

Abbots Langley Parish Council

Council Offices
Langley Road
Abbots Langley
Herts
WD5 0EJ

01923 265139
clerk@abbotslangley-pc.gov.uk

21st February 2022.

To Members of the Leisure Committee

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

The next meeting of the Leisure Committee will be held will be held at *The Manor House, Gallows Hill Lane, Abbots Langley, WD5 0DD* on Wednesday 23rd February 2022 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.

Isabel Montesdeoca

Chief Officer & Clerk to the Council

AGENDA (Updated)

Prior to the meeting, at 7:15 pm Councillor Stephen Giles-Medhurst will be presenting an ALPC long service award.

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 8th December 2021 (previously circulated)
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. Abbots Improvement Group (AIMs)
To note the annual report submitted by the above. (Report enclosed ^[1])
8. Allotments
 - i. Allotment Tenancy Report
To consider the above report. (Clerk's report item 1)
 - ii. ALPC Beekeeping Agreement
(*Referred from Leisure Committee Dec 2021*)
To consider the final draft of the above. (Clerk's report item 2 and ALPC Beekeeping Agreement v2.2 enclosed ^[1])
 - iii. ALPC Allotment Tenancy Terms & Conditions

Abbots Langley Parish Council

To consider updates to the above. (Clerk's report item 3 and ALPC Allotment Tenancy T&Cs v6.1 enclosed ^[1])

9. Key Projects 2021-2023
To consider the latest update on key projects. (Clerk's report item 4 and Key Projects report enclosed ^[1])
10. Abbots in Transition (AIT) Community Garden
To consider a proposal from AIT (Clerk's report item 5 and AIT proposal enclosed^[1])
11. Exclusion of the Press and Public (Part II)
As the following items will consider the early stages of vendor discussions 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.
12. Tennis Coaching
To consider the report from the Clerk. (Clerk's report PII enclosed^[1])

^[1] *Committee members only, others on request.*

[https://alpcouncil.sharepoint.com/sites/alpcbudgetsmeetingsplanning/shared documents/alpc meetings/alpc meetings 2021-2022/leisure committee/alpc-leisure-agenda-2022-02-update.docx](https://alpcouncil.sharepoint.com/sites/alpcbudgetsmeetingsplanning/shared%20documents/alpc%20meetings/alpc%20meetings%202021-2022/leisure%20committee/alpc-leisure-agenda-2022-02-update.docx)

1. Allotment Tenancy Report

Allotment data as of 2nd February 2022

Site	No. Plot Holders	No. Vacant plots	Total Payment Outstanding (@02/02)	Under process for no recent work	Oldest Vacant plot
Manor House	19	0	0	0	-
Kingsfield	47	2	1	0	26/03/2021
Jacketts Field	19	2	2	0	27/09/2020
Primrose Hill	26	2	1	0	27/09/2020

- Viewings for vacant plots are taking place.
- Inspections of all plots completed w/c Feb 14th. 28 Day Notice To Quit letters being sent out w/c Feb 21st.
- Final reminder sent on outstanding invoices. Failure to pay will result in termination of lease as we are well past the time allowed in current T&Cs.

2. ALPC Beekeeping Agreement

At the December meeting of this committee (min 270), members asked officers to amend the draft ALPC Beekeeping Agreement to incorporate additional feedback received. This draft now addresses all comments received and has once again been shared with the Allotment Reps prior to this meeting for their review and comment.

As a reminder to members, this agreement is for a pilot bee keeping scheme that could be initiated at any of our 4 allotment sites. The pilot, once started, would be limited to one site and one plot for a period of 12 months. At the end of the pilot, the beekeeping agreement would be reviewed and amended as necessary based on learnings. At present, we are not aware of any tenants actively seeking permission to site bee hives on their allotment.

3. ALPC Allotment Tenancy Terms & Conditions

At the last Leisure Committee meeting, members requested officers compare ALPC's allotment T&Cs to those of other councils and recommend changes. The Council Administrator has undertaken a comparison of fees & charges across 10 councils and an in-depth comparison of T&C from 3 councils. Based on her findings, the following changes to the ALPC Allotments T&C are recommended for adoption:

- 2.2.2 - Addition of a £10 lay payment charge after 28 days of non-payment.
- 2.2.3 - Reduction of time in which reminder will be sent from 28 days to 15 days to allow tenant to be made aware before late charge is added.
- 2.3 - Addition of a deposit on new leases set at half the first years rent. Deposit is refunded in full once the key and plot are returned in good order.
- 3.1.1 - Clarification stating only large plots can be sub-divided.
- 3.2.1 - Addition of honey to the items allowed to be produced.
- 3.2.4 - Clarification that point refers to the behaviour of tenants which must not cause any nuisance or annoyance to neighbours.
- 3.3.2 - Amendment to state 50% of the plot should be under active cultivation with the remainder to be kept under control and clear of weeds to allow for siting of bee hives.
- 3.3.3 - Addition to ensure tenants know that plots are leased 'as is'.
- 3.3.4 - Addition to ensure tenants know plots will be inspected at regular intervals.
- 3.8 - Addition of clause detailing beekeeping requirements
- 4.4 - Addition of clause allowing ALPC to resume rather than restart the 28 Day Notice to Quit Enforcement period should the same breach reoccur within a 12 month period.
- 5.1.2 - Addition of 'moves outside of civil parish' as a circumstance that will trigger termination of the tenancy by the council.
- 6.0 - Addition of clause describing requirements upon termination of tenancy by tenant.

4. Key Projects

New Projects for Discussion

The following are new projects to be considered for addition to the key projects list. These projects would need to be researched and quotes obtained.

Project	Description
• Langleybury Car Park	Patch repairs to car park surface. Cost TBC.
• Primrose Hill Footpath	Repaving of footpath and addition of hard standing for benches located near play area and future orchard to allow easy wheel chair access. Cost TBC.
• Bedmond Basketball Court	Redevelopment of old basketball court into a MUGA without floodlights. Cost TBC.
• District Enforcement	Extend District Enforcement to cover Manor Lodge and Langleybury car parks. Cost TBC. Manor Lodge - Enforcement of parking in marked bays. Langleybury - Enforcement of a free parking period.

5. Abbots In Transition (AIT) Community Garden

AIT has approached the council to request support for the establishment of a community garden at Primrose Hill. AIT has the opportunity to apply for a grant of £5,000 towards the costs of plants and materials for the community garden. Deadline for applications to be submitted is Feb 28th and funds, if awarded, would need to be used within 12 months.

AIT, Facilities manager, & the Chief Officer & Clerk have met on site to discuss plans for the project, potential layout, and possible risks given the location and distance to the nearest water source. Plans have also been reviewed with the Works manager. Overall officers support the project but have two concerns they believe should be addressed as part of final approval. These are:

- Project ownership & On-going Maintenance - Without clear and long-term ownership for this project, officers are concerned the garden would not flourish and ultimately fall into disrepair. Officers recommend as a condition of final approval that AIT be asked to formalise plans for the long-term ownership & maintenance of the community garden.
- Safety of Design - Officers request that as a condition of final approval any areas to be created or structures to be installed in the community garden be reviewed and agreed by the Facilities or Works managers to ensure the design is assessed for potential short-term and long-term risks that may lead to liability issues.

Officers recommend AIT be given initial approval to submit the grant application based on the initial project proposal and if successful, be asked to submit a final project proposal to this committee with additional details on project ownership, maintenance, and final designs.

Isabel Montesdeoca

Chief Officer & Clerk to the Council
21st February 2022.