

Abbots Langley Parish Council

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9th June 2020.

To Members of the Leisure Committee

Councillors Sara Bedford, Jean Bowman, Liz Burns, Jane Lay, Simon Stanley, John Wyatt (Chairman) & Roxanne Yau.

The next meeting of the Leisure Committee will be held virtually ^[1] on Wednesday 17th June 2020 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

^[1] *Permitting legislation - The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.*

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**
12th February 2020.
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. **Personal Alert Trackers**
(Referred from the Staffing Committee 06/2020 min. 34.)
To consider the report from the Clerk. (Clerk's report item 1.)
8. **Pandemic Impact on Leisure Revenue**
To consider the above. (Clerk's report item 2.)
9. **Summer Pitch Maintenance**
To consider the above. (Clerk's report item 3.)
10. **Abbots Langley and Kings Langley Repair Shed**
To consider the outline proposal for the above. (Clerk's report item 4 and enclosed report.)

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11. Key Projects 2020-2021

To consider:

- i. First draft of the above. (Report enclosed.)
- ii. Primrose Hill Play Area (Tender specification enclosed.)
- iii. Depot Surface Project (Plans enclosed.)

(Clerk's report item 5i - 5iii & above documents.)

12. Clerks Report

To consider any items not covered elsewhere on the agenda.

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Clerk's Report - Leisure Committee - June 2020

1. Personal Alert Trackers

(Referred from the Staffing Committee 06/2020 min. 34.)

As part of our HR Support Contract with WBC we get H&S services which are provided by HCC staff. A full H&S audit was carried out last October and the Staffing Committee, which holds delegated authority on H&S matters, has been reviewing the follow up actions.

One of the issues that was raised was Personal Alert Trackers for lone working staff. The Facilities Manager has carried out a considerable amount of research, this has not been made easy by industry consolidation and hardware which is basically the same between limited suppliers.

The key staff that need to be covered by alerts trackers are the Works Team and Community Warden (7 units).

The unit that would fit our requirements is the Skyguard Micro SOS, which provides push button emergency support with two way audio, "colleague down" fall alerts, GPS location, etc.



The units are supplied on a rental basis.

Monthly subscription 36 month contract = £13.50/pm

Tracking = £1.00/pm

Roaming Sim Card = £5.00/pm

Total each = £19.50/pm

Total annual cost of seven units = £1,638

There is also a requirement for other staff who lone work such as the Facilities Manager, bar staff and some office staff. We are currently investigating more cost effective smartphone solutions for those staff.

There may be an opportunity to benefit from some Crown Purchasing or HCC pricing, but this is currently unclear.

The Staffing Committee have made a strong recommendation that these devices be introduced for lone working staff. (F&A 06/2020 min. 34.)

Committee members views on the above are sought.

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2. Pandemic Impact on Leisure Revenue

Following is a summary of budgeted income.

Heading	Detail	Code	Budget	Mth Impact
Manor House	Income	4610	30,000.00	2,500.00
TWH	Income	4550	23,000.00	1,916.67
Bars	Sales	4710	51,000.00	4,250.00
Playing Fields	Income	4350	22,000.00	1,833.33
				10,500.00
		3	Quarter	31,500.00
		6	Bi-Annual	63,000.00
<i>Source: Budget Data 2020-2021</i>				

There has been a complete fall off in revenue streams in the first quarter. The only booking has been one in Tanners Wood Hall for the Blood Donor Service.

Sports pitch revenue is also nil and whilst there may be a return of some cricket late in the season this is not likely to be significant.

Amateur and youth football is on hold and whilst it is hoped this will return at some stage, the number of teams may well be significantly well down on previous seasons.

Football clubs have made noises about receiving a partial refund of fees for the uncompleted 2019-2020 season.

We are getting venue booking enquiries for later in the calendar year, these are being pencilled in, but at this stage it is too early to know what the guidelines from HMG will be, the mixture of alcohol and social distancing maybe a challenging one to manage.

Most regular society bookings are cancelled in this calendar year, with some indicating they will not be restarting until 2021 at the earliest.

3. Summer Pitch Maintenance

"The lack of rain in May has broken records in England with parts of north west, central and south east England seeing their driest May. Only 4mm of rain fell in south east England."
<https://www.bbc.co.uk/weather/features/52840873> (31/05/2020)

Therein lies the problem. Whilst pitches in general have recovered, as they have not been used so much, it has been impossible to carry out anything but minor pitch maintenance due to the grounds being rock hard and there has been no rain to aid any seed growth. Seed just becomes expensive bird food.

Other issues:

- Worn goal areas are a particularly problem on the football pitches.
- Seed and fertilizer merchants have been locked down and whilst some are opening there are inbound supply chain issues, with most materials being imported.
- Contractors who we sometimes use to back up the Works Team are also just starting up, but they are also saying that it is pointless doing any works as their equipment cannot penetrate the solid ground.
- As we get into June/July any rain usually evaporates quickly so an imminent change in conditions is unlikely.
- It is likely the amateur and youth football season will not start until later in the year, so there may be some better maintenance weather as we get towards autumn.

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Until the weather changes and a decent period of rainfall occurs, to get some moisture into the grounds, we are in the hands of the meteorological gods.

Credit due to the Works Manager who has carried out a significant amount of work on this, content above is mostly the Works Manager's.

4. Abbots Langley and Kings Langley Repair Shed

Initial discussions were held pre-shutdown about the above and a brief report is enclosed.

Some routine maintenance works are required to the building regardless of the project going ahead. These are fairly minor to roofing and plumbing. Quotes will be sought.

It is probably the first realistic use for the building that has been proposed in years and given the enthusiasm and practical approach of the group involved worthy of consideration.

If members do consider this is worth further consideration an outline survey may be appropriate to give a professional view on the building condition and also a broad estimate of the cost of works required to bring into use as a repair shed.

5. Key Projects 2020-2021

i. Key Projects Tracking 2020-2021 & 2021-2022

I have reset the Key Projects list, clearing all the projects that have been completed.

This is a first draft of the projects that are still work in progress and others which will fall later in this financial year.

Whilst we are some way from starting to think about the budget for 2021-2022 if members have any significant projects they want to be developed, some general ideas at this stage would help officers to start research.

Primrose Hill play area and the Depot Surface are the big ones for this financial year and we also need to give consideration to the works needed on car parks.

ii. Primrose Hill Play Area

Enclosed is the initial Tender Specification for the above.

Following is the outline project timetable as provided by the Leisure Team at TRDC.

Activity	Duration	Date
Construction Tender issued	6 weeks	5 June - 3 July 2020 1200
Contractor Site Meeting	1 day	16 June 2020 1000
Tender Evaluation and Report, including public and Parish Councillors consultation on designs	4 weeks	3 July - 31 July 2020
Consultation feedback collated and distributed to Abbots Langley Parish Council (Clerk)	1 day	10 August 2020
Approval from Abbots Langley Parish Council Committee	1 day	19 August 2020
Tender Award	1 day	1 September 2020
Initial Meeting with successful bidder and lead in (gathering of documents for planning application)	2 weeks	w/c 7 September 2020
Submission of all Planning Application	12 weeks	MUST be on or before 25 September 2020
Planning Committee Meeting	1 day	10 December
Initial Meeting with successful bidder and lead in	2 weeks	w/c 4 January 2021
Commence works on site	12 weeks	February 2021 (subject to Planning Approval)
Practical Completion and Maintenance Handover	1 day	March 2021
6 Months defect inspection	6 months	September 2021
12 Months defect inspection	12 months	March 2022

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At its July meeting F&A will be asked to confirm release of the shared funding, which will be from the Open Spaces Projects earmarked reserves and also the Community Infrastructure Levy.

iii. Depot Surface Project

Significant amount of work on this project, credit to the Works Manager for the bulk of the work and the Facilities Manager for support and agreement on the final options.

Members views are sought, the Works Manager and Facilities Manager will be able to provide any background.

In the initial contract pricing the consultancy will manage the tender process and agreement on the options is required so they can start the process.

Final update notes from the Works Manager and Facilities Manager:

After being presented with the plan (option 1) of the new layout from Frankham Consultancy, we looked at final snagging, flow and safety and asked them to produce an updated plan (option 2).

We are now in agreement that option 2 would be the preferred route.

The improvement is fundamentally the pedestrian entry/exit route, taking this away from the vehicular entry/exit area, improving the safe manoeuvring areas for vehicles and areas useable for additional storage.

- 1. When the build completes, we will also put install a dedicated CCTV following the path.*
- 2. This is the safest option for footfall coming into the depot, keeping everyone away from moving vehicles,*
- 3. Updated signage will be required.*
- 4. The parking spaces open up inside as well as manoeuvring areas for vehicles and stores and that will help by diverting the footpath across the front of the portacabin as in option 1.*
- 5. We need a proper dedicated outside toilet to be built.*
- 6. Staff parking outside can be easily moved without losing any spaces.*
- 7. Vehicle wash point is OK to stay where it is.*
- 8. We will now have the opportunity to have the whole surface laid, and not leaving the corner as was.*
- 9. A new pedestrian gate, made fit for purpose and easily securable, maybe with a push pad lock so it can be closed and a bell too? with a camera above, then you can press to release.*

6. Abbots Improvement Society (AIMs)

AIMs have restarted their volunteer gardening activities. They have taken sensible precautions around the requirements for distancing from volunteers and the public, sharing tools, etc.

We also shared the National Allotment Association guidelines which had some useful relevant information.

<https://www.nsalg.org.uk/news/covid19-information/>

Tim Perkins
9th June 2020.