

# ALVECHURCH PARISH COUNCIL

YOUTH, SPORTS & RECREATION COMMITTEE MEETING – 2020/10/26 - 12

## MINUTES OF THE YOUTH, SPORTS & RECREATION COMMITTEE MEETING

held via Zoom on Monday 26<sup>th</sup> October 2020 at 7.00 pm.

*[The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020]*

**PRESENT:** Councillor T Wallis (Chairman), Cllrs; Baxter, Cypher, Helmore, Humphries, Lewis, Van der Plank and Worrall

**In attendance:** Mrs J Smailes – Parish Clerk/Minute Taker

### AGENDA

1. **APOLOGIES**

None.

2. **DECLARATIONS OF INTEREST**

Cllr Wallis – Item 7 (*Plot holder at Rectory Road Allotment site*).

3. **DISPENSATION REQUESTS**

None.

4. **MINUTES OF PREVIOUS MEETING**

Approval of the YSR Committee Meeting Minutes, held on 27<sup>th</sup> July 2020, were proposed by Cllr Wallis. **Unanimous.**

5. **USER INFORMATION**

Members had received a copy of the *User Data Sheet* prior to the commencement of the meeting and duly noted that, because of the Covid lockdown period and imposed guidelines since, that it was evident that there would be a decrease in hiring income generated; instead of expecting to generate an income from the hirer of the two halls/pitches of just over £5000, the actually income received was more likely to be closer to £3998. **Noted.**

6. **PRICING STRUCTURE**

Members considered the simplified pricing structure for Hopwood Community Centre (HCC) which had been proposed by Cllr Cypher, namely;

*Available most weekday mornings and afternoons and some weekends.*

*Hire Costs: The Centre has special rates for Parish Based Community Groups and individual hirers. Please contact us for details.*

*For other organisations, charges are as follows:*

*-Whole Complex (including field) £150 (day up to 8hrs),*

*£80 (half day up to 4 hrs) / £30 (hour)*

*-Committee Room only £50 (day up to 8 hrs), £30 (half day up to 4 hrs) / £10 (hour)*

Cllr Worrall expressed the view that a simplified pricing structure would assist with the marketing of the HCC and that such should be ‘market-led’ and reviewed after an initial 12mth period.

**Chairman** .....

**Date** .....

# ALVECHURCH PARISH COUNCIL

## YOUTH, SPORTS & RECREATION COMMITTEE MEETING – 2020/10/26 - 13

Cllr Wallis expressed concern with respect to the necessity to impose a charge to ensure Covid cleaning safety measures may make the charge prohibitive, and stated that if the Caretaker was required to attend site between hiring times, that a minimum ‘half day’ hirer fee would need to be applied as otherwise it would result in the council being ‘out of pocket’.

Cllr Baxter suggested that the pricing structure could remain as set out, but with a proviso that during current restrictions and when the necessity to ensure Covid cleaning measures remain in place, that the minimum charge applicable for a half day hirer be imposed. **Unanimous.**

Cllr Cypher also suggested that there was a necessity to provide the office with a degree of discretion.

Cllr Helmore queried why VAT was not chargeable for commercial-based bookings? The Clerk advised the Council was not VAT Registered.

### 7. MARKETING OF FACILITIES

Cllr Cypher provided an overview as to how the HCC Website marketing page was progressing; he suggested that it could be further enhanced by the inclusion of ariel footage and possibly a 360 degree photographic image.

Cllr Humphries spoke of a ‘walk-through’ style video which would aid the potential user by allowing them to view the hall interior and its full layout ahead of booking.

The Clerk also explained that the page would contain a calendar enabling potential hirers to see when the hall was in use and the timeslots still available.

Cllr Worrall felt the photos of the exterior of the building would benefit from the shutters being opened and he gave an undertaking to provide further photographic imagery to enhance the marketing concept. **Action – Cllr Worrall/the Clerk.**

### 8. SITE VISITS

Following a number of site visits to the play/sports facilities at; Rowney Green, The Wiggin and Hopwood Cllr Wallis stated that he had compiled a list of remedial work which he believed needed to be undertaken (removal of barbwire (RG), repair to the boardwalk, removal of barbwire and a log which was blocking the stream (The Wiggin) etc).

Cllr Wallis proposed that a number of the issues could possibly be addressed by the Maintenance Person/Caretaker once they commence their employment with the Parish Council in early November.

The Clerk explained that it was her intention to email all Members and to request that they provide a list of any outstanding issues they had identified over the course of the month and that she would use such as the basis to compile an on-going task list for the new employee. **Noted.**

Cllr Cypher questioned whether there was any merit in the Clerk circulating the Maintenance Persons/Caretakers job description however Cllr Worrall stated that the Job Description was flexible to allow for an array of tasks likely to be set and it was therefore felt, that if the assigned task was out of the individual’s ability they would readily advise the office.

Chairman .....

Date .....

# ALVECHURCH PARISH COUNCIL

## YOUTH, SPORTS & RECREATION COMMITTEE MEETING – 2020/10/26 - 14

### 9. FORMAL BUDGET DELIBERATION – YSR Committee Budget 2021/22

Prior to the meeting Members had been provided with a DRAFT YSR Budget; this DRAFT Budget had also been further considered by the YSR Chair and a revised budget re-issued.

Members methodically considered each of the budget lines shown in order; alterations to the proposal put forward were made to:

*Tree Works; were it was felt prudent to increase the sum suggested by a further £1500.00 and*

*Hopwood Community Centre, given the Council's desire to promote the facility it was unanimously agreed that a sum of £500 should be included to facilitate Wi-Fi connectivity in the near future.*

[A short discussion also took place concerning the Allotment Budget provision, however; as the discussion relates to the Allotment agenda item (shown below), and did not alter in any way the Allotment budget, the content of the discussion is shown later in the Minutes, under the correct agenda item – item 19.]

Members reflected on the guidance provided by Wellers Law in respect to The Wiggin's charitable status and resolved to remove the sum of £6000 (*£1000 toward Picnic In the Park/£5k running costs*) and to instead include this sum in the F&S DRAFT Budget, allowing for a donation to be made to The Wiggin, and thereby allowing the Clerk to separate out the charitable accounts as of 1<sup>st</sup> April 2021. **Unanimous.**

**It was proposed by Cllr Wallis that the YSR Budget for 2021/22 be set at £45,945. Vote Carried.**

### 10. HOPWOOD CAR PARK/DRAINAGE WORKS

Cllr Worrall confirmed that all works had since been completed and that the related issue concerning a visitors car which was slightly damaged, had also been addressed/rectified. **Noted.**

Cllr Lewis also advised that the work appeared to have stopped the stream of water that previously washed across her driveway.

Cllr Worrall believed that the work undertaken, whilst predominantly in the Car Park region, would improve the pitch conditions overall and looked forward to receiving confirmation of such later in the year.

### 11. THE WIGGIN

The Culvert had since been repaired and a vote of thanks was extended to Mr Adam Smith for a job well done.

Cllr Worrall also advised Members that Mr Hoskins had addressed the far ditch drainage issue which had been causing a flood problem; Cllr Worrall reported that he had met recently with a representative from NWWM and WCC, and it was believed that the riparian ownership lay with WCC; therefore it was hoped that they in turn would agree to pay toward the 'contract price' obtained from Mr Hoskins.

**Action – Cllr Worrall to liaise with WCC and Mr Hoskins**

### 12. ROWNEY GREEN

#### **RGVHT Lease Proposal**

Cllr Wallis referred Members to the informal Meeting notes which had been circulated ahead of the YSR Committee Meeting.

Chairman .....

Date .....

# ALVECHURCH PARISH COUNCIL

## YOUTH, SPORTS & RECREATION COMMITTEE MEETING – 2020/10/26 - 15

It was noted that RGVHT were currently working to produce a Business Plan to support their request that consideration be given toward a formal Lease Agreement.

It was suggested by Cllr Humphries that an informal Zoom Meeting be convened on 3<sup>rd</sup> November @ 2pm, in order that Members may consider the content of the Business Plan submitted, ahead of further discussions with the RGVHT Representatives. **Action -Clerk.**

It was noted that Cllr Cypher had since stepped down from the Working Party. **Noted.**

### **NHB Grant**

Cllr Humphries explained that a revised quote in respect to the proposed Car Park was awaited; Cllr Worrall gave an undertaking to gain a revised quote for consideration at next YSR Meeting. **Action Cllr Worrall.**

Following a discussion that had taken place with RGVHT, it was agreed that the Car Park proposal would not be furthered until a decision had been taken on whether or not to allow RGVHT to have a Formal Lease. The Clerk however advised that she felt uncomfortable with the grant money be considered for use for any other purpose and that if it was deemed not to proceed as outlined in the Grant Submission then she felt that the T&Cs would need to be amended with BDC.

Cllr Humphries also reiterated the aforementioned point, saying that he too felt it would be unacceptable to have to approach BDC to advise of a change in decision and that it was important that any/all Lease Negotiations also took fully into account the grant which had been agreed ahead of the Formal Lease negotiations.

Cllr Humphries went on to advise that APC had 12mths from the date of the Cabinet Meeting at which the grant was approved to complete the proposed work. **Noted.**

### **13. TREE WORKS**

It was noted that the majority of the first phase of remedial tree works had been addressed, with the exception of a tree at The Wiggin, where access across third party owned land was proving an issue as the land owner had not been easily identified.

The Clerk was instructed to contact the Contractor to ascertain whether there was another means by which the work could be carried out, preferably from The Wiggin boundary. **Action – Clerk.**

Cllr Worrall advised Members that a second large log had been rolled into the stream and was causing a restriction to the water-flow and should therefore be removed. As Cllr Worrall was already liaising with a Contractor in relation to other ditch drainage work at The Wiggin it was resolved to allow Cllr Worrall to seek that he also assist in the removal of the offending limb. **Action – Cllr Worrall.**

### **14. PLANTERS/PLANTING**

It was noted that the Maintenance Person would be asked to replenish the planters and attend to the Green Open Spaces' as part of their every day duties and that they would also be asked to 'manage' (overseen by the Clerk), the wildflower areas, including the wildflower area at The Wiggin. **Noted.**

The planting at the Village Green/ removal of weeds was agreed as a priority, ahead of the Remembrance Service. **Action - Clerk**

Chairman .....

Date .....

# ALVECHURCH PARISH COUNCIL

## YOUTH, SPORTS & RECREATION COMMITTEE MEETING – 2020/10/26 - 16

### 15. REMEMBRANCE

Members had previously noted that the Road Closure had been applied for and that Headway had been requested to assist with the marshalling. **Noted.**

Cllr Humphries advised that there were two dates 8<sup>th</sup> and 11<sup>th</sup> November; that virtual service would be held and that it was his intention to address the flag on the 7<sup>th</sup> November (time to be confirmed) and suggested that the Caretaker also attend site so they know how to raise/lower the Standard.

Cllr Cypher queried ‘councillor attendance’ numbers, given the guidance in relation to social distancing? Cllr Humphries stated that he would consider the number of attendees and advise, but that current restrictions would certainly result in there being less attendees able to show their respect.

### 16. CHRISTMAS LIGHT SWITCH-ON

As Cllr Lambert had recently resigned, Cllrs Worrall and Baxter were now the remaining, two Working Party Members.

Members noted that the relevant orders had been placed.

That the lights would be switched-on ‘virtually at 5.30pm and would remain illuminated 24/7 and that there would be no gathering or requirement for a Road Closure this year given Covid social distancing restrictions.

- Further Government Guidelines expected in due course.

### 17. MOP FAIR

Cllr Humphries had requested the addition of this item of business as he felt it important to emphasise how strongly opposed to the MOP Fair being allowed to go APC Members had been and he reiterated his disbelief at BDC for not seeking to cancel the event given the Covid social distancing restrictions that were in place at the time of the event.

Cllr Wallis also stated that he would like to know why BDC had given their consent, thereby allowing the event to go ahead.

Cllr Van der Plank explained that BDC are only able to cancel S3 Agreements with the written consent of Matt Hancock MP, however; she did not understand why BDC had not sought to liaise with local stakeholders and the police concerning the arrangements for the event; Cllr Van der Plank also went on to advise that she had requested, and been given, a copy of the Risk Assessment produced by BDC for the event and had been amazed that no BDC Officer was ‘in attendance’ to ensure conformity ‘on the ground’, and that having attended the event to ‘audit’ proceedings herself, she had been disappointed with the policing of the event but was pleased to report the event did not appear to have led to any further positive Covid cases being reported.

Cllr Worrall suggested that the BDC Scrutiny Committee Report may shed further light on why in some areas the Mop Fair was cancelled and yet BDC allowed it to go ahead; Cllr Humphries suggested that it was a commercial decision as BDC were loath to loss income.

### 18. CYCLING FACILITIES

Members were provided with a copy of an email that been received requesting consideration be given to the creation of a Pump Track at one of the council owned parks.

**Chairman** ..... **Date** .....

# ALVECHURCH PARISH COUNCIL

## YOUTH, SPORTS & RECREATION COMMITTEE MEETING – 2020/10/26 – 17

After careful consideration Members felt that the Council Parks did not lend themselves to the inclusion of a Pump Track, however; Members were aware of a Motorcycle Practice Track located nearby and suggested that the Clerk provide the individual with the Motorcycle Event Holders details, believing that the landowner may well be able to accommodate a Pump Track on his ground also.

**Action - Clerk**

### 19. ALLOTMENTS

Cllr Worrall advised that both he and Cllr Humphries has signed the engrossed Lease Agreement and that the Clerk would counter sign and return the document when she attended at the office the following week.

It had been noted earlier in the meeting that Members had each received a copy of a letter from the Allotment Association, querying a number of the Council's former decisions, namely; the Allotment Plot increase and the billing date.

Whilst Members maintained that the 'approved' increase would stand, it was prepared to allow the continuation of a January – December billing period as this would then allow any untendered plots to be re-let ahead of the growing season. Proposed by Cllr Wallis.

**Unanimous.**

The Clerk was instructed to advise the Allotment Association of the Council's decision in respect The retention of the current billing date but to maintain that a higher charge will be imposed as of 1<sup>st</sup> January 2021.

**Action – Clerk.**

The Clerk advised that invoices would be issued mid-November/early December, with a 21 day payment 'due date', in order to ensure all payments were received in good time/ahead of the Year End, allowing the Council to then re-let a plot if need be.

Members then considered the merits in allowing the Allotment Association to address the administration itself; a 'point of order' was called by Cllr Cypher as he felt that any change to policy required an in-depth discussion and relevant papers to be distributed, thereby allowing Members the opportunity to digest what was being proposed.

Cllr Humphries reminded Members that such an approach had been tried prior but it had not worked in Alvechurch. It was proposed by Cllr Humphries, seconded by Cllr Cypher, that the allotment administration be retained by APC and that a meeting with representatives from the Allotment Association be arranged to discuss their aims/futures objectives. **Unanimous. Action - Clerk/Cllr Wallis.**

### 20. DEFIBRILLATOR

Members considered the content of an email which had been received, offering a reduced defibrillation installation cost.

It was noted that there was no electricity supply at The Wiggin, making installation at the site difficult.

Outside of the Council Office at George Road was also considered as a potential site, however; as the Council does not own these premises it was felt that siting the unit may prove problematic.

The Clerk suggest that this was one area the Council should look to increase its knowledge base; that to have a map of all Defib locations through the village and a generic access code for the cabinets could aid in saving lives and she was disappointed Members did not see the value in seeking to site a unit in George Road.

**Chairman** ..... **Date** .....

# ALVECHURCH PARISH COUNCIL

YOUTH, SPORTS & RECREATION COMMITTEE MEETING – 2020/10/26 – 18

21. **COUNCILLOR REPORTS**

None

22. **MEETING DATES**

It was resolved that the current scheduled meetings would suffice and that if necessary, Extraordinary Meetings could be convened.

- The next meeting will therefore remain as per the schedule.

Meeting closed at 10.10pm

*Chairman* .....

*Date* .....

DRAFT