the annual allotment association administration fee for 2018

It was noted that the annual administration fee had not been spent except for purchasing weedkiller and strimmer maintenance costs. This item was deferred as two Councillors had a pecuniary interest in the allotments and therefore there wasn't quorum to vote on it. It was also noted that the entrance gets very flooded and it's hard to get out the car to open the gate without standing in deep water.

**ACTION POINT: The Clerk** to raise the flooded entrance to the allotments with Worcestershire County Council as it's believed that the entrance is owned by Highways.

- b. To consider arrangements for the Annual General Meeting (AGM) for Allotment Holders

It was noted that the Allotments Association had always held an AGM and that one had been arranged for next week. It was queried whether the Allotment Association's bank account mandate had been processed and the Clerk confirmed not yet.

**ysr17/035 Date and Time of the Next Meeting**

The next meeting is arranged for 18<sup>th</sup> June at Rowney Green Pavilion.

The meeting ended at 9.40pm

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

