

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

| 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 since the 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 (SS) | | completed |
| | | Library | Now under Citizens and Communities and is ran by the friends off Drighlington | Library is ran by Friends of Drighlington Report to go to Area Committee in March 2014 | | | |
| Maintenance and management issues | Blackburn Hall | Ladies toilets (new flooring) | could do with being updated, the original lino is still in evidence noted that the gentlemens toilets have been updated - Members requested an estimate for new flooring at the last Sub Committee meeting - take out partitions and wcs etc 1 x plumber half day. 1 x joiner hald day £300 - Vinyl approx, cost £4 5m2 say 12m2 max toilets £540 plus covering £150 replace items £300 It was suggested that maybe MICE money could be used to replace the lino in the ladies toilets | 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 MICE Money to be checked to see how if any is available no Area Panel Money available this year - to look at in the new financial yr 14/15 | Malcolm Fisher (MF) | | 7th May 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 chairs now delivered | Sarn Warbis (SW) | | completed Nov 2013 |
| | | New tables required | new tables are required | Sarn to look in to and update tables are being looked in to | Sarn Warbis (SW) | | 7th May 2014 |

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| | | Leaking Roof and Plastering Issue raised via email dated 6 January 2014 | roof leaked and damaged the plasterwork above the ramp, the guttering was repaired. Then the plasterwork was repaired. When it was identified the plasterwork was not drying out further work was carried out. The plasterwork has now dried out and is ready for decorating - Les Reed has informed Cllr Golton CPM to carry out the decorating as soon as | Caretaker to notify SS when the decorating has been carried out. SS to update at the next meeting MF visited the site to look at the site, the high level of damage has been repaired and will be decorated shortly, there is water damage to the plasterwork at lower level around the handrail. George Hartley confirmed that an order has been raised for the wall to be decorated and he will chase up and then liaise with caretaker as to when access can be obtained to carry out the work | CPM | | 7th May 2014 |
| | 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 Meeting set to take place on the 24th February with Cllr Gettings and City Development to discuss. SW to update at the May meeting | Sarn Warbis (SW) | | 7th May 2014 |
| | | repairs to toilets area | Difficulties users have had in repairs being undertaken when reported | CPM have received a quote for replacement of the floor covering. Order placed. | Sharon Smith (SS) and Malcolm Fisher (MF) | | completed |
| | | skylight in Ladies Toilet | | Maintenance Officer is inspecting the skylight and will report back to DPM skylight now fixed and resecured | | | completed |
| | | heatloss and flooring in Gents Toilets | | has this been done as well | | | 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 Lease now signed and completed | Sarn Warbis (SW) | | completed |
| | 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 SS having a meeting on site to look to see if a loop system can be placed in all | Sharon Smith (SS) | | 7th May 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 Cllr Elliott raised this again at the Rothwell ward based briefing asking if it could be looked in to again as it seems to be getting worse again | 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 CS to speak again to the caretaker regarding clearing around the Town Hall of cigarette ends | Carl Sawyer (CS) / Environments | | Completed and brought back update for the 7th May |
| | | 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 o Hoists/equipment required to move piano o Cracked window needs repair and cleaning | Stephanie Mortimer to progress with the issues identified. | It was suggested to hire paintings through the Art Gallery - there maybe a small cost - this was looked in to, suggested that it would not be feasible due to security /transport of the paintings SS to speak to Gallery regarding hiring of pictures for the Town Hall | Carl Sawyer (CS) | | 7th May 2014 |
| | | | Carl Sawyer to provide costing for the light fitting | Gerry Battye - Building Superintendent to come back with costings Cllr Gettings suggested that maybe looking in to heritage funding to fund this. Waiting on the outcome regarding this | Carl Sawyer (CS) | | 7th May 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. | 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 outstanding work issues | Carl Sawyer (CS) | | 7th May 2014 |
| | | | Carl Sawyer to provide costing for the collapsible staging | ongoing SICO is the company who provide the portable stage at the Civic Hall Link: http://www.sico-europe.com/mobile_folding_stages.php | Carl Sawyer (CS) | | 7th May 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. Costings to be taken to the next meeting | Sarn Warbis (SW) | | 7th May 2014 |

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| | | 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 need to see where we are regarding the use of the Heritage Fund | Les Reed (LR) /Malcolm Fisher (MF) | | 7th May 2014 |
| | | Replacement of Lights on the stage email from Steve Holt | enquiry in to whether CPM would replace the lighting on the stage at Morley Town Hall - email from A McCulloch CPM will not fund the cost of replacing stage lighting lamps, housing lighting yes. Cllr Gettings has suggested that when people hire the hall and using the stage and microphone there should be a charge to assist with replacement | Needs further conversation Carl to discuss with Les Reed Meeting has taken place regarding the Light Bulbs. Bulbs are replaced in batches, do not replace one at time. Standard Policy set regarding changing of Lightbulbs/ SS to re evaluate what the policy is | Sharon Smith (SS) | | 7th May 2014 |
| | Lewisham Park | No issues at present | | | | | |
| | Tingley Youth and Community Centre | Parking issues | to look at additional parking when needed - find costs to re marking the tarmac and come back to the group with a cost | 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 due to the pensioners luncheons now moving there should not be a problem with parking Pensioner luncheons moved to Westerton Lane and they have settled in nicely | | | completed |
| | | Pensioners lunch | Parking was an issue when there was the pensioners luncheon taking place | Pensioners Luncheons now moved to Westerton Community Centre | | | completed |
| | | 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 on target for 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 (MF) / Peter Harding (PH) in IT | | 7th May 2014 |

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| | | Room booking | <p>Lettings to investigate location of key for tables and chairs cupboard so this can be accessed by centre users</p> <ul style="list-style-type: none"> 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. | <p>Breakdown in communications when venues are 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.</p> <p>meeting to be arranged with Service Users/officers and Elected Members to discuss the issues SS to organise</p> | Sharon Smith (SS) | | completed |
| | | Storage Issues | <p>Lettings to investigate location of key for tables and chairs cupboard so this can be accessed by centre users</p> | <p>Issues around storage and the access to the tables and chairs no other form of storage available - SS looking to see if there is any other suitable storage available within the building. Cupboard to the back of the building unsure who it belongs to as no key available. Ongoing SS still looking in to SS mentioned that there is no other storage available in the centre SS to look in to getting tables on wheels that can be stored at the back on the hall</p> | | | 7th May 2014 |
| | West Ardsley Community Centre | <ul style="list-style-type: none"> 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 | <p>Various attempts to contact group has been unsuccessful. Agreed by Neil Evans on the 14th March to revert back former agreement</p> | <p>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 SW to chase up and come back with an update lease now being signed up to</p> | Sarn Warbis (SW) | | completed |

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| | 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 (MF) | | completed |
| | | 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 Reinstalled on the 24th January between 11am - 1pm Washer/dryer back in place | Carl Sawyer (CS) | | completed |
| 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 (MF) | | completed |
| | | Broken/cracked windows delaying the painting of the window frames | Les Reed raised a call with CPM | Job to be completed this week SS to check with Caretaker to see if work is completed | Malcolm Fisher (MF) | | 7th May 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 (SW) | | review on hold |
| | | | 1st Group: Rationalisation of existing centres and looking at the 16 sites | discussion at scrutiny - waiting on outcome of review | Sarn Warbis (SW) | | review on hold |
| | | | 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 (SW) | | review on hold |
| | | | 3rd Group: Value for Money - led by Steve Hulme-use /longevity of community centres | discussion at scrutiny - waiting on outcome of review | Sarn Warbis (SW) | | review on hold |

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| <p>Promote the facilities we have on offer to local people, businesses and organisations</p> | | <p>Develop marketing and promotional strategy for Outer South Leeds Community Centres</p> | | <p>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 St Gregorys Centre has been used as a pilot and has been set up on google</p> | <p>Sarn Warbis (SW)</p> | | |