

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), Trudie Canavan (Strategy and Commissioning), Jonathan Sharp (Strategy and Commissioning), Carl Sawyer (Facilities Management), Pauline O'Connell(Facilities Management), Malcolm Fisher (Corporate Property Management), Light Addaquay(Area Support Team), Aretha Hanson(Area Support Team)						
Strategic Target	Facilities	Action/Issues	Comment/Progress to date	Action Owner	Contributing Officers	Due Date
To ensure the community centres portfolio is operating effectively	All	Review the usage pattern of community facilities in outer South Leeds.	As and when there is a particular issue at the facility.	All	All	
Maintenance and management issues	Blackburn Hall	Painting of the ladies toilet	Malcolm received confirmation from the decorators that the painting of the ladies toilets at Blackburn Hall has been completed			
		Piano	Consider transferring piano to Morelian Room at Morley Town Hall if no longer being used.	Sharon Smith	Facilities Management Team	15/03/13
	Churwell Community Centre (Stanhope Hall)	Update on lease	Lease still being progressed by legal team.	Trudie Canavan	Jonathan Sharp	27/03/13
	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	Trudie Canavan	Jonathan Sharp	27/03/13
	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	Carl Sawyer	18/03/13

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		Small Banqueting Room: o Display cabinet needs cleaning and repair – broken glass. Equipment needed to lift cabinet and repair flooring under the cabinet space o Crack in flooring and threshold at entrance door also the loose carpeting taped down across doorway is lifting.	Stephanie Mortimer to progress with the issues identified.	Sharon Smith	Carl Sawyer	18/03/13
		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.	Sharon Smith	Carl Sawyer	18/03/13
			Carl Sawyer to provide costing for the light fitting	Sharon Smith	Carl Sawyer	18/03/13
		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	Sharon Smith to progress with the issues identified.	Sharon Smith	Carl Sawyer	18/03/13
			Carl Sawyer to provide costing for the collapsible staging	Sharon Smith	Carl Sawyer	18/03/13
		Morleian: o New piano required	Look into transferring piano from Blackburn hall if not in use	Sharon Smith	Carl Sawyer	18/03/13

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		Wells: Provide lighting in the Wells to illuminate the stained glass windows	Costing has been quoted at £600.00. Explore repairing the lighting and if not repair issue, explore funding to install	Malcolm Fisher	AST/Ward Councillors	27/03/13
	Lewisham Park	No issues at present				
	Rose Lund Centre	Transfer to Children Services	Report to go to Neil Evans on 5th of March re transfer from E&N to Children Services	Trudie Canavan		
	Tingley Youth & Community Centre	Explore parking strip for pensioners	Sharon to explore with Lorriane Metcalf and report back	Sharon Smith		15/03/13
		Explore the painting of the main hall	Sharon to look into it and cost up	Sharon Smith		15/03/13
	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 	Various attempts to contact group has been unsuccessful. Agreed by Neil Evans on the 14th March to revert back former agreement.	Trudie Canavan		05/03/13

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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.	Malcolm Fisher		31/03/13
		Explore installing disabled toilet at the garage	To be included in DDA Survey. Lift has been costed at £200,000	Malcolm Fisher		27/03/13
		Ascertain ownership of washer-Dryer Machine	Facilities Management to put a sign on machine with a deadline for end of November, if no one comes forward to claim it. It should be recycled. St Jude's, SLATE or St Vincent can be explored.	Pauline O'Connell	Sharon Smith	30/112012
Rationalisation of community facilities portfolio	Gildersome Youth Club	Usage information shared with committee. Clash with the Scouts and Slimming world.	Trudie to circulate electronic copy to members	Trudie Canavan	Jonathan Sharp	
	St Gabriel's Community Centre	CPM to investigate and report on current position regarding repairs at this centre.	Repairs included in the maintenance programme	Malcolm Fisher		

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Pricing and Lettings Policy for South Leeds	All	Implementation of a revised Pricing & Lettings Policy for South Leeds	City Wide Review still under way, meeting scheduled for 19th November 2012. Sub groups set up to oversee a number of strands:	Carl Sawyer		
			1st Group: Rationalisation of existing centres and looking at the 16 sites	Carl Sawyer		
			2nd Group: Partnership and new opportunities - a visit to Huddersfield to look at remote control access to door entry and CATs	Carl Sawyer		
			3rd Group: Value for Money - led by Steve Hulme- use /longevity of community centres	Carl Sawyer		
			Pricing element not progressed yet ideas put forward Director.	Trudie Canavan		
Promote the facilities we have on offer to local people, businesses and organisations		Develop marketing and promotional strategy for Outer South Leeds Community Centres	LCC website not up to date with information on all the centres. Work is on going to promote the centres better.			