

Council Offices
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9th December 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 14th December 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
26th October 2022 (Enclosed ^[1])
5. Reports from Sports Representatives
To receive reports from the Sports Representatives.
6. Reports from Allotments Representatives
To receive reports from the Allotments 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. Budget 2023-2024
 - i. *Fees & Charges 2023-2024*
To consider the final draft of Fees & Charges 2022-2023.
(Clerk's report item 3 and Fees & Charges v1.1 enclosed ^[1])
 - ii. *Key Projects 2022 - 2024*
To consider the latest update of Key Projects managed by the Committee.
(Clerk's report item 4, Key Projects report, Primrose Hill Orchard - First Planting Day Report enclosed ^[1])

iii. Budget 2023-2024

To consider the latest revision of the committee pages for the above.
(Chief Officer & Clerk's report item 5 and Committee pages from budget book v2.0 enclosed ^[1])

10. Community Defibrillators

To note new pamphlet created by Leisure & Council Administration Officer to provide clear guidance to public on where to find our Community Defibrillators and how they operate. (Abbots Langley Parish Defibrillator Booklet enclosed ^[1])

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

[https://alpcouncil.sharepoint.com/sites/alpcbudgetsmeetingsplanning/shared documents/alpc meetings/alpc meetings 2022-2023/leisure committee/alpc-leisure-agenda-2022-12.docx](https://alpcouncil.sharepoint.com/sites/alpcbudgetsmeetingsplanning/shared%20documents/alpc%20meetings/alpc%20meetings%202022-2023/leisure%20committee/alpc-leisure-agenda-2022-12.docx)

Abbots Langley Parish Council

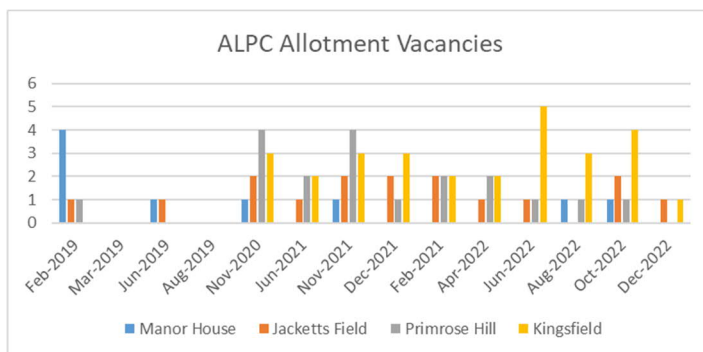
Clerk's Report - Leisure Committee - December 2022

1. Allotment Tenancy Report

Many thanks to the Leisure & Council Administration Officer and the Bookings Officer for the data provided for this above report and for the huge effort put into getting the new agreements signed and the waiting lists down.

Allotment Tenancy Report @ 8th December 2022

Site	Half Plots	Full Plots	Vacant plots = 2	Outstanding Rent Payments	Outstanding Deposit Payments	Last Inspection: 12th & 17th October					Waiting List
						Plots being monitored	First Letter	Second Letter	Final Warning	Notice to Quit	Total = 52 Specific Site = 26
Manor House	19	3	0	0	1	6	0	0	0	0	6
Kingsfield	51	3	1 half plot	0	2	5	8	1	1	1	10
Jacketts Field	22	0	1 half plot	0	1	4	3	1	1	0	2
Primrose Hill	28	0	0	0	1	12	4	0	0	0	8



Waiting List	
Year Added to List	Total
2019	1
2020	6
2021	19
2022	26
Total Waiting List	52

Highlights

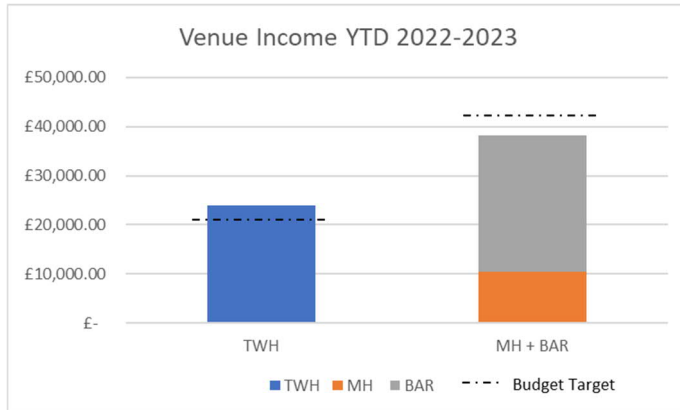
- Waiting List Down - Waiting list currently @ 52 people, down from 68 people at last report. (23.5% reduction. First person on list added 9/2019. Last person on list added 11/2022.
- Plot Clearing Service - Sunnyside Rural Trust were contracted to clear Kingsfield Plot 12a as it was so overgrown no prospective tenants were willing to take it on. The Sunnyside team did an excellent job.
- Inspection - Inspections are now done for the year and will resume in Feb 2023.
- Allotment Rent - All allotment rent have been paid for 2022/23 with the exception of one plot.
- New Tenancy Agreements & Deposits- The allotments tenancy agreements have been signed by all tenants with the exception of four plots. In addition, two tenants have signed but not yet paid the deposit amount.

Per Site Information

- Manor House - 0 vacant plots. The person at the top of the waiting list specifically for Manor House has been on the list since 09/2019.
- Kingsfield - Full plot, Plot 28, has been split into 2 half plots. Plot 15a currently vacant and viewings scheduled. Sunnyside quoting on clearing the plot. The person at the top of the waiting list specifically for Kingsfield has been on the list since 12/2020.
- Jacketts Field - Plot 14 currently vacant and viewings scheduled. Sunnyside quoting on clearing the plot. The person at the top of the waiting list specifically for Jacketts Field has been on the list since 8/2020.
- Primrose Hill - 0 vacant plots. The person at the top of the waiting list specifically for Primrose Hill has been on the list since 11/2021.

2. Bookings Update

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



- Tanners Wood Hall (TWH) Income & Bookings Outlook, Jan 2023 to Jun 2023

TWH income on track to exceed 2022-2023 budget target.

TWH regular bookings represent 57% of the overall projected bookings, down from 64% on last report, as percentage of one-off bookings are increasing.

Tanners Wood Hall has lost one of the three regular bookings from InspireAll – it was a once a month booking as oppose to one of their weekly timeslots. A second, booking with TRDC/HCC's for their Girls' and Young Women's Project has also been lost since the last report. However, we have attracted a new regular hirer, which is a Pilates for Men class holding their session on Tuesday evenings.

It is worth noting that regular bookings for the first half of 2023 will be impacted by two days lost to the election taking place on Thursday 4th May and the additional bank holiday on Monday 8th May as Mondays and Thursdays are our busiest days at TWH.

We are currently experiencing a no-shows with one of our regulars – Havana Salsa – who holds dance classes on a Thursday evening. This is being looked into to ascertain whether this is just a temporary situation.

- Manor House (MH) + Bar Income & Bookings Outlook, Jan 2023 to Jun 2023

MH + Bar income on track to meet 2022-2023 budget target but mix is different to starting assumption with lower venue hire and higher bar sales.

Manor House bookings figures show that 37% of bookings are represented by provisional bookings. It is worth noting that bookings for the first half of 2023 will be impacted by two days lost to the election taking place on Thursday 4th May and the additional bank holiday on Monday 8th May and any time required for refurbishment projects.

3. Fees & Charges 2023-2024

The following changes have been made since this committee's last meeting:

- Allotment Charges - Allotment rates have been increased to £53 per full plot and £37 per half plot as per agreement at the last meeting (Leisure Committee Oct 2022 min 191 ii).
- Lease Charges - Charges for leasing a building from the Council for a year have been increased by 4% as per agreement at the last meeting (Leisure Committee Oct 2022 min 191 ii).

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4. Key Projects 2022-2024

The following changes have been made since this committee's last meeting:

- Active Projects (KP1 to KP3) - Minor updates to KP1 regarding planting activities.
- New Projects (KP4 to KP6) - All projects proposed by this committee for 2023-2024 budget have now been included in the draft budget based on quotes received. (Leisure Committee Oct 2022 min 191 iii)
- Future Projects (KP7 to KP11) - All savings towards long term projects proposed by this committee for 2023-2024 budget have now been included in the draft budget based on quotes (where possible) or estimated project costs. (Leisure Committee Oct 2022 min 191 iii)
- On Hold / Deprioritised Projects (KP12 to KP17) - Projects that were considered but not prioritised for inclusion in the 2023-2024 budget have been put in this section to be revisited during the next budget cycle. (Leisure Committee Oct 2022 min 191 iii)
- Cover Page - As this list is used by both Leisure and Finance & Administration Committees, a cover page has been added to allow us to more visibly track review dates and the process used to manage the key projects list.

**All numbers refer to ALPC Key Projects list 2022-2024.*

5. Budget 2023-2024

Main changes since the last version shared include:

- Reserves & Financials Sheet- Updates to ear marked reserves to reflect quotes received on proposed key projects in next financial year. Spend column added to more clearly communicate spend in current year.
- Administration Sheet - Training budget increased to cover training costs for all Councillors after the election in May 2023.
- Allotments Sheet and Bowling Green Sheet - Increases to Fees & Charges have been reflected in income.
- Playing Fields Sheet - Increase to Christmas lights costs to reflect increased testing requirements from HCC. Increases to Fees & Charges have been reflected in income.
- Vandalism Sheet - Increase in percentage of wages apportioned to vandalism to reflect current figures.
- Manor House Sheet and Bar Sheet- Updated the ratio of Manor House venue vs bar income to reflect current actual ratio.
- Precept Options Sheet - Updated Band D base number for Abbots Langley Parish as per TRDC Council Report published 8/12/2022 ahead of Council meeting on 15/12/2022 to approve.
- Earmarked Reserves Sheet (new) - Sheet added to provide a clearer breakdown of proposed increments.

Isabel Montesdeoca

Chief Officer & Clerk to the Council
9th December 2022.

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