

**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), 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	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	closed
		Dighlington Hall Library	pulling together the assets across the area take bookings for the meeting room - under which portfolia	SS to get clarification to check with TC regarding whose portfolio it comes under	Sharon Smithron Smith		6th November 2013
Maintenance and management issues	Blackburn Hall	Painting of the ladies toilet	Completed	completed	Carl Sawyer		closed
		Request to get a handrail for the steps leading to car park at the back as steps are very steep	Confirmation has been received from George Hartley (Reactive Maintenance Officer, CPM)that the hand rails are now fitted to the rear steps.	completed	Malcolm Fisher		closed
	Churwell Community Centre (Stanhope Hall)	Update on lease	Lease still being progressed by legal team. No update	lease is being progressed - ongoing	Trudie Canavan		6th November 2013
	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	Trudie Canavan		6th November 2013
		issue with boiler - not fit for building - household boiler used - fixed 3 times still not working correctly	when service being out said it was working well - repairs being kept done - working well	MF to check on the price of installing a new boiler - ongoing	Malcom Fisher		6th November 2013
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.	SS to check to see if the loop system in place ongoing	Sharon Smith		6th November 2013	

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		Clr Elliott raised an issue regarding the litter that is dropped around the building and at the side steps	who is responsible for the cleaning of the steps and the litter around the building	to take to environmental sub group - to find out the schedule for the cleaning in front of the building	AH		find date of next meeting
		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. Clr Elliott mentioned that she had sources the cabinets	to be checked to make sure all work is completed cabinets completed	Carl Sawyer		closed
		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.	CS to visit all and come back with an update	Carl Sawyer		6th November 2013
			Carl Sawyer to provide costing for the light fitting	ongoing - CS to come back to group with pricing	Carl Sawyer		6th November 2013
		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.	ongoing	Carl Sawyer		6th November 2013
			Carl Sawyer to provide costing for the collapsible staging	ongoing	Carl Sawyer		6th November 2013
		Wells: Provide lighting in the Wells to illuminate the stained glass windows	Costing has been quoted at £600.00 existing light to be repaired try and find the money to repair	on going	Malcolm Fisher		6th November 2013
	Lewisham Park	No issues at present					

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	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. Report didn't go to Neil as it hasn't been agreed with Children's Services yet. Also need to consult with Rothwell members	ongoing - TC to update and feed back to the group	Trudie Canavan		6th November 2013
		Transfer to children services and the concerns that have been raised by John O'Gaunts around the usage, pricing, promotion of the centre and it been inaccessible		ongoing			6th November 2013
	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	ongoing- to update the group at the next meeting	Sharon Smith		6th November 2013
	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	update the group at the next meeting	Trudie Canavan		6th November 2013

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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		6th November 2013
		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. Dryer machine purchased by the trustees very reluctant to take out	ongoing - requires an update on the following offer to take out and reinstall elsewhere if needed what are they using it for who uses it offer back to the trustees Need to find out what they use it for who uses it	Sharon Smith		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. Broken/cracked windows delaying the painting of the window frames	Repairs included in the maintenance programme Les Reed raised a call with CPM	no planned services at the moment no response back to CPM	Malcolm Fisher Malcolm Fisher		
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	Carl Sawyer		6th November 2013
			1st Group: Rationalisation of existing centres and looking at the 16 sites			Trudie Canavan	

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			2nd Group: Partnership and new opportunities - a visit to Huddersfield to look at remote control access to door entry and CATs	Henry Riggs now moved roles new person taking over is John Andrews	John Andrews		
			3rd Group: Value for Money - led by Steve Hulme- use /longevity of community centres	same as above	John Andrews		
Promote the facilities we have on offer to local people, businesses and organisations		Develop marketing and promotional strategy for Outer South Leeds Community Centres			All		