

Amenities, Leisure and Community Services
Tuesday 12th September 2017
Wylde Green Community Hall
7pm

Present:

Cllrs Hodivala (Chairman), Bennett, Ellis, Hewett, Ives, Mosson, Passey & K Ward.

In Attendance:

Olive O'Sullivan – Town Clerk, Becki Leonard, Assistant Town Clerk (Projects and Community Development) & Natalia Gorman – Admin Assistant. Cllrs Cairns, Long, Okello, S Ward & Wood as non-voting observers.

There were three members of the public and no press present.

Cllr Hodivala opened the meeting with public question time. The Town Clerk had received questions via email from Christine Brown (who was unable to attend the meeting) regarding agenda item 20.

Ms. Brown queried the justification for waiving the procurement process for three quotes as opposed to having a procurement process that would allow SMEs to tender for the work and asked how the Council demonstrated its support for local business.

The Town Clerk advised that the Town Council does not own the infrastructure on which the festive lights would be installed. The infrastructure is in the ownership of Birmingham City Council (BCC) and contracted to Amey to maintain. The Town Council therefore commissions BCC to provide the lights via their City Centre Management Team, who have developed a partnership approach to providing festive lights for local centres across Birmingham. Local centre festive lights across Birmingham are predominately funded by BIDS (Business Improvement Districts) including the lights in Sutton Coldfield Town Centre.

The Town Clerk reported that the Town Council demonstrates its support for local businesses by funding the festive lights scheme in our local centres and advised that at present local traders in (Boldmere, Mere Green, Minworth, New Oscott, Walmley & Wylde Green and do not contribute to the festive light scheme.

12 Apologies for Absence

None to report.

13 Declarations of Interest

Cllr Hewett declared a non-pecuniary interest in agenda item 22, Sutton Coldfield Community Sports Physical Activity Network (CSPAN) application.

14 Minutes of the Last Meeting

Resolved that the minutes of the meeting of Amenities, Leisure and Community Services held on Tuesday 11th July 2017 (previously circulated) be signed as a true record of the meeting with a correction under item 9, play equipment to be funded by the open spaces budget.

15 **Matters Arising**

The Town Clerk & Assistant Town Clerk reported on Summer Florals, Community Defibrillators and Britain in Bloom.

Summer Florals

Birmingham City Council (BCC) has apologised for the delay in getting the florals out and for the relatively poor displays, when the florals were first put out. The Town Clerk has negotiated a discount of 35% with BCC as well as receiving additional planters in Mere Green, Walmley Village and Boldmere High St. as well as the flower towers which were placed outside the Town Hall.

Community Defibrillators

Community defibrillators have been installed at St Giles Hospice on Lindridge Rd and outside Ian Hazel Funerals in Mere Green. A third defibrillator will be installed at Moor Hall Primary. The Town Clerk reminded Committee that even though the Town Council purchased a “managed solutions approach” via the Community Heartbeat Trust, who become the owner in law and therefore accept main liabilities, agreed hosts (i.e. owners of the building on which the equipment is installed) do still have a responsibility to carry out weekly and monthly checks and reporting this via the Community Heartbeat Web Governance system.

There is currently budget remaining for one more defibrillator and the Town Clerk asked that Councillors put forward possible locations. Committee agreed that the Town Clerk be delegated responsibility to progress installation of the fourth defibrillator at the most suitable location from those put forward.

Resolved That the Committee Clerk be delegated to progress installation of a defibrillator from the most suitable location put forward.

Britain in Bloom

The Assistant Town Clerk advised committee that the working party met recently and looked at everything from the judging process and marking scheme to the route and new projects. Focus over the next few weeks will be the bedding scheme and identifying a route for judging. Engaging with as many community groups, schools, businesses and residents as possible, is also a key step in the project. A presentation has been put together to show the aims of “Sutton Coldfield in Bloom” and what the Town Council hopes to achieve and is available on request. A further update will be provided at the next Amenities meeting in October.

Resolved to note the update.

16 **Town Council Disability Strategy**

The Chairman asked Cllr Cairns to present the strategy.

Cllr Cairns advised committee that the aim of the disability strategy plan is to raise awareness and to influence support towards alleviating some of the issues that local people with a physical or mental disability have in their everyday life. The strategy is composed of six work streams which have been validated and researched via local community groups and questionnaires from people who live and work in Sutton Coldfield. The user group who produced the strategy are known as

Sutton Coldfield Disability Action Group and will be establishing themselves as a Charitable Incorporated Organisation (CIO) to raise additional funding.

Cllr Hodivala thanked all of those who contributed to producing the draft disability strategy. The Chairman clarified that page 13 of the document should reference Youth Engagement rather than Youth Council and if the toolkits could be made available. It was also agreed that reference to Langley School as well as Wilson Stuart School be added to the strategy.

Resolved that subject to the above amendments and the updated, revised strategy being issued to Councillors, that the Town Council Disability Strategy is recommended to Full Council for approval.

17 Town Council Community Planning Pilot

Committee was asked to consider and approve that Falcon Lodge is designated as the pilot area for community planning and that Compass Support be commissioned to work with the local community in Falcon Lodge to produce a community plan with a budget of up to £9,500.

The Chairman had received nominations (Cllrs Bennett, Ives & Hewett) for Councillors to act as thematic leads for work undertaken in Falcon Lodge as part of the development of the Plan.

Cllr Bennett advised that she was unable to take up the role as a thematic lead due to her work commitments.

Following a vote at Committee, it was agreed that Committee would recommend to Full Council that Cllr Okello is the Town Council Community Planning Lead/Champion.

Resolved that Falcon Lodge is designated the pilot area for community planning and Compass Support be commissioned to work with the local community to produce a community plan for Falcon Lodge.

Resolved that a budget of £9,500 be allocated from the community planning budget.

Resolved that Cllr Hodivala will be the thematic lead for health & wellbeing, Cllr Hewett the lead on the environment, Cllr Ives to lead on youth and inclusion and Cllr Mosson to lead on arts and culture.

Resolved that Committee recommends to Full Council that Cllr Rachel Okello is the Town Council's Community Planning Lead/ Champion.

Resolved that the Town Clerk is delegated to agree the terms of the agreement with Compass Support for the funding to produce the Community Plan.

18 Play Area Improvements

The Assistant Town Clerk updated committee on the design proposals for improvement works to play areas at Calder Drive playing fields, Princess Alice public space and Withy Hill recreation ground. A consultation with local residents will be carried out via the BCC "Be Heard" website from mid - September.

Calder Drive

Proposed that two new pieces of equipment are installed, a laddy swinger (with safety surfacing) and a 2-bay swing with new synthetic carpet safety surfacing. Fencing will also be removed, painted and relocated to accommodate the equipment.

Princess Alice Open Space

To enhance the park for younger children a new toddler multi play unit with synthetic grass surfacing is proposed. Existing fencing to be painted to give the site a refreshed appearance.

Withy Hill Recreation Ground

Equipment such as a zip wire to complement existing provision and a 'meeting point' to address young people's needs was suggested by Landscape Practice Group (LPG).

There was a discussion held around the location of the 'meeting point'. Committee would like LPG to ensure that residents are fully consulted with the proposed ideas. Cllr Ives asked that the Town Council is mentioned (via a logo or wording) and represented on any consultation documentation to ensure that residents are aware the Town Council is funding the improvements. The Assistant Town Clerk to clarify with LPG the finer details proposed at Withy Hill prior to consultation being issued.

Next Steps

Councillors agreed that building on the recent work on play area improvements that LPG be asked to draw up a second phase of proposals, for the remainder of the open spaces budget, either to further enhance the current proposals or to improve other play area across the town. In particular, Committee would like to see more of the natural / environmentally friendly schemes such as the one at Withy Hill design and to report back to a future Committee meeting.

Cllr Hodivala expressed her thanks to the Assistant Town Clerk, Bob Churn and Cigdem Jain, Landscape Practice Group, BCC for their swift turn around in producing the design proposals.

Resolved that Landscape Practice Group proceed with consulting with local residents on the proposals and pending the outcome of the consultation, proceed with the proposed improvements at Calder Drive and Princess Alice play areas. Consultations for Withy Hill to proceed subject to LPG confirming the location of the proposed meeting point.

19 2016/17 Mayors Challenge –Proposal for a Trim Trail

The Assistant Town Clerk presented two design options for the trim trail, either a metal or wooden design, drawn up by BCC, Landscape Practice Group (LPG) for New Hall Valley Park. The LPG noted that the equipment already in the park is made of metal and this material would be more robust, longer wearing and less liable to vandalism.

The location indicated on the map was agreed as the preferred location for a number of reasons including the visibility of the equipment, the cost effectiveness in so far as there is already a path available and there wouldn't be an additional cost for inspection. There would also be a natural route from one playground to another for children to follow.

Committee noted that the wooden option complemented the nearby New Hall Valley and although they recorded the issues with wooden equipment, felt that as it was in the open and visible by nearby residents, that it would be the preferred option.

Committee was advised that a commuted sum would be included for general maintenance of the equipment over a 15 year period. The equipment will be insured under Birmingham City Council, however the replacement of vandalised equipment would need to be taken on a case by case basis as to whether the insurance would cover the full cost of replacement and whether a replacement is the right course of action.

Cllr Hodivala asked that the trim trail is spread out along the path to encourage walking and movement and reinforced that the Mayor's Challenge and Town Council will be acknowledged as the funder on signage. It was also suggested that the trail could be extended further in the future if funding were approved.

Committee agreed by majority that wooden equipment is the preferred option.

Resolved to recommend to Full Council that a wooden trim trail will be purchased and installed by Birmingham City Council, Landscape Practice Group, at the agreed location in New Hall Valley, at a cost of £16,235 to be met from the previously approved Mayor's Challenge 2016 budget. Any additional costs that may be incurred in the installation to be met from the play equipment and open spaces budget.

Resolved to recommend to Full Council that the Town Councils financial regulations requirements to obtain three quotes, is waived due to the partnership approach with Birmingham City Council on their land.

20 Festive Lights 2017

The Town Clerk advised Committee that the proposed scheme is new for local centres in Sutton Coldfield (excluding the Town Centre, which is funded by the Business Improvement District), with previous years displays having been delivered using Birmingham City Council stock lights which resulted in a piecemeal scheme across the town.

The proposed new scheme allows for new lights for the local centres and consists of a green, gold and white colour palette that would enable a more co-ordinated scheme to be delivered. Real Christmas trees to be installed in Falcon Lodge, Mere Green and Walmley.

The budget for this scheme is £68,780 however the Clerk advised Committee that the cost for year one is higher in order to purchase the new motifs. The life time of festive light motifs is approximately four years, therefore the Clerk suggested that the Council earmarks funds in future budgets to refresh the scheme in four to five years' time.

Cllr Hewett asked that other areas such as Reddicap be considered for next year's scheme.

Resolved to recommend that Full Council approve the new lighting scheme for local centres, additional infrastructure investment and gateway scrolls at a cost of £68,780.

Resolved to recommend to Full Council to waive the procurement process for 3 quotes as set out in the financial regulations due to the partnership approach with Birmingham City Council on their property.

Before moving onto agenda items 20 & 21, the Town Clerk advised Committee that deferring Community Grant applications until further notice was not passed as a resolution and therefore Committee could consider the applications received between 11th July – 12th September under the current policy.

Cllr Cairns and Long left the meeting at 8.21pm.

21 Community Grants Review

The Clerk advised Committee that officers had written to all organisations who had received a community grant asking them to complete a feedback questionnaire and to produce invoices/ receipts and evidence of their projects. Erdington Gymnastics Club received their grant in August and were not asked to produce documentation at this time.

The Town Clerk advised of a correction re the Friends of Hill Hook Nature Reserve project. This project is ongoing until January 2018 and will include nature education activities. The grant will also be used as part funding towards a new sloping boardwalk.

- Eight organisations have completed their projects and provided satisfactory evidence both of the success of the project and the expenditure incurred.
- Eight organisations advised their project is on-going and provided interim reports and evidence of expenditure incurred so far.
- Six groups asked for more time to complete the evaluation forms for various reasons, including bereavement, new staff/ volunteer leads and summer holidays.
- Two organisations failed to make contact with the Town Council, therefore follow up calls will be made and the outcome reported at the next meeting.

The evidence provided demonstrates that the grant funding was spent as intended.

All comments received via the evaluation form were positive, with organisations stating that the application form was user friendly.

The clerk reported that internal audit had reviewed the community grant process and procedures and were satisfied that they were in order.

The Clerk advised against simplifying the grant application form as the information requested from applicants was necessary to demonstrate good governance when allocating grants from public funds.

The Clerk also advised that applicants could seek advice from the Town Council when completing the grant paperwork and that this could provide a learning opportunity for smaller organisations and encourage them to apply for grants from other bodies.

It was noted that the majority of organisations failed to acknowledge the Town Councils contribution to funding their projects.

Cllr Passey asked that going forward we reinforce that organisations credit the Town Councils contribution. Cllr Hewett suggested a press release/ summary highlighting all the projects the Council has contributed to within Sutton Coldfield.

Resolved that Committee note the feedback on allocations to date and that no amendments are required to the Community Grant Policy and Procedure which can be reviewed again in the new financial year.

Cllr Hodivala proposed, that in accordance with Standing Orders the meeting be extended up to a period of one hour from 8.45pm.

Resolved that the meeting be extended for further hour.

The committee noted that Council had been allocated £100,000 in the current financial year for local groups who want to make Royal Sutton Coldfield an even better place to live and work. £25,000 had been approved for allocation in each of the four Sutton Coldfield wards.

The committee received details of four applications and assessed these against the Councils' aims and objectives of:

- Supporting the health and wellbeing of the local community
- Creating a socially inclusive and caring community
- Protecting and improving the environment of the Town
- Supporting and contributing to the economic, culture and leisure life of the Town
- Preserving and promoting the unique identity and heritage of Royal Sutton Coldfield

The committee agreed that the following recommendations should be made to Full Council:

Organisation	Status	Project Summary	Amount Requested	Recommendation
Arthur Terry School	Secondary School	Arthur Terry School are seeking funding for Four Oaks Community Fair to be held on Saturday 30 September between 10am – 1pm. The fair is a show case of activities and organisations within Four Oaks ward, that children, young people and families can join to support health & well-being. This is particularly beneficial to new residents of the ward who have expressed difficulty in finding out what activities and organisations are available to them. Organisations that will be in attendance include local choirs, football clubs, gymnastics clubs and Brownies. Funding will be used to provide publicity i.e. posters/flyers, table hire and marshals to ensure safe access and parking. This is the sixth time that Arthur Terry have run a community fair with over 1200 people attending last year.	Four Oaks Ward £500 Total = £500	Committee recommends to approve this application on the basis of supporting and contributing to the economic, culture and leisure life of the Town. The Town Council will be in attendance at this event.

Organisation	Status	Project Summary	Amount Requested	Recommendation
Food4U Sutton Coldfield – Sutton Coldfield United	Registered Charity	Sutton Coldfield United Reformed Church are seeking funding to provide emergency and short term support to individuals and families in the Sutton Coldfield area who are in need of support due to issues relating to health, employment, family breakdown and homelessness.	Four Oaks Ward £400 New Hall Ward £400 Trinity Ward	Committee recommends to approve this application on the basis of supporting the health & wellbeing of the community. Committee would like

Reformed Church	They will offer bags of food, warm meals, toiletries and clothing. Food4U support people who have been referred by local Police, NHS, Homestart and job centres. The church aims to provide immediate support for a period of approx. 3 months to people who find themselves in difficult situations. Food4U opens two days a week, Tuesday & Friday. A meal and drink is available free of charge for all clients. They are also able to provide emergency assistance at other times during the week upon request.	£400 Vesey Ward £400 Total = £1600	to support this Foodbank as it is easily accessible to residents.
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Organisation	Status	Project Summary	Amount Requested	Recommendation
Sutton Coldfield Community Sports Physical Activity Network (CSPAN)	Voluntary Organisation	CSPAN is seeking funding to recognise and celebrate sporting achievements of individuals, teams, club volunteers and coaches over the past 12 months. Regardless of age, gender or physical disability, the sports awards give everyone the opportunity to receive credit for their achievements and recognition of their contribution to sport in Sutton Coldfield. Those short listed for an award are invited to the awards ceremony, a black tie three course dinner at the Ramada hotel. CSPAN is seeking the community grant to fund a complimentary ticket to the ceremony for the nominees of those short listed for an award.	Four Oaks Ward £200 New Hall Ward £200 Trinity Ward £200 Vesey Ward £200 Total = £800	Committee recommends to reject this application. The application does not meet the criteria, aims or objections of the Community Grant scheme.

Organisation	Status	Project Summary	Amount Requested	Recommendation
The Sutton Coldfield Primary Headteachers Consortium Coppice School is the current fund holder for the Consortium.	All Primary Schools In Sutton Coldfield	To provide an opportunity for all Sutton Coldfield Primary pupils to take part in an enrichment programme of creative opportunities limited to the arts. The project is aimed at pupils in all Sutton primary schools to enable young people to access workshops from a range of drama, music and dance options including:- a Shakespeare workshop, A CBSO workshop, a Royal Ballet workshop, African drumming, sitar, djembe, steel drum, Bhangra music/dance, Tanpura, Tabla plus others. There are 26 primary schools in Sutton serving 9000 children. The funding would enable each school to access four workshops at an average cost of £275.00 per workshop. Workshops such as these help to develop class teams, self-esteem, cultural awareness and a depth of understanding of other cultures. With an ever-growing diverse community, it is important that children know they belong, to celebrate and embrace diversity and to treat everyone with respect; these opportunities would support this aim.	Four Oaks Ward £7,150 New Hall Ward £7,150 Trinity Ward £7,150 Vesey Ward £7,150 Total = £28,600	Committee to recommend approval of the application to Full Council. This is a diverse, cultural enrichment programme that all children of Sutton Coldfield would benefit from. The application meets the following needs: -Supporting and contributing to the economic, culture and leisure life of the Town. -Creating a socially inclusive and caring community. -Supporting the health and wellbeing of the local community.

Councillors Passey and Hewett expressed concern that schools already provide enrichment activities. Councillor Bennett expressed reservations about fee paying, private schools benefitting equally from the school consortium community grant.

Following a vote it was agreed that that Committee should recommend to Full Council approval of the Cultural Enrichment grant.

In relation to the grant applications received from Arthur Terry School and the Sutton Coldfield United Reformed Church, Committee Recommends that Council should **RESOLVE**, in accordance with its powers under sections 137 and 139 of the LGA 1972, to incur the expenditure as set out above. In the opinion of the Council, this expenditure is in the interests of the area or its inhabitants and will benefit them in a manner that is commensurate with the expenditure.

An additional Amenities, Leisure & Community Service Committee meeting has been scheduled for Thursday 12th October, 7pm, Town Hall.

Meeting Closed 9.06pm

Signed as a correct record

Signed.....

Date.....

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