

Abbots Langley Parish Council

Council Offices
Langley Road
Abbots Langley
Herts
WD5 0EJ

15th August 2017.

To Members of the Leisure Committee

Councillors: Sara Bedford, Jean Bowman, 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 23rd August 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 21st June 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. **Key Projects 2017-2019**
To consider the first draft of the above. (Clerk's report item 1 and enclosed report.)
8. **Football Pitches**
To consider officers reports on the following:
 - i. Pitch Maintenance Costs
 - ii. Revenue
 - iii. Charging Model(Clerk's report item 2 and Works Manager's report enclosed.)
9. **Primrose Hill Changing Rooms**
To consider the condition report from the building surveyor. (Clerk's report item 3 and enclosed report)

Abbots Langley Parish Council

10. South Way Car Park

To consider the Risk Assessment and report from the Clerk. (Clerk's report item 4 and enclosed risk assessment.)

11. Roman Gardens Trees

To consider the concerns raised by residents of Roman Gardens. (Clerk's report item 5 and enclosed area plan.)

12. Correspondence - Manor House Play Area

To consider correspondence from a resident. (enclosed.)

13. Clerk's Report

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

14. Exclusion of the Press and Public (Part II)

As the following items will consider matters related to the negotiations of a contract into which the Parish Council may be entering a resolution to exclude the press and public may be required, under the Public Bodies (Admission to Meetings) Act 1960 and the LGA 1972, s100 & 102.

15. Club Supreme - Tennis Club

To consider if the Parish Council should enter into an agreement with the above to operate a tennis club at the Manor House. (See Clerk's report PII, item 1.)

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Abbots Langley Parish Council

Clerk's Report - Leisure Committee - August 2017

1. Key Projects 2017-2019

Project 5 - Manor House Phase 2 (MuGA & Tennis Courts)

Members approved the indicative layout of the above at the June 2017 meeting of this committee, officers are working with Three Rivers District Council and Club Supreme on the specification for the tender. The layout is unlikely to change significantly due to the nature of the site and the current surfaced area.

Officers from TRDC have asked if the Parish Council would be in a position to add funds to this project. The sum of £100,000 has been mentioned. The total project costs is estimated at c. £200,000.

Following the contribution to the Manor House and Bedmond play areas at the end of this financial year there will be apx. £35,000 in earmarked reserves for Play Areas and Equipment. In addition there could be any further budgetary allocation decided for the 2018-2019 financial year.

It would probably be appropriate for some funds to be retained in the earmarked reserve in the event of an unplanned requirement to replace equipment.

Project 6 - Manor House Toilet Unit

Whilst only one quote has been obtained so far the initial costs received are in line with those expected following discussions with other Parish Councils.

A unit of similar specification to that shown below with one disabled and one unisex toilet would cost c. £54,000, plus an additional £10-15,000 for installation, assuming services were located with five metres.

In addition the company can provide a maintenance service. One clean/day, a monthly deep clean, consumables and all minor maintenance would cost £10,245/pa. (365 days/pa.)

The design is just an example, there are many other options available at similar costs to those detailed.



2. Football Pitches

Officers have been looking at the costs of maintaining our pitches and the revenue recovered from our tenant clubs.

i. Pitch Maintenance Costs

The Works Manager has put together the enclosed report which attempts to capture the costs for maintaining, as an example, the pitches at South Way. We spent a fair bit of time discussing the report and arguments can be made on many aspects of the data, for instance it does not cover the costs of depreciating the triple or the costs of the Works Team vans.

What the report does though is give a fair representation of how much is spent to maintain one field of pitches.

ii. Revenue

Clubs are charged for the use of pitches based on the number of teams they declare are using the pitches.

A significant amount of work has been done by colleagues to reconcile the teams declared for this season by all tenant clubs. The main data sources have been records on club websites, fixture lists and in some cases external websites such as Facebook.

There would appear to be a significant under reporting of teams declared by most clubs. There may be good reasons for this, but they are not obvious to officers.

We have taken the decision to invoice clubs for the teams they have declared and seek guidance from this committee on how to deal with the differences.

A number of options are available, including pre-emptive invoicing of the under declared teams, asking clubs to attend this committee to explain the differences (for which there may be a reasonable explanation), or asking officers to pursue.

As an example, based on the evidence gathered one club would appear to be under declaring three senior football teams (£1,100/team) and six junior teams (£375/team).

Across all clubs, If all the under reporting was found to be correct, the additional revenue to the PC would be just short of £20,000.

iii. Charging Model

Maybe alternative charging models need to be considered. Perhaps based on the number of pitches, rather than teams, or maybe the physical area taken up by the pitches.

3. Primrose Hill Changing Rooms

Nick Brown from Ashridge Surveyors carried out a condition survey of the above. His report is enclosed for member's information.

The problems with the building are many and various and will be expensive to fix, given the prefabricated nature of the building it has to be considered as getting close to end of life.

Officers are investigating the costs of replacing the building with a similar type of prefabricated unit that could have multiple community uses, but need to understand member's views before we commit too much effort.

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Clerk's Report - Leisure Committee - August 2017

4. South Way Car Park

The risk assessment details the current condition of the car park.

A purchase order has been issued to carry out immediate remedial works (£2,600). A date for this work to be carried out is being arranged with the contractor.

An initial quote for the full refurbishment of the car park replacing the surface with an asphalt surface in £77k. These works will be required with the next one to two years (weather and wear dependant) and members should consider making financial provision for these to be carried out.

5. Roman Gardens Trees

Members will be aware that there have been on-going complaints from residents about the trees on this estate. The main issues are with the extensive tree line between the properties that front the canal and the boundary of Canal and River Trust land on the canal bank. (copy plan enclosed.)

The last full Tree Risk Assessment was carried out by Patrick Stileman in June 2015, in addition a Tree Management Plan was carried out in August 2016. All the works specified in the reports has been carried out.

In summary the resident's complaints are:

- Trees have grown to such an extent that they are impacting on properties and they are concerned about the risk of structural damage.
- Some properties are in constant shade.
- In bad weather properties do not dry out.
- There may be an impact on their ability to sell their property if purchaser's surveyors comment negatively on the trees.

When discussing with residents we advise that the Parish Council contracts with an independent arboriculturist to report on our tree stock and we undertake all the works he specifies, within the required timescales.

These complaints do peak during the months trees are in leaf, but they are becoming more regular and residents are clearly getting more concerned.

Ward members should be aware that residents may get in contact if they feel they are not getting the response they want from officers.

Members may want to carry out a site visit with the Works Manager to better understand the resident's concerns.

6. Tree Risk Assessments

A purchase order has been placed with Patrick Stileman to carry out the following cyclic tree risk assessments. The work will be carried out in September-October.

Kitters Green	Millennium Gardens & High Street
Manor Lodge car park and Allotments	Langleybury Playing Fields
South Way Playing Fields	Primrose Hill Playing Fields
Bedmond Playing Fields	Love Lane Playing Fields
Jacketts Field Allotments	Kingsfield Allotments & Footpath
Council Office	

Tim Perkins
15th August 2017.