

Abbots Langley Parish Council

Council Offices
Langley Road
Abbots Langley
Herts
WD5 0EJ

01923 265139
clerk@abbotslangley-pc.gov.uk

2nd February 2023.

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 8th February 2023 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
14th December 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. Key Projects 2022 - 2024
To consider the latest update of Key Projects managed by the Committee. (Key Projects report enclosed ^[1])
10. Tanners Wood Hall
To receive an update from the Chief Officer & Clerk on the hall post recent flooding. (Chief Officer & Clerk's report, item 3)

11. Football

- i. Off-Season Football - To receive an update from the Chief Officer & Clerk on plans to communicate with all clubs regarding off-season play restrictions. (Chief Officer & Clerk's report, item 4i)
- ii. 2023 Football Pitch Maintenance- To receive an update from the Chief Officer & Clerk on pitch maintenance plans and proposed site visits. (Chief Officer & Clerk's report, item 4ii)

12. Exclusion of the Press and Public (Part II)

As the following item will consider early stages of a contract discussion into which the Parish Council may be entering 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 & 102.

13. Manor House Tennis Coaching

To consider the proposed renewal of Manor House Tennis Courts Service Level Agreement for 2023-2024. (Chief Officer & Clerk's PII report item 1, 2023-2024 draft Service Level Agreement 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-2023-02.docx](https://alpcouncil.sharepoint.com/sites/alpcbudgetsmeetingsplanning/shared%20documents/alpc%20meetings/alpc%20meetings%202022-2023/leisure%20committee/alpc-leisure-agenda-2023-02.docx)

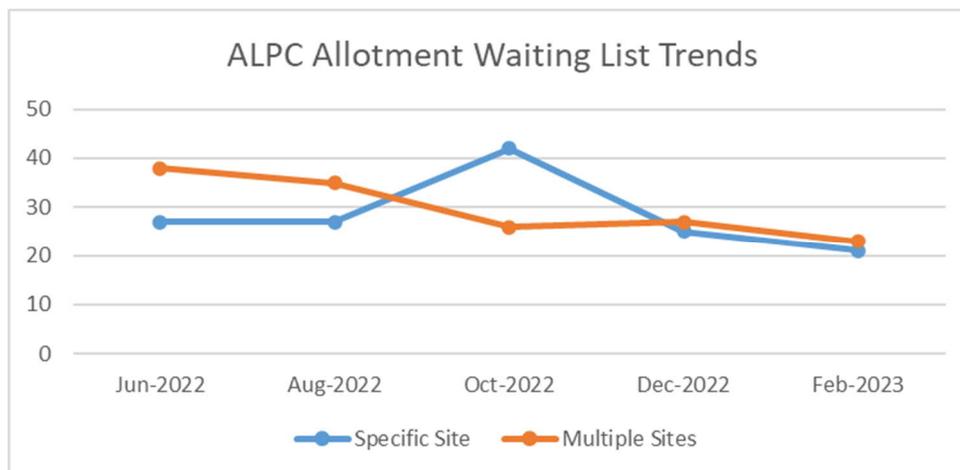
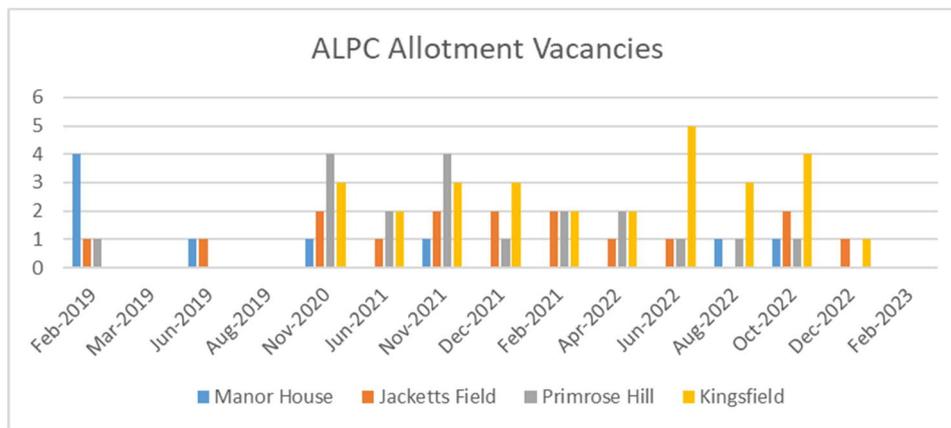
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1. Allotment Tenancy Report

Many thanks to the Leisure & Council Administration Officer and the Bookings Officer for this report.

Allotment Tenancy Report @ 3rd February 2023

Site	Half Plots	Full Plots	Vacant plots = 0	Outstanding Rent Payments	Outstanding Deposit Payments	Waiting List
						Total = 44 Specific Site = 21
Manor House	19	3	0	0	1	6
Kingsfield	51	3	0	0	0	7
Jacketts Field	22	0	0	0	0	0
Primrose Hill	28	0	0	0	1	8



Year	Total
2019	1
2020	2
2021	16
2022	25
Total	44

Highlights

- 15 new tenants added since September 2022
- Waiting list currently down to 44 people. Last person added 16/11/2022.
- First 2023 inspections planned for February 2023

Per Site Information

- Manor House - 0 vacant plots
- Kingsfield - 0 vacant plots; plot 28 split into 2 half plots and both rented out
- Jacketts Field - 0 vacant plots
- Primrose Hill - 0 vacant plots

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Maintenance

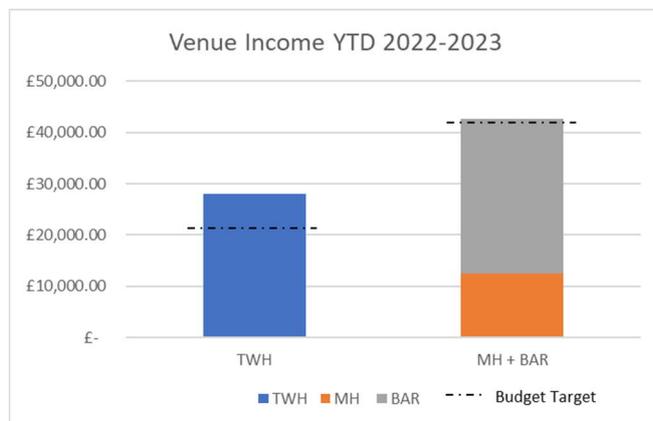
- Sunnyside was engaged to clean 3 derelict plots to enable us to rent them out. This has been completed.
- New number posts being ordered for all sites in 2023 due to many rotting and missing posts.

Proposal

- As there are a wave of new tenants working on plots in 2023, the Leisure & Council Administration Officer proposes the Council consider adding a 'Best Newcomer' Award to the yearly allotment awards for 2023.

2. Bookings Update

Many thanks to the Finance Officer & Deputy Clerk, the Bookings Officer, and the Facilities Manager for this report.



- Tanners Wood Hall (TWH) Income & Bookings Outlook, Feb 2023 to Jul 2023

Due to the unexpected flooding at TWH discovered on Friday 27th January 2023, the venue is now out of use for hire. For this reason it is not practical to report on the performance of TWH for the said period.

In order to mitigate the effect of potential lost custom both short and long-term, we have been able to move some one-off TWH bookings to MH and where possible this also applies to some of the regulars such as the Art Group and Love to Dance.

At the time of writing, it is not yet known when the repairs needed in TWH will be completed and the hall will be able to reopen for bookings.

- Manor House (MH) + Bar Income & Bookings Outlook, Feb 2023 to Jul 2023

(Note: This is the first time, post-pandemic, that the comparative below is being made using year-on-year figures vs pre-pandemic 2019 figures).

The projected performance indicator (PPI) for the comparative period in 2022 shows that MH's overall bookings (including provisional bookings) for this period in 2023 is expected to reach 76% of the performance achieved in 2022. Provisional bookings represent 38% of the overall bookings for 2023.

There has been an upturn in the number of enquiries coming through recently with the nature of functions being more varied, from wakes and engagement parties to a fancy dress party. In addition to this, our repeat hirers are gradually returning with regular hirers such as ALLHS and ALGS nearly back to a full schedule. While we still have the capacity to attract more regular hirers, at present this is a favourable position for ALPC as MH is able to accommodate some of the bookings for TWH that would otherwise have been lost, both one-offs and regulars.

Looking to the future, the installation of the new kitchen at MH hall is now complete. The Manor House Kitchen was in need of a complete refurbishment and a move away from gas as the gas powered ovens that had served the Manor House for over 30 years no longer complied with modern safety standards. Kitchen now has a 110" Rangemaster commercial induction cooker and removed all gas fittings. New induction friendly pots and pans also purchased to compliment the cooker. New kitchen carcasses' and work surfaces completed the build ahead of schedule, and provide additional work space and storage areas. There is also a new Fridge freezer that allows large trays of sandwiches and other foods to sit nicely within the fridge. Additional space is now available as well and freezer cabinets at the bottom of the fridge allow caterers to store their frozen foods. This refresh means the hall is now better able to support large functions requiring full catering services.

3. Tanners Wood Hall (TWH)

Many thanks to the Works Manager for this report.

As stated above, TWH experienced unexpected flooding discovered on Friday 27th January 2023. The flooding was caused by a leak from one of the Hillside Rise flats above the hall. Hillside Rise flats and the building overall are managed by Watford Community Trust Housing.

The leak has caused a considerable amount of damage and is being addressed as quickly as possible. The Facilities Manager and the Bookings & Front Desk Officer have moved our hirers to our other hall where possible. What we want to avoid is losing all our regular bookings if this takes too long to rectify. We have worked hard to build up our clients since the shutdown due to the Covid pandemic and the short and longer term loss of revenue should our regulars make a permanent move is a concern.

The leak has now been sorted but the hall is still drying out. It is already clear, however, that major repairs will be required. A summary of the high-level points are listed here:

- o One quarter of the ceiling has been damaged. Approx. 120 tiles need to be replaced.
- o The main hall floor is severely damaged from the flooding and is curling up now as it dries. It will need to be replaced.
- o The ceiling lights need to be checked, removed and replaced if water ingress is present or has the possibility of effecting the workings at a later date.
- o The battery on all emergency lighting has now been depleted. This will need to be put back in working order. In some locations, new ceiling emergency lights are needed.
- o The fire alarm system was affected as the ceiling detector was directly under the leak. It must be checked over and reinstated to full working condition.
- o The air conditioning/ heater unit in the ceiling was directly under the leak. It needs to be inspected, replaced or repaired to full working condition.
- o Part of the stage was directly under the leak and covered in water as a result. Damage needs to be assessed as it dries and a replacement section may be required if the wood starts to warp and becomes a risk.
- o Under the stage are located our power units for the roller shutters outside the emergency exit doors. One of these was considerably wet and will need to be inspected, replaced or repaired.
- o The sockets directly under the leak on the right side of the hall and above the stage will need to be inspected.
- o The two store rooms on the right side of the hall were affected. These contained our hirers equipment and will need to be check with any damage reported and items replaced.
- o The walls on the right side of the hall where the water leaked down the side from above have discoloured the plaster and the paint is bubbling. The plaster will need inspecting and repairing / replacing and the walls repainting.

The Works Team Manager and Facilities Manager will continue to work with Watford Community Housing Trust to rectify the damage caused, but at the time of writing it is not possible to estimate how long the repairs will take. Officers will also work with Watford Community Housing Trust to submit any insurance claims.

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I recommend TWH refit be added to the Key Projects list to track progress, reopening, and resolution of any potential claims.

4. Football

i. Off-Season Football

The ALPC Recreation Regulations (updated Aug 2022, Leisure Committee min 132) state:

"9.2. Training and Practice Matches on Council Grounds - Cricket, Football

Training and practice matches are not permitted on Council grounds (on or off pitch) out of season. The season is as defined by the Council."

To avoid any clubs being fined for unauthorised play on Council grounds (on or off pitch) during the 2023 off-season (third week May to last week August) , Officers propose a notice be sent out to all clubs in February to remind them that no off-season play (on or off pitch) will be permitted and encourage them to make alternative arrangements as early as possible.

Any clubs wishing to hold sporting events during the off-season will be asked to submit an event application (available on the Council's website). All requests will be reviewed and every effort will be made to accommodate one-day events as the impact to the ground for these types of events is expected to be minimal. Longer events will need to be carefully reviewed before being approved as these may cause more significant / irreparable damage to the newly planted grass seed.

ii. 2023 Football Pitch Maintenance

The Council's football season runs from the first weekend in September to the second weekend in May to allow time for the Works team to undertake maintenance on the pitches and give the ground time to rest and recover.

The Works Manager is in the process of preparing the pitch maintenance schedule for this year. A recent inspection of the fields has highlighted the need to undertake maintenance of the outfield as well the pitches in some locations. Several Councillors expressed an interest in visiting the pitches to better understand the state of the ground. The Works Manager proposes hosting a visit to two sites, Bedmond and South Way, on Wednesday 1st March @ 10.30 or Friday 3rd March @ 10.30. Weekend site visits are not possible due to match play.

Isabel Montesdeoca

Chief Officer & Clerk to the Council
2nd February 2023.