

## Abbots Langley Parish Council

Council Offices  
Langley Road  
Abbots Langley  
Herts  
WD5 0EJ

15th April 2016.

To Members of the Leisure Committee

Councillors: Sara Bedford, Jane Lay, Hitesh Tailor, Alison Ward & John Wyatt (Chairman).

The next meeting of the Leisure Committee will be held at the above address on Wednesday 20th April 2016 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**  
17<sup>h</sup> April 2016.
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. **Manor House Allotments - Wall**  
To consider the remedial works required on the above. (See Clerk's report item 1.)
9. **Manor House - Patio**  
To consider the remedial and enhancement works required on the above. (See Clerk's report item 2 and the Facilities Manager's report enclosed.)
10. **Public Spaces Protection Order**  
To consider the Clerk's report (item 3.)
11. **Manor House Greenspace Action Plan (CMS)**  
To consider initial programme for the above and resources necessary to implement. (See Facilities Manager's and Works Manager's report enclosed.)
12. **Abbots Langley Bowls Club - Car Parking**  
To consider if parking privileges should be granted to the above. (See Clerk's report item 4.)

## Abbots Langley Parish Council

### 13. Clerk's Report

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

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**Abbots Langley Parish Council**  
**Clerk's Report - Leisure Committee - April 2016**

**1. Manor House Allotments - Wall**

Three quotes have been obtained for the works on the wall at the Manor House allotments.

The works quoted were:

Demolish wall (30 metres) and dispose of spoil and replace with new 1.80m high, close board fencing (40 metres), with concrete posts and gravel boards. *Note: 10m of wall has already been replaced by fencing.*

Additionally:

Salvage bricks from demolished wall, stack on pallets and transport to depot.

Quotes were:

Contractor	Works	Brick Salvage
Contractor 1	£32,496	£9,018
Contractor 2	£17,500	£3,000
Contractor 3	£13,900	£4,250

The recommendation is that we proceed with contractor 3 and that the bricks are not salvaged. Many of the bricks are in poor condition, break easily and they would take up space in the depot with no planned future use.

There will be significant site access issues to resolve and also there will have to be notice given to the residents of 17, 19 & 21 Standfield as their properties back on the wall.

**2. Manor House - Patio**

Quotes have been sought to carry out remedial works on the patio. The Facilities Manager's report (enclosed) covers these in more detail.

Contractor	Remedial Works
Contractor 1	£24,230
Contractor 2	£12,000
Contractor 3	£7,600

The remedial works are extensive and need addressing as a matter of urgency, as there is a high risk of slips trips and falls.

However there is a sound argument that this would be "throwing good money after bad".

So further quotes were sought for the full refurbishment of the patio.

Contractor	Project Works
Contractor 1	£30,000
Contractor 2	£31,114
Contractor 3	Pending update
Contractor 4	£21,000

The plan and specification that the contractors have quoted against is detailed in the Facilities Manager's report.

Funds reserved from the 2015-2016 FY, £6,000 (7170) and £7,000 (7760) would part fund the project, the balance being sourced from the 2016-2017 budget with no overspends necessary.

**Abbots Langley Parish Council**  
**Clerk's Report - Leisure Committee - April 2016**

**3. Public Spaces Protection Order**

The Facilities Manager, Works Manager and Community Warden attended the training session on enforcement of the above order held by Three Rivers District Council in March.

A number of concerns have been raised.

- There was concern about the quality of the training and the potential administrative overhead if enforcement notices are challenged. Staff may also be called to court as witnesses.
- The training also highlighted that when issuing an enforcement notice it was necessary to question a dog owner then a formal Police & Criminal Evidence Act caution must be issued.
- Staff are concerned about issuing enforcement notices and would need further training in conflict resolution and dealing with potentially violent situations.
- Staff are not currently in a statutory enforcement role, this is a significant change in job roles that will require consultation and changes to job roles.
- A number of PCSOs attended the training. They are visible and present in the community and are viewed by the public in an enforcement role. Have any of the local PCSOs been trained to enforce this order?

I will be seeking advice from Watford & Three Rivers HR on the process that needs to be followed and how the concerns of staff can be addressed. I will report further to this committee and also to the Staffing Committee.

**4. Abbots Langley Bowls Club**

I have received two emails from the above asking for parking privileges on the occasion of afternoon, evening and weekend matches. This has been requested in the past and has been refused.

My recommendation is that this position is maintained. The car park is in use afternoons and evenings and a quick look at the club's fixtures list shows there are a number of clashes between their matches and evening council meetings.

**5. Manor House Car Parking - Update**

Update on the ticketing equipment installation:

- a. Concrete base is installed, anchor bolts and equipment framework installed.
- b. Equipment pending installation.
- c. Waiting on imminent delivery of covers, when received final installation will be completed.
- d. Ready for use when needed, based on enforcement times of 07:00-16:00 Monday to Friday.
- e. Any changes to above will require equipment to be reprogrammed and signage amended.

6. Love Lane Play Area



The replacement multi-use goal and basketball equipment was installed at Love Lane in March.

The project involved working with AIMS, Thrive Housing and Youth Connexions. Credit is due to the Facilities Manager and Works Manager for sticking with the project through sometimes trying times.

The project cost of c. £14.0k was met by a Thrive Homes Community Grant, Youth Connexions Grant and a Big Lottery Fund "Awards for All" grant.

Whilst the cost of the equipment and the grant funding passed through the Parish Council, beyond officer time there was no cost to the PC. The grants fully funded the installation.

7. Christmas Lights 2016

Initial work has been carried out on new suppliers and lighting displays. Most of the new displays are based on LEDs rather than traditional lightbulbs, so are hugely more energy efficient, lighter and more reliable.

£3,500 has been reserved for the 2015-2016 budget, this will be added to a similar sum in this year's budget to purchase new displays. We will bring some options to the June meeting of this committee.

Tim Perkins  
15th April 2016.



### Initial Stages

Draw a plan of the area from the maps available and agree the entry exit points we wish to establish.

Work out the position of the suggested two surfaced gravel paths to link to the two existing surfaced paths to create the circular easy access trail. Plot and mark those on the map. [See 3.1 para 3]

From the then surfaced loop, identify the requirements of additional furniture, bins and other entrance points and paths in to the woods.

Undertake the tree survey taking in to consideration the paths and any hazards or roots that may mean the path cannot follow a particular route. Survey to focus not only of tree condition and safety but also on works to improve sustainability of specific areas

Arrange a wildlife survey of the site.

Contact has been made with Windrush Ecology Ltd, based in Oxfordshire, It has been explained what is required. Contact details provided by our arboriculturist Patrick Stileman. CMS to also advise on possible survey companies.

Windrush Ecology Ltd will require an electronic copy of the CMS report to work out their fees. It has been explained that the report needs to address what wildlife we have, the impact of proposed work on trees and undergrowth and how loss of wildlife can be prevented. The report also needs to recommend any habitat improvements.

### Community Involvement

AIMS: To help with the planting and clearing

Abbots Langley Art Club: To help with the water colour mapping and marketing

Schools - Sponsoring bat boxes, bird boxes and engage in the enhancing of the habitat and wildlife and helping with a wildlife survey.

Abbots Langley Gardening Society: Use of manpower and experience.

Abbots Langley Historical Society: To help with the history of the Manor House grounds.

### Staffing

Additional staff requirements and machinery.

Difficult to define at this early stage, initial tree works need to be identified then an assessment can be made if we sub contract the work out, hire or buy equipment and any additional staff requirements if the work is going to be carried out in house.

All work in the woods should be supervised and have a minimum two man team.

The likelihood to cover all requirements with an apprentice would be limited. Project will require experienced staff.

### Timings and Sequence

The wildlife survey is probably the highest priority as that will, along with the CMS report, inform a lot of the works. Recommend that we arrange quotes and costs and proceed when appropriate.

Get suggestions on additional walkways, where and why? These are likely to be expensive and a budgetary provision will be required.

Once the wildlife survey is complete and rough ideas on the new footpaths are agreed we should then arrange a tree survey, with additional reporting on thinning and good management of the tree stock. Some limited potential cost recovery from felled wood as fire wood. Route of the walkways may have to be modified to take into account specific trees of value or potential damage to the footpaths from roots.

### Facilities Manager & Works Manager

14<sup>th</sup> April 2016