

**Outer South Community Centres Sub Committee:
Work Programme**

SOKW
Appendix 1(b)

Chair: Cllr Bob Gettings							
Members: Cllr Judith Elliott(Morley South), Cllr Lisa Mulherin (Ardsley & Robin hood), Cllr David Nagle(Rothwell), Sarn Warbis (Citizens and Communities), Jonathan Sharp (Citizens and Communities), Carl Sawyer (Facilities Management), Sharon Smith(Facilities Management), Malcolm Fisher (Corporate Property Management), Moira Burke(Area Support Team), Aretha Hanson(Area Support Team)							
Strategic Target	Facilities	Action/Issues	Comments	Progress discussed at the last meeting	Action Owner	Contributing Officers	Due Date
To ensure the community centres portfolio is operating effectively		Dighlington Hall	pulling together the assets across the area take bookings for the meeting room - under which portfolio	Drighlington Meeting Hall comes under Citizens and Communities	Sharon Smith		
		Library		Library is ran by the Community			
Maintenance and management issues	Blackburn Hall	Ladies toilets	could do with being updated, the original lino is still in evidence noted that the gentlemens toilets have been updated	Toilets have been checked the lino is dated but is not damaged or worn. The mens' toilets where updated about 18mnths ago but there was not enough budget to do the ladies. Cllr Mulherin asked for a quote to see how much it would cost to replace the lino			5th February 2014
		Chairs need to be replaced	due to a visitor falling of a chair all of the eight year old padded chairs have been removed Remaining seating is old hard plastic chairs Events taking place on 6/7 December suitable chairs need to be in place	150 plastic chairs still in situ. Price being sought for additional 150 stacking chairs. Minimum cost identified £3,000 chairs have been ordered and will be delivered next Tuesday - SW/JS to keep SS informed	Sarn Warbis		
	Churwell Community Centre (Stanhope Hall)	Update on lease	Lease still being progressed by legal team. No update	lease is being progressed - ongoing Churwell Community Association have had draft lease for a year. They cancelled meeting scheduled on 3rd October days before the meeting. City Development Surveyors to chase up	Sarn Warbis		5th February 2014
	East Ardsley CC	East Ardsley Community Association have signed and returned the Heads of Terms so the lease is now being drafted by Legal.		Lease still being progressed by legal team - ongoing	Sarn Warbis		5th February 2014
	Morley Town Hall (Morelian, Alexandra Hall, Small Banqueting and Large Banqueting)	Ongoing work to resolve hearing and heating issues was explained. The Council Chamber would receive a 'loop' facility. Meanwhile, it was suggested that the Alexandra Hall should also be fitted out.	Pauline has organised for the loop system within the building (Alexandra Hall, Council Chamber and Large Banqueting Hall) to be checked and a quote to be provided for it to be repaired.	Sharon Smith has asked for a quote to rectify the problem with the loop system in the Council Chamber Cllr Gettings to be kept informed of the outcome	Sharon Smith		5th February 2014

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		Cllr Elliott raised an issue regarding the litter that is dropped around the building and at the side steps	Environmental services and MTH caretaker	Find out cleaning scheduled for MTH and liaise with Caretaker to ensure this is progressed Carl Sawyer to reiterate with his staff that they need to clean around the perimeter of the Town Hall	Carl Sawyer / Environments		
		Large Banqueting Room: o Look into requesting some painting from Leeds Arts Gallery's storage for display o Costing for Edwardian light fitting over the piano	Stephanie Mortimer to progress with the issues identified. Carl Sawyer to provide costing for the light fitting	It was suggested to hire paintings through the Art Gallery - there maybe a small cost Gerry Battye - Building Superintendent to come back with costings	Carl Sawyer Carl Sawyer		5th February 2014
		Alexandra Hall: o Smashed window needs repair o Covering on arched windows peeling off, permanent blinds required o Dedicated bar room/area needed o Collapsible staging	Stephanie Mortimer to progress with the issues identified. Carl Sawyer to provide costing for the collapsible staging	no progress in terms of repairing smashed windows - proposed that it be done by christmas CS to obtain a list from the Building Superintendent regarding any <u>outstanding work issues</u> ongoing	Carl Sawyer Carl Sawyer		5th February 2014 5th February 2014
		o Balcony Chairs to be replaced	chairs and fittings have been removed due to being unsafe and damaged	to identify costs and look at possibility for local businesses / heritage funds to try and raise money for the replacements.	Sarn Warbis		
		Wells: Provide lighting in the Wells to illuminate the stained glass windows	Costing has been quoted at £600.00. Actual cost circa £10,000. Cllr Gettings pursuing Heritage Lottery funding	Costings significantly higher as 1st anticipated reason being that the scope of the work has changed by the numbers of windows going from a couple to 17 and there is the cost of the scaffolding which is £5,000	Les Reed/Malcolm Fisher		5th February 2014
		Morley Literature Festival 2013 issues raised	Incorrect invoice being issued Incompatability of events going on in the building at the same time Rooms not set up to specification Town Hall attendants not being available when required	Carl gave the group a quick update regarding the complaints Les Reed to send an email regarding the issues raised	Les Reed/ Carl Sawyer		
	Lewisham Park	No issues at present					
	Rose Lund Centre	No issues raised since transfer to Children's Services					
	Tingley Youth & Community Centre	key holding parking Issues pensioners lunch	to look at additional parking when needed - find costs to re marking the tarmac and come back to the group with a cost	Cllrs were given keys and codes this is working well Parking issues not been rectified - Sharon Smith to speak with Noreen Metcalfe regarding parking issues to see if they can come up with a suitable solution regarding parking for when the luncheons are taking place	Sharon Smith		5th February 2014

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		Accessing a wireless network in a safe and affordable manner - IT Access - to fit new venues will be charged £500 per node, then another £500 to upgrade in March 2014. At the moment comps can run of the current Leeds Learning Connection, also maybe to use a Wifi dongle at the cost of £59.99 each	A dongle to be used as an interim solution (estimate £180) Ellie Rogers & Richard Jones led discussions on who pays for this installation (£500) Peter Harding updates that community group opted to use wifi dongle as this could cope with their usage needs. If data needs increase this will be revisited. cupboard found to lock away computers	MF to see if we are on target for the upgrade in March 2014 Tingley CC to be put to the top of the list when the new wireless access comes in to place in March 2014	Malcom Fisher / Peter Harding (IT)		5th February 2014
		Room booking and storage	Lettings to investigate location of key for tables and chairs cupboard so this can be accessed by centre users • Lettings to investigate location of key for tables and chairs cupboard so this can be accessed by centre users. • ASC use building 8am -4pm but it is available after this, the gym space downstairs is available throughout the day if accessed via the outside door.	Breakdown in communications when venues are been booked. CS/SS to raise with staff to see what is happening. Talks are taking place to set up new systems to be able to book venues on line. Issue around storage meeting to be arranged with Service Users/officers and Elected Members to discuss the issues SS to organise	Sharon Smith		5th February 2014
	West Ardsley Community Centre	• Although Kaleidoscope were awarded rental support for West Ardsley CC in 2011-12, this is reviewed annually. It is unlikely that rental support will continue for 2012-13 due to the organisation being in a healthier financial position. • 90% rental support awarded for 2012-13	Various attempts to contact group has been unsuccessful. Agreed by Neil Evans on the 14th March to revert back former agreement	update the group at the next meeting 2014-15 £3k rent 2015-16 £6k rent 2016-17 £8,900 rent 2017-18 and beyond £10k rent Group will not be receiving further rental support	Sam Warbis		
	Windmill Youth Club	Disabled access within the building and disabled toilets are inadequate - If a wheelchair user gets out of their wheelchair, uses the stair lift up the few stairs, their wheel chair is still at the bottom of the lift.	Corporate Property Management has been instructed to carry out an updated DDA survey to improve access to the area leading to and within the disabled toilet facilities at Windmill Youth Club and to advise how access can be improved and to provide costs for carrying out this work. CPM's records indicates a survey was carried out in October 2010 and no proposals for how to improve access to the disabled toilet area have been put forward by CPM. Once all the DDA surveys have been completed CPM will draw up a prioritised list of projects where work is to be carried out. Every effort will be made make this a priority taking into account existing work programmes. Date for DDA survey not conformed yet.	ongoing - this is part of the CC review would be extremely expensive to repair / replace /fit anything extra - no funding available at this time it is massively underused need to understand the ownership of the building need to find new usage of the bulding	Malcolm Fisher		6th November 2013

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		Ascertain ownership of washer-Dryer Machine	To have the washer/dryer removed and placed in storage. If no one comes forward to claim it. It should be recycled. St Jude's, SLATE or St Vincent can be explored.	washer / dryer to be moved on the 28th October and to be stored at crossgates knowsthorpe Les Reed to email Cllr Bruce with a response to the email sent regarding this matter Carl Sawyer to look in to the issue of number of members who were sleeping "rough" and required the use of the machine note on machine not to get rid off still in holding	Carl Sawyer		6th November 2013
Rationalisation of community facilities portfolio	Gildersome Youth Club		no issues				
	St Gabriel's Community Centre	CPM to investigate and report on current position regarding repairs at this centre.	Repairs included in the maintenance programme	no planned services at the moment MF handed a copy of the repairs to Cllr Mulherin for information	Malcolm Fisher		
		Broken/cracked windows delaying the painting of the window frames	Les Reed raised a call with CPM	Job to be completed this week	Malcolm Fisher		5th February 2014
Pricing and Lettings Policy for South Leeds	All	Implementation of a revised Pricing & Lettings Policy for South Leeds, this has not progressed due to the city wide review taking prominence. The three sub groups mentioned have been working on various aspects of the review.	City Wide Review still under way, meeting scheduled for 19th November 2012. Sub groups set up to oversee a number of strands:	discussion at scrutiny - waiting on outcome of review	Sarn Warbis		
			1st Group: Rationalisation of existing centres and looking at the 16 sites	discussion at scrutiny - waiting on outcome of review	Sarn Warbis		
			2nd Group: Partnership and new opportunities - a visit to Huddersfield to look at remote control access to door entry and CATs	discussion at scrutiny - waiting on outcome of review	Sarn Warbis		
			3rd Group: Value for Money - led by Steve Hulme- use /longevity of community centres	discussion at scrutiny - waiting on outcome of review	Sarn Warbis		
Promote the facilities we have on offer to local people, businesses and organisations		Develop marketing and promotional strategy for Outer South Leeds Community Centres		Development is on going - to be looked in to as part of the review - to set up links on google and google maps to connect to Community Centres - to look at setting up blogs	Sarn Warbis		