

Abbots Langley Parish Council

Council Offices
Langley Road
Abbots Langley
Herts
WD5 0EJ

12th August 2014.

To Members of the Leisure Committee

Councillors: Sara Bedford, Martin Brooks (Vice-Chairman), Gloria Keaveny, Jane Lay, John Wyatt (Chairman).

The next meeting of the Leisure Committee will be held at the above address on Wednesday 20th August 2014 at 7:30 pm when your presence is summoned for the purpose of transacting the business outlined below.

The press and public are welcome to attend the meeting.

Tim Perkins
Clerk to the Council

AGENDA

1. **Apologies for Absence**
To receive and accept apologies for absence.
2. **Declarations of Interest**
To receive declarations of interest in items on the agenda.
3. **Public Participation**
To note if any members of the public have requested to speak at this meeting, in accordance with the Parish Council's Public Speaking Arrangements.
4. **To confirm the Minutes of the Meeting held on 18th June 2014.**
5. **Reports from Allotments Representatives**
To receive reports from the Allotments Representatives.
6. **Reports from Sports Representatives**
To receive reports from the Sports Representatives.
7. **Reports from Halls Representatives**
To receive reports from the Halls Representatives.
8. **Leisure Committee Representatives**
To consider the arrangements for appointing the above. (See Clerk's report item 1.)
9. **Event Planning Requirements**
To consider the drafts of the above. (See Clerk's report item 2.)
10. **Leavesden Country Park Management Plan**
To review the above briefing and to consider any comments that members may want to submit. (enclosed)
11. **Memorial Benches**
To note the arrangements for the above. (See Clerk's report item 3.)

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12. Budget 2015-2016 - Key Projects

To consider the first draft of the above. (enclosed)

13. Car Parking

- i. To consider the update from Vinci Park Management. (See Clerk's report item 4 i and appendix 1.)
- ii. To consider parking arrangements at Langleybury Playing Fields. (See Clerk's report item 4 ii)
- iii. To consider the correspondence with a resident on parking arrangements at Primrose Hill Playing Fields. (See Clerks report item 4 iii and enclosed copy correspondence)

14. Henderson Hall

To receive a verbal update from the Clerk.

15. Clerk's Report

To consider items on the Clerk's report not covered elsewhere on the agenda.

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Clerk's Report - Leisure Committee - August 2014

1. Leisure Committee Representatives

The four year term of office for all reps expires in September 2014.

Following this meeting I will write to all the usual clubs and societies seeking nominations for reps to serve for the next four years. Those already serving can seek re-nomination, but if any serving reps do not want to re-stand could they please let me know.

I suggest all current reps attend the October committee meeting, when the new nominations will be discussed and then the newly appointed reps attend the December meeting.

2. Event Planning Requirements

On a number of occasions this year we have been contacted by the organisers of events planned to be held on Parish Council grounds after they have been given "permission" by the tenant club to hold the event.

The Parish Council has a clear obligation in law to ensure that events on its grounds are run safely.

One event caused a huge amount of disruption for staff, as the organisers were less than organised and seemed to think Parish Council staff were interfering rather than trying to assist. It all got rather fraught.

To this end, enclosed are drafts of a couple of documents that outline the Parish Council's requirements in terms of Events Planning. Once approved by this committee I will write to all our tenant clubs and advise them of these requirements, we will put copies of the documents on the website and they will form the starting point for any discussions with potential event organisers.

There is a clear intention in these documents to get organisers to think about their event, early in the planning stage, rather than just ploughing ahead and as has happened this year disappearing up multiple dark and dingy alleys, where scary things like Parish Council officers lurk, setting traps for unwary event organisers.

In the documents are links to HMG and HSE information, this is all good, sensible, easy to digest stuff that needs to be considered when planning an event.

3. Memorial Bench

The family of the late Brian Crook, who served as a Leisure Committee representative for a number of years, have asked to make a donation to the Parish Council, so a memorial bench can be installed on the Manor House playing fields, close to where Brian used to like to watch matches.

This has been approved and the bench is on order. It will be of the same type as the other recently installed memorial benches. Providing the supplier meets their delivery date the bench should be installed before the end of the cricket season.

A general update on memorial benches. We get a few requests through the year and I know sometimes members get approached as well.

We are obviously always receptive to requests, but sometimes MotP are surprised at the cost. To install a memorial bench costs about £750, that includes the bench, engraved plaque, concrete standing, bolts, labour, etc. We use the Gladson Phoenix bench, which is pretty much bomb proof, made from recycled materials, it will last for many years and will require virtually zero maintenance.

I was approached by a family that had seen a wooden bench in B&Q for £69 and they wanted to install that on the Bedmond Playing fields. I explained that the bench would probably not last long, due either to vandals or the weather and that it would create an ongoing maintenance cost. I think they understood.

So, yes to memorial benches, locations to be agreed with the family, but installations have to be to our specification.



4. Car Parking

i. Pay and Display

At the last meeting of this committee officers were asked to report further on the running costs of parking control equipment.

An email from Vinci Park Management is attached as appendix 1. The email supports the view that officers have reached that the only practical way to ensure there is space available for users of the Manor House is to create a access controlled area by moving the white "planters" further into the car park and installing a barrier. This would create a controlled area of 25 car spaces and 2 further disabled spaces, on the public side for all users would be 18 spaces and a further 2 spaces marked out as disabled bus sized spaces.

Pay and display plus the associated parking enforcement is not cost effective given the potential income.

ii. Langleybury Playing Fields

Parking in the vicinity of the playing fields is limited, the few car parking spaces available at the playing fields are often being taken up by displacement parking from the Hunton Bridge Wharf development and also from long term day parking.

When the cricket club has matches the parking situation is relieved by the gate being opened and cars parking on the field. This has led to erosion around the gate area, remedial works have taken place over the past two years, but the area of erosion continues to grow. When St Paul's School was having a summer event the gates were opened, by the cricket club and in excess of 100 vehicles were parking on the fields, with complete disregard for areas under summer maintenance.

I met with the club chairman to discuss parking issues. The club are very concerned that should the Parish Council consider prohibiting parking on the playing fields this will create a major safety issue from club members and visitors parking on Langleybury Lane.

Parking is not permitted on the playing fields after the end of the cricket season and this is adhered to by the club. The club though would like to continue to parking in the summer on the left side of the field (parallel to the A41) and in the

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bottom field (owned by HCC), they would not permit parking during periods of wet weather.

Again there is no easy solution.

iii. Primrose Hill Playing Fields

A resident came into the office to complain that following the refurbishment work and new signage, he was no longer permitted to park in the Primrose Hill car park and this was causing him considerable inconvenience.

I was not in the office when the resident called in, David Abbott spoke to him in my absence and enclosed are copies of correspondence with the resident.

5. Ex-BT Kiosk Hunton Bridge

The above was in a pretty poor state of repair, it has been repainted and some remedial work carried out, the cost was <£400 and TRDC provided a £177 Heritage Building Grant.

The result was acceptable, but to bring it back to pristine condition would cost significantly more, all the glass would have to be removed, it sandblasted back to bare metal and then primed, treated and repainted, a big and expensive job.

A couple of suggested uses.

- A community book exchange, maybe the Book Sellers Ben. Fund at The Retreat could give some initial stock, they may even be interested in running it. The Perkins Library got rid of substantial stocks to the Scouts but still has more to go.
- Location for a defibrillator.

Any other bright ideas? Members wanted the box retained.



Tim Perkins
12th August 2014.

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Appendix 1.

Email from Ian Kibby, Interim Head of Business Development, VINCI Park Services UK, to David Abbott. (08/07/2014 15:17)

"Having looked at the car parks and discussed the issues with a couple of parking equipment suppliers as well as our internal team, it seems not only are the options very limited, but I fear prohibitively expensive for you.

The largest car park at Gallows Hill Lane could have a bi-directional barrier linked to ANPR camera to control access and egress with a linked pay on foot machine, but this would require an investment of close to £50,000. I don't think therefore that it's a viable solution. In addition it would require remote monitoring and operation in case of difficulty and cash collection at a sizable additional cost.

We looked at a simple ANPR installation which would just monitor vehicles coming and going, where we could issue enforcement notices remotely, but because the cameras have to be set low to the ground in order to read the vehicle registration marks, they are very easy to vandalise.

Our current commitments in the area do not have any spare capacity to provide you with a patrol or cash collection service, that would enable you to install pay and display machines which we could then enforce. Given we would need to take on a dedicated resource just to look after these car parks, again I think that is going to be prohibitively expensive. Plus again the vandalism issue is very relevant, it being impossible to enforce a PCN if the machine was broken, even if the recipient broke it. The costs of continual repair would soon render the arrangement uneconomic.

If you would like me to come back to you with a cost for installing pay and display machines with patrolling, PCN issuing and processing then I'm happy to do so, but I'm again not sure it's a really viable solution for you. I estimate you might make £20k a year from all 3 car parks and our costs are going to be more than double that.

Probably the most practical solution and the most cost effective, is to create a 'secure compound' in each of the car parks with locked access that only council members can access, so that when you need to park you can.

I'm sorry if this is not very helpful and that it's taken a while to come back to you, but I do think we have exhausted the options."