

Abbots Langley Parish Council

Council Offices
Langley Road
Abbots Langley
Herts
WD5 0EJ

11th April 2017.

To Members of the Leisure Committee

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

The next meeting of the Leisure Committee will be held at the above address on Wednesday 19th April 2017 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**
13th February 2017.
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. **Review of Car Parking Controls at Manor House & Primrose Hill**
To consider the report from the Clerk. (Clerk's report item 1.)
8. **South Way Play Area**
To consider the report from the Clerk, following up min. 352/Feb 2017. (Clerk's report item 2.)
9. **External Proposals**
To consider the following outline proposals received. (Clerk's report item 3.)
 - i. Primrose Hill Playing Fields & Pavilion.
 - ii. Bedmond Youth Football Club
10. **Manor House Playing Field Project (Phase 2)**
To consider the report from the Clerk. (Clerk's report item 4.)
11. **Release of Allotment Tenants Data**
To consider the release of allotment tenants details to allotment representatives. (Clerk's report item 5.)

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12. Play Area Inspections

To consider the report from the Clerk. (Clerk's report item 6 and summary of The Play Inspection Company's services.)

13. Play Area Equipment Insurance

To consider the report from the Clerk. (Clerk's report item 7.)

14. 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 - April 2017

1. Review of Car Parking Controls at Manor House & Primrose Hill

There have been a number of grumbles in the office from vehicle owners who have received Penalty Charge Notices. These are generally along the lines of they did not see the signage or the machine. Not really much you can say to that.

There have also been positive comments from users of the allotments and playing fields at Primrose Hill that can now use the car park, rather than it being rammed from early morning by staff from the nearby industrial units.

Allotment holders at Primrose Hill have been issued with a pass, associated to a specific vehicle, which allows them to park beyond the two hour limit.

Some negative feedback from residents who now find it difficult using the car park at Primrose Hill.

Summary of the enforcement action taken since go live:

No	Date & Time	Site	Appeals	Status
1	27/09/2016 14:27	Primrose Hill		Paid
2	05/12/2016 09:25	Primrose Hill		Cancelled
3	05/12/2016 09:44	Manor House		Paid
4	05/12/2016 09:49	Manor House		Paid
5	05/12/2016 09:51	Manor House		With DR
6	14/12/2016 12:59	Primrose Hill		Paid
7	16/12/2016 12:56	Primrose Hill		Paid
8	31/01/2017 13:34	Manor House		With DR
9	31/01/2017 13:37	Manor House		Cancelled
10	31/01/2017 13:55	Primrose Hill		Paid
11	06/03/2017 12:20	Primrose Hill		DVLA Requested
12	09/03/2017 11:59	Primrose Hill	1	Paid
13	09/03/2017 12:09	Manor House		Paid
14	09/03/2017 12:12	Manor House		Paid
15	09/03/2017 12:15	Manor House		Paid
16	16/03/2017 09:53	Manor House		NTK Sent (PoFa)
17	17/03/2017 09:41	Manor House		NTK Sent (PoFa)
18	20/03/2017 08:12	Manor House		NTK Sent (PoFa)
19	29/03/2017 12:50	Primrose Hill		Unpaid

NTK = Notice to Keeper

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2. South Way Play Area

I met with officers from TRDC on 29th March.

We have some remedial actions to undertake at South Way and these are in hand. But they are only maintenance tasks. The annual ROSPA inspection is due in May/June and whilst this will highlight any short term issues it will not address any long term structural problems that may impact over the next one to five years.

Given the condition of some of the wooden structures and the rapid rate of deterioration since installation, it has been decided a full condition report of the equipment needs to be carried out. The report will clarify any actions that need to be taken to reduce the deterioration.

TRDC officers are approaching a couple of companies that should be able to undertake this type of report, specialist equipment may be required to determine the internal integrity of particularly the large wooden structures.

Once the report has been received it will enable us to determine the works that need to be carried out and also the costs.

(Update: Just as this report was about to be printed a company has been identified to carry out the survey, their lead time is around three weeks. The cost is £495 which will be split 50/50 with TRDC.)

3. External Proposals

The two proposals enclosed were unsolicited and guidance is required from members as to whether officers should follow up.

i. Primrose Hill - Personal Training

The proposal outlines the background to a possible change of use for the Primrose Hill pavilion. Whilst it is clear in terms of the proposed change of use, it is lacking in any financial detail or a business plan, which to be fair it acknowledges.

Do members want officers to enter into further discussions on this proposal? The next step would be to consider the business case, understand any conversion costs of the building and also if the structure of the building is capable of extensive works.

ii. Bedmond Youth Football

As outlined in the proposal the club wants to enter into direct pitch hire arrangements with the Parish Council rather than through Bedmond Sports and Social Club, whilst this may have some complications it would appear to be a proposal that is worth investigating further, if members are in agreement.

4. Manor House Playing Fields Project (Phase 2)

A couple of updates.

Floodlights

There was discussion about the floodlights as part of the project Phase 2. They have been installed for 20+ years and apart from routine maintenance have not been subject to a full inspection.

A full condition report was carried out and no safety issues were highlighted. We were concerned that potentially as the cables are buried there may have been some deterioration and possible earth leakage, but none was found. Items identified for attention are some of the lighting heads and associated internal components.

If the report had highlighted major problems then a decision would have been required to either remove the floodlights or replace with new (hugely expensive £50k' ish). As it stands officers are getting quotes to carry out the identified maintenance works and also to see if it is practical to install new low energy heads.

The costs of these works will probably need to be considered as part of the next "Key Projects" review.

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Tennis Club

A draft lease was issued to The Elms prior to Christmas. Nothing further was heard until a meeting was held with The Elms on 15th March. Receipt of the lease was acknowledged, it was being reviewed and "improved". The nature of the proposed improvements were not clear and as at the time of writing no further communications have been received.

Also somewhat surprisingly The Elms Group which runs a number of tennis clubs have pulled out of the project. It is being taken forward by James Vaughan who previously worked for The Elms (and possibly still does) and unidentified backers.

Before we get too much further with this project we would have to be sure the new consortium is robust enough to enter into the proposed arrangements. There is no reason to suspect otherwise, but due diligence on their business plan and particularly start up and operational funding will be required.

A business plan is being produced and a launch date of April 2018 is being proposed.

When the question of floodlighting was raised the club would like to have the floodlights, but if they were not available it would not be a "show stopper".

5. Allotment Tenant Details

I have been asked to release the details of plot holders and their contact details to the Allotments Reps.

This I have refused to do as it would be a clear breach of our Data Protection responsibilities.

If members want this done then we will have to write to all plot holders asking their express permission. The wording of the request will have to be along the lines of

"You agree to the Parish Council releasing this information to the allotment representative. This will be stored on their computers or on paper. The Parish Council will have no control over the security of the data."

There is currently no data sharing conditions in our allotment tenancy agreements, so tenants have a reasonable expectation that their data will not be shared outside of the Parish Council.

6. Play Area Inspections

We currently use PlaySafety to carry out our annual play area inspections. They are ROSPA accredited. As our play areas become more complex, with many more potential "points of failure" these annual inspections may no longer be appropriate.

Talking to other Clerk's and also our insurance brokers The Play Inspection Company (PI), also ROSPA accredited, offer a full year inspection service which includes the annual inspection and three additional "Quarterly Operational Inspections".

PI also provide an online store for all inspections rather than the simple pdf versions provided by other inspection companies. In summary their inspection service covers:

- Assessment of equipment Life Expectancy
- Assessment of condition of the equipment and the site
- Identification of all findings complete with photographs and recommended remedial action
- Risk assessment of all findings
- Identification of British & European Standard Compliance
- Basic DDA Statement for site
- Assessment of Stock Valuation
- Full electronic report in PDF format

Particularly useful would be the assessment of life expectancy for medium and longer term planning purposes and also the assessment of stock valuation, which would be very useful to maintain accurate values for insurance.

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The costs of these inspections will be higher than our current arrangements but from a risk management standpoint may be more appropriate.

I hope to have more information available at the meeting.

7. Play Area Equipment Insurance

The equipment in the new Manor House play area has been insured for £126,545 which represents the value of the equipment and installation. The additional premium is £539.67.

The current insured value of play equipment excluding the above is £202,933, this needs to be assessed and reviewed regularly. We have no accurate means of assessing the value of the currently installed equipment, which is where the "Assessment of Stock Valuation" referred to in Play Area Inspections (above p6.) could be very useful.

I think this committee should just note the above and refer it to the Finance & Administration Committee for their consideration, as they have delegated responsibility on insurance and risk management matters.

There may be an argument that the new play areas are insured, but some of the legacy equipment is taken off risk, but to have that discussion an accurate valued inventory of play equipment is needed.

8. Review of Bookings

I had planned to bring the regular review of Manor House and Primrose Hill bookings to this meeting. But pressure around year end and staff availability has meant that was not completed. It will be brought to the June meeting of this committee.

Tim Perkins
11th April 2017.

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