

MINUTES of the meeting of the ACTIVITY CENTRES MANAGEMENT BOARD held on the 4 March 2020 at District Headquarters.

Present: T Andrews (District Chair), A S Hague (Secretary), H Greenwood, R Parker, K Ryan, R Salisbury, C Stephenson, S Stephenson.

In Attendance: S Sweet.

Apologies: S Mather, M Sweet (DC),

In the absence of Steve Mather, Tony Andrews took the Chair.

1. Minutes of the Previous Meeting: The minutes of the meeting held on the 9 January 2020 were taken as read.	Action
<p>2. Matters Arising:</p> <p>a. Environment Weekend at SilverHelme, 1-3 May 2020 Firstly, Tony wished appreciation to be recorded for the excellent work carried out by Explorers at the previous Environment Weekend at Littledale.</p> <p>Steve Sweet outlined proposed arrangements for the upcoming version at SilverHelme. Feeding arrangements would follow the same pattern as previously. The Board agreed to again meet the cost of food for the 'workers'. Proposals for work to be undertaken included replacing boundary fencing and clearing foliage from the climbing 'wall'. Kieron indicated that he did have some tools & equipment to carry out the work but more would be welcome. Chris agreed to see what might be available at Littledale.</p> <p>b. Woodland Management Survey Tony reported that representative had met Stobart Forestry's Surveyor on site to progress the free woodland management survey that they had offered. For reasons outlined Stobart had ruled out Littledale as a viable option for them. As far as SilverHelme was concerned a problem had been identified with getting any cut timber off site as this would involve temporarily removing the boundary wall at the site entrance, which was not owned by the District. No formal report had been received - only verbal comments. There had been no indication at the visit on how the District might better manage the woodlands on our sites. Tony expressed disappointment with this result.</p> <p>The Surveyor would be returning to SilverHelme (at a later date) to look again at the ash trees - due to potential for disease.</p> <p>However, Kieron reported that a significant number (50+) of ash trees at SilverHelme had been identified as diseased. Kieron confirmed that there was no immediate danger posed to campers from the diseased trees.</p>	<p style="text-align: center;">CS</p> <p style="text-align: center;">TA</p>

<p>It was agreed that a programme of replanting should be carried out thereafter via the Woodland Trust.</p>	
<p>3. Correspondence: Nil.</p>	
<p>4. Treasurer's Report: The Treasurer's report was received. The CAF Bank account balance on 3rd March was £25,214.16. In addition, there was £25,000 deposited with the Skipton Building Society. This was immediately available. Total funds = £50,214.16. Expenditure on refurbishing the toilets at Littledale (to date) was £3,334.62. The estimate included in the Budget was £8,000. There would be further expenditure on Littledale's water filtration system. We have paid the deposit of £2,100. The estimate for the installation is £5,532. SilverHelme now has a Wi-Fi system in Mortimer Lodge. This was installed by Patrick Cherry and cost £322.80 for materials only. So far in 2020, our receipts are £8,115.00, purchases are £3,565.24.</p> <p>Tony agreed to speak to Darren Phillips to clarify the present situation with the temporary Wi-Fi that he had fixed at Littledale for the 'Skills n Chills' weekend. It was suggested that Patrick be approached to see if he would be prepared to complete an installation there.</p> <p>At Ray's suggestion Chris agreed to review any refurbishment requirements for the phone boxes at both sites. Ray had details of a company who could provide parts. Chris also agreed to look into the provision of a land line facility into the Wardens' accommodation at Littledale.</p> <p>Chris had also previously agreed to investigate options to provide key access to the toilets for when the Warden was not in attendance and, also, at options for providing lighting in similar circumstances, by sensors or otherwise.</p>	<p>TA KR CS CS</p>
<p>5. Health & Safety: No accidents, incidents or near misses had been reported since the previous meeting. Work was ongoing to establish a system for recording near misses.</p> <p>Tony expressed concern that actions/remedial work that had been identified in reports in years gone by showed no evidence of having been carried out, citing an asbestos survey report as an example. Kieron reported that he was aware that some work had subsequently been carried out to remove some asbestos from the SilverHelme site. As discussed at the previous meeting there was agreement that the recommended course of action to leave such material undisturbed wherever possible was the way forward, whilst ensuring the Wardens were aware of its presence.</p> <p>Tony highlighted that some additional work that had been requested to be carried out by the Wardens at both sites following fire inspections had not yet been undertaken. Chris would follow this up.</p>	<p>SM CS</p>

<p>In discussion concerning the servicing of the gas cooker at Littledale it was identified that a comprehensive Schedule needed to be drawn up to include <u>all</u> maintenance requirements on both sites. As a first step members were requested to send details of any items that they were aware of to Chris for action by the Operating Committee.</p>	<p>AI/CS</p>
<p>6. Operating Committee report:</p> <p>Chris Stephenson reported that the Committee had not met since the previous meeting.</p> <p>He invited the meeting to congratulate the Wardens and their teams on the condition of the sites.</p> <p>Work on the Littledale toilets refurbishment was going well. An electrician would be required for the installation of the hand dryers. For continuity purposes it was proposed that Catteralls might be approached.</p> <p>He was chasing quotes for 10x hand dryers (5 each per site) and would also request prices for a maintenance contract for these.</p> <p>Work to the Littledale water system was almost complete. Manuals were to be provided along with maintenance instructions.</p>	<p>CS</p>
<p>7. Bookings:</p> <p>The online booking system was almost ready to launch. There had been some delay for reasons outlined at the meeting.</p> <p>Bookings on the existing computerised system continued to be intermittent in coming through, which was frustrating to all concerned.</p>	
<p>8. District Strategy 2023:</p> <p>Ongoing.</p>	
<p>9. Marketing:</p> <p>Chris reported that he had met Helen Wilkinson who had indicated she would be willing to help.</p> <p>Lengthy discussion took place around the work carried out previously by the Strategy Group, which for various reasons had not come fully to fruition. Non the less a lot of good work had been carried out on identifying deficiencies in the Activity Centres' information base, particularly in relation to governance and finance. Referring to a questionnaire, put together by Helen, seeking Lonsdale leaders' opinions regarding the activity centres Tony confirmed that a modified version of this had been circulated and he did hold some responses to this. These could be shared on an appropriate occasion.</p> <p>Other areas for potential marketing were again discussed including targeting mid-week bookings, discounted lodge prices for smaller groups and increased promotion of the centres with leaders within Lonsdale.</p> <p>Tony highlighted that the new booking system would also have the potential to capture the customer experience.</p>	
<p>10. Projects:</p> <p>SilverHelme Toilet block:</p>	

<p>Howard Greenwood reported that his investigations were still on the 'back burner' owing to other priority commitments. It was again agreed to defer any official opening of the facility until the above investigations were completed.</p> <p>Water Quality at Littledale: The contractor was hoping to finish the works the following week. At hand over he would provide a manual outlining operating and maintenance requirements and he had also agreed to enter into a maintenance contract if required.</p> <p>Ray again highlighted a request from the City Council's inspector to have a supply of bottled water on site for use if the need arose. It was agreed that this request should be reviewed at the time of the next inspection in light of the works undertaken</p>	<p>HG</p>
<p>11. Any Other Business:</p> <p>Terms of Reference – Activity Centres When the current TORs were approved by the District Executive, it was agreed that they would be reviewed after one year's operation. This would be due in May of this year and Tony would contact Steve to ask for any comments (to be made available for the appropriate meeting of the District Executive).</p> <p>SilverHelme Site Limits Tony outlined details of investigations he had carried out with regard to disputed ownership of a parcel of land on the western border of the SilverHelme site below Burton Well which the Parish Council believed they owned. After discussion it was agreed that as we did not require the land that this might be the subject of a lease with the Parish Council on a peppercorn rent with a request for access to be granted to users of the Activity Centre to access the climbing 'wall' on the cliff side.</p>	<p>TA</p> <p>TA</p>
<p>12. Date of next meeting:</p> <p>6 May 2020 at SilverHelme AC at 7 pm.</p>	