

Abbots Langley Parish Council

Council Offices
Langley Road
Abbots Langley
Herts
WD5 0EJ

11th April 2018.

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 18th April 2018 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**
14th February 2018.
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. **Tanners Wood Hall**
 - i. To consider if an external power supply should be installed. (Clerk's report item 1i.)
 - ii. To consider if roller shutters should be installed to secure the fire exit lobbies. (Clerk's report item 1ii)
 - iii. To note the vandalism to the defibrillator cabinet. (Clerk's report item 1iii)
8. **Millennium Gardens**
To consider a request from the Royal British Legion to installed a Poppy memorial in the above. (Clerk's report item 2 and draft layout enclosed.)
9. **Manor House**
To consider update works to the disabled access and loading ramp. (Clerk's report item 3 and draft layout enclosed.)

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10. Key Projects Updates

- i. Manor House Toilet Block
To consider the report from the Facilities Manager. (enclosed)
- ii. Manor House Water Fountain
To consider the report from the Clerk. (Clerk's report item 4i)
- iii. Play Area Remedial Works
To consider the report from the Clerk. (Clerk's report item 4i)

11. Leases

To note the report from the Clerk on the leases for the Summerhouse Way Garages and Jacketts Field Allotments. (Clerk's report item 5.)

12. Staffing Update

To note the report from the Clerk. (Clerk's report item 6.)

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Clerk's Report - Leisure Committee - April 2018

1. Tanners Wood Hall

i. External Power Supply

The organisers of the Autumnfest (was Applefest) had power supply problems last year. They hired generators but these were not adequate to supply the PA system and equipment for the live entertainment.

They have asked if the Parish Council would consider installing an external power supply on Tanners Wood Hall. This would provide a more reliable supply for some of the equipment.

The supply would cost £877. A separate protected circuit would need to be installed and also a secure weather proof external housing. The supply would only be for the use of the festival.

On the occasions external power is needed for maintenance work this can safely be provided with extension leads, which would not be safe or practical for a public event.

ii. Roller Shutters

The two fire exits on the left side of the building (when facing the hall) are recessed, these are frequently used as toilets, vomitariums or just dumping grounds for all manner of waste, some very unpleasant.

The police have advised that they have had to deal with anti-social behaviour with youths using the areas as shelters. There have been reports of drug dealing.

Electrically operated roller shutters can be installed to protect the exits, these would have to be opened during hirings, but could be linked to the fire alarm so they would automatically open in the event of the system going into alarm. The cost for two shutters, with a powder coated finish and a battery backup unit is £2,300.

Officers recommend proceeding.



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iii. Defibrillator Vandalism

Following the recent vandalism of the defibrillator cabinet options to install a CCTV system are being considered.

There have also been problems at the rear of the building by the hall bin store and it would be useful to have this covered.

A report will be brought back to this committee.

2. **Millennium Gardens**

The Abbots Langley branch of Royal British Legion have asked if a poppy memorial could be installed in the above. The enclosed is a draft of a potential design, it is very much a first pass and multiple different options could be considered. Funding has not been discussed either.

At this stage what are members views on a memorial?

If in principal this is something members are in favour of then further work can be carried out on alternate designs, locations in the gardens and funding.

3. **Manor House Access Ramp**

The access ramp to the staff, store, wheelchair users entrance to the above has deteriorated in condition and the 180-degree bend at the top of the slope is difficult for wheelchairs and draymen to negotiate. There are also significant fall hazards.

Advice has been sought and a plan for a revised layout is enclosed. Quotes are being sought and may be available by the meeting. It is recommended that this work takes place as soon as possible.

4. **Key Projects**

i. Manor House Water Fountain

The internal plumbing and meter for the above has been installed. First the cold weather and then the following wet weather has delayed the external groundworks. It is hoped the groundworks will be completed by the time of this meeting when officers will update on the installation.

ii. Play Area Remedial Works

Following works are in progress or have been scheduled.

- Replacement Tic-Tac-Toe for Primrose Hall ordered (Delivery 23/04).
- Remedial works to Southway Play Area. (PO placed with contractor)
- Preparation works for picnic benches at Southway in hand, concrete work delayed by weather.
- Youth shelter at Manor House to be repainted. (PO placed with contractor)
- Benches inside Southway play area removed to enable remedial works.
- Splits in wood on play equipment at Southway will be addressed.
- Wet pour safety surface remedial work is required at a number of play areas, this will require a specialist contractor to carry out the work. Quotes are being sought.
- Site visit pending at Langleybury for officers to review surface and other issues.

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5. Leases

Following is an update on emails exchanged with Three Rivers District Council's Legal Department.

i. Summerhouse Way Garages

As discussed at Leisure Comm. in February (min. 366). A rent of £990/pa for the above was agreed some time ago, I have advised that the Parish Council would be happy to execute a lease on this basis but would want a minimum ten-year term, rather than the five years initially offered.

Penman Sedgwick progressed this with TRDC on 6th April as they have a file open on the lease.

ii. Jacketts Field Allotments

The lease has expired. A ten-year renewal term has been offered by Three Rivers District Council. I have suggested that as these are fully tenanted allotment gardens leased on a peppercorn rent a significantly longer term, in line with similar leases, would be appropriate. I am waiting a response.

6. Staffing Update

The Staffing Committee has agreed to the appointment of a Leisure & Administration Officer (FT 37 hrs/pw). This role which combines the hours of the Bookings Officer, that resigned prior to Christmas and additional previously budgeted hours.

The plan is that this officer will eventually take over responsibility for the Leisure Committee and its meetings, along with all the administration functions of bookings, allotments, pitches, etc.

They will also work with the Facilities Manager and Works Manager on all of the actions and projects that fall into the committee's responsibility.

Tim Perkins
11th April 2018.

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