

Abbots Langley Parish Council

Council Offices
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19th August 2022.

To Members of the Leisure Committee

Councillors Jon Andrews, Sara Bedford, Liz Burns, Ruth Clark, Jane Lay (Chairman), Simon Stanley (Vice), John Wyatt, and Roxanne Yau.

The next meeting of the Leisure Committee will be held at Council Chambers, Abbots Langley Parish Council, Council Office, Langley Road, Abbots Langley, WD5 0EJ on Wednesday 24th August 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

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 22nd June 2022 (Enclosed ^[1])
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. Allotments Tenancy Report
To receive an allotment tenancy update. (Chief Officer & Clerk's report, item 1)
8. Bookings Update
To receive an update from the Chief Officer & Clerk on venue bookings. (Chief Officer & Clerk's report, item 2)
9. Key Projects 2022-2024
To consider the latest update on key projects including candidate list of priority projects for 2023-2024 budget. (Chief Officer & Clerk's report item 3, Key Projects report enclosed ^[1])
10. Recreation Regulations Update
To consider an update to the ALPC Recreation Regulations (Chief Officer & Clerk's report, item 4 and Recreation Regulations v3.2 enclosed ^[1])

11. Fees & Charges 2022-2023

To consider amendments to 2022-2023 Playing Fields & Sports Facilities Charges. (Chief Officer & Clerk's report item 5, 2022-2023 ALPC Fees & Charges Playing Fields & Sports Facilities Charges enclosed ^[1])

12. Primrose Hill Orchard

i. Project Schedule

To note Works Manager's report of the ground preparation and planting schedule. (ALPC Primrose Hill Orchard Ground Preparation Schedule Update enclosed ^[1])

ii. Donations Price List

To consider a master price list to be used as the basis for a public donations price list. (ALPC Public Donations Master Price List enclosed ^[1])

iii. Planting Day

To consider a proposal to host a planting day to mark planting of first tree. (Chief Officer & Clerk's report, item 6)

13. Beacon Usage Policy

To consider the draft ALPC Beacon Usage Policy. (ALPC Beacon Usage Policy v1.0 enclosed ^[1])

14. Tennis Coaching Update

To note interim report from GetSet4Tennis on coaching at Manor House Tennis Courts. (GS4T Report enclosed ^[1])

15. Ash Dieback Disease

To note Works Manager's report re: impact of Ash Dieback in Manor House Grounds (Chief Officer & Clerk's report item 7, Ash Dieback Disease report enclosed ^[1])

16. TRDC PlayScheme

To note report provided by TRDC on projects funded by ALPC's contribution to the above. (TRDC Playscheme report enclosed ^[1])

17. Committee Terms of Reference

To consider the above and determine if any changes are needed. (Leisure Committee Terms of Reference v4.02 enclosed ^[1])

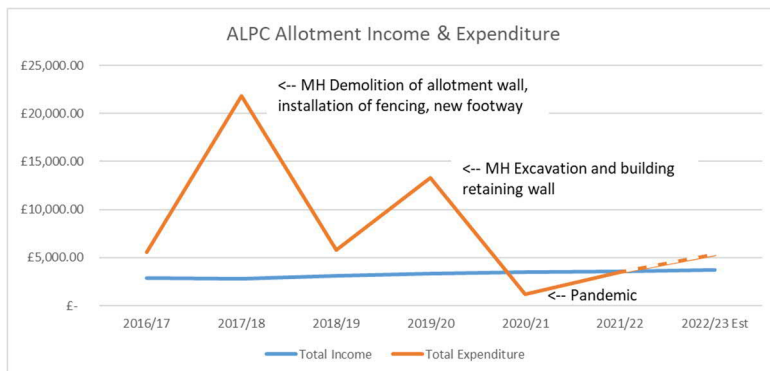
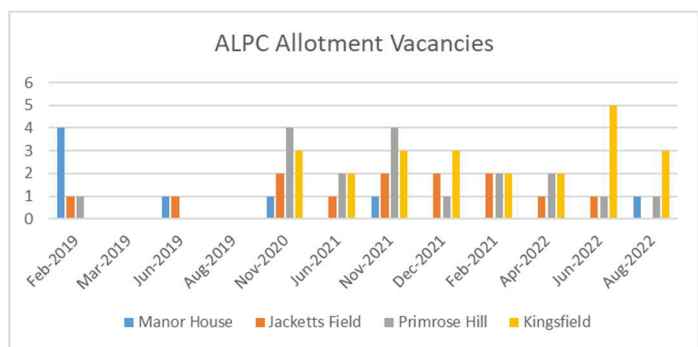
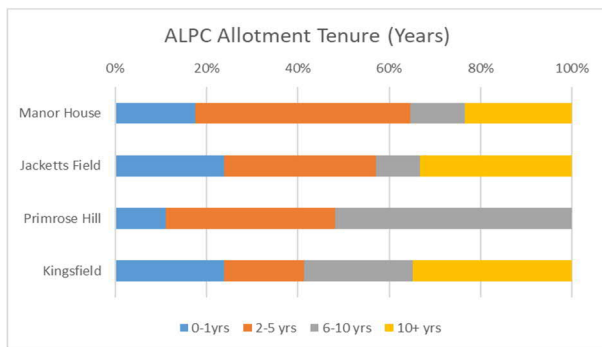
^[1] *Committee members only, others on request.*

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1. Allotment Tenancy Report

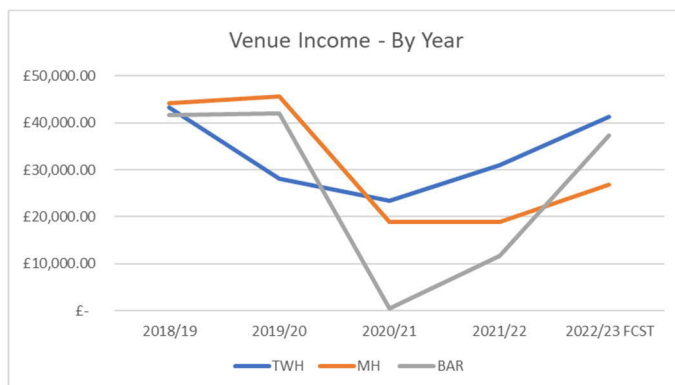
Allotment data @ 17th August 2022

Site	Half Plots	Full Plots	Vacant plots (next viewings Aug 27 / Sep 3)	Last Inspection: 12/08/2022				
				Plots being monitored	First Letter	Second Letter	Final Warning	Notice to Quit
Manor House	17	3	1 (half)	0	0	0	0	0
Kingsfield	47	5	3 (1 full, 2 half)	5	3	1	3	0
Jacketts Field	22	0	0	2	1	0	1	3
Primrose Hill	28	0	1 (half)	6	1	1	0	1



2. Bookings & Bar Income Review

Income Actuals + YE Forecast as of 8th August 2022



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Bookings Outlook

- **Tanners Wood Hall (TWH) Bookings Income, Sep to Feb 2023 Outlook**
In the course of the next six months TWH is expected to see an increase of 19% increase in bookings when compared with the corresponding period of 2019/20. This forecast is based on the following assumptions:
 - Provisional bookings from our regulars which represent 70% of the overall projected performance go ahead;
 - Multiple confirmed bookings by one-off hirers in 1Q 2023 go ahead.TWH's growth in bookings/provisional bookings and our current retention rate in our customer base places TWH income in a stable and strong position for the forecast period.

- **Manor House (MH) Bookings & Bar Income, Sep to Feb 2023 Outlook**
The projected performance for MH is an achievement of 36% of 2019/20 bookings. This forecast is based on the following assumptions:
 - Confirmed bookings which represent 73% of the overall projected performance go ahead.
 - Multiple provisional bookings for life/celebratory (mostly special birthdays) events in 2023 go ahead.
 - Provisional bookings for repeat annual bookings that are starting to come back go ahead.

Many thanks to the Finance Officer & Deputy Clerk and the Bookings Officer for the data provided for the above report.

3. Key Projects 2022-2024

The following existing projects are being proposed as candidate priority projects for consideration in the 2023/2024 budget:

- KP 7 - Water Fountains + Bottle refill stations
- KP 11 - Manor House Footpath (Dellmeadow-Standfield)
- KP 15 - Manor House Tennis Courts Floodlights
- KP 17 - Primrose Hill Footpath
- KP 18 - Bedmond Basketball Court Redevelopment

*Note: All number refer to the Key Projects List 2022-2024. Please refer to this report for details on the above projects.

The following new projects are also proposed as candidate priority projects for consideration in the 2023/2024 budget:

- Allotments Water Recovery Project
- MH Footpath Paving (MUGA to Tennis Courts)

4. Recreation Regulations Update

The Recreation Regulations as a document are referenced from our annual rental agreement with all sports clubs and also in our agreements with any event organisers who apply to use PC land for an outdoor event. This document has not been updated for a number of years (circa 2008) and has therefore been significantly revised to bring it up to current day needs.

We have also taken this opportunity to include sections relating to the use of our land and car parks by Physical Trainers which has seen a steady increase since the pandemic. In this instance, you will see we are recommending that only small groups (<5 people) be permitted to use our land for physical training classes. Larger groups would need to book the MUGA for safety purposes.

This policy has been reviewed by the Facilities Manager, Works Manager, Finance Officer & Deputy Clerk, and Bookings Officer and is recommended for approval.

5. Fees & Charges 2022-2023 Amendments

In order to support the new draft of the ALPC Recreation Regulations, I recommend we amend the existing Fees & Charges sheet to provide a price for booking of casual cricket games, and to provide a fine for unauthorised used of both cricket pitches and the MUGA (for large, organised groups only). This

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brings these into line with what is already in place for football pitches. The prices listed are based on the same percentages used for football.

6. Primrose Hill Orchard - Planting Day

To mark the creation of the Primrose Hill Orchard as part of the Queen's Green Canopy and also to drive community involvement, I would like to propose a working group be established to plan for a planting day in November / December where councillors and community members will be invited to help plant the central oak tree and a number of fruit trees. I would recommend the working party include the two members from the Primrose Hill area.

7. Ash Dieback

WB project list & need to include money in Open Spaces earmark reserves for the next few years. Estimating £10K per year to take down and eventually replace 1/3rd

Isabel Montesdeoca

Chief Officer & Clerk to the Council
19th August 2022.

[https://alpcouncil.sharepoint.com/sites/alpcbudgetsmeetingsplanning/shared documents/alpc meetings/alpc meetings 2022-2023/clerks report/leisure/alpc-clerks-report-leisure-2022-08.docx](https://alpcouncil.sharepoint.com/sites/alpcbudgetsmeetingsplanning/shared%20documents/alpc%20meetings/alpc%20meetings%202022-2023/clerk%20report/leisure/alpc-clerks-report-leisure-2022-08.docx)