

Abbots Langley Parish Council

Council Offices
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Abbots Langley
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WD5 0EJ

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13th April 2023.

To Members of the Leisure Committee

Councillors 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 will be held at Council Chambers, Abbots Langley Parish Council, Council Office, Langley Road, Abbots Langley, WD5 0EJ on Wednesday 19th April 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. Individuals wishing to speak at a Parish Council meeting must sign in prior to the meeting. For further details on public speaking arrangements at a Parish Council meeting, please visit <https://www.abbotslangley-pc.gov.uk/parish-council/public-speaking-arrangements/> .

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
8th February 2023 (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. Venue Hire Terms & Conditions
To consider recommended updates to the ALPC Venue Hire Terms & Conditions. (ALPC Venue Hire Terms & Conditions v2.0 Draft enclosed^[1], additions shown in yellow / deletions marked in red)

10. Play Area Maintenance and Repairs

To approve overspend for necessary play equipment repairs and vandalism repairs needed in the play areas. (Chief Officer & Clerk's report, item 3 and quotes enclosed^[1])

11. Football Pitch Maintenance

To receive an update from the Works Manager on 2023 pitch and outfield maintenance plans. (Chief Officer & Clerk's report, item 4)

^[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-2023-04.docx](https://alpcouncil.sharepoint.com/sites/alpcbudgetsmeetingsplanning/shared%20documents/alpc%20meetings/alpc%20meetings%202022-2023/leisure%20committee/alpc-leisure-agenda-2023-04.docx)

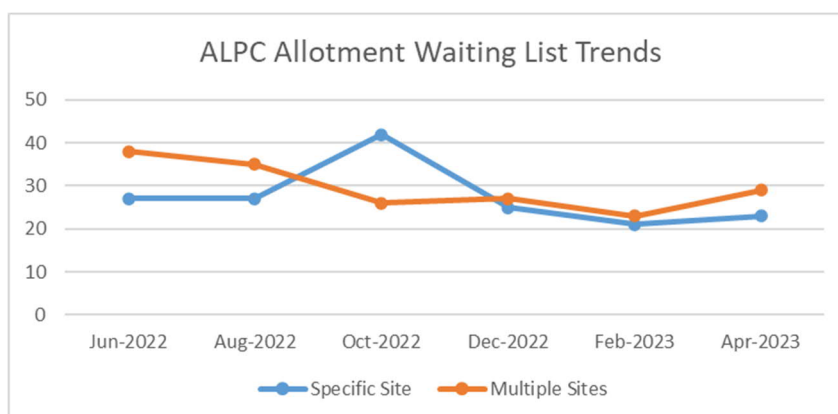
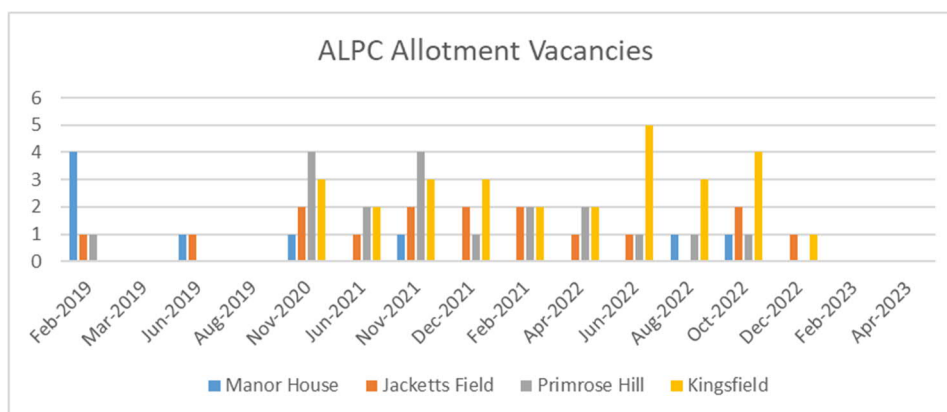
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1. Allotment Tenancy Report

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

Allotment Tenancy Report @ 11th April 2023

Site	Total Plots = 125			Outstanding Rent Payments	Outstanding Deposit Payments	Total Waiting List = 52
	Half Plots	Full Plots	Vacant Plots			Site Specific
Manor House	19	2	0	0	0	6
Kingsfield	51	3	0	0	0	10
Jacketts Field	22	0	0	0	0	0
Primrose Hill	28	0	0	0	1	7



Year	Total
2019	1
2020	2
2021	14
2022	26
2023	9
Total	52

Highlights

- Two new tenants added at Kingsfield and Primrose Hill allotments.
- Waiting list at 52 people (23 site specific). Last person added to waiting list on 05/04/23.
- Last Inspections done 28 Feb (MH, JF, PH) and 30 Mar (KF). Letters sent w/c 10 Apr.
- Water theft identified at Jacketts Field allotments and report to the police in Feb.

Per Site Information

- Manor House - 4 plots being monitored. First person on waiting list added 19/09/2019.
- Kingsfield - 1 new tenant (01/03/23). 11 plots being monitored; 6 inspection letters sent out. First person on waiting list added 08/03/2021.
- Jacketts Field - 7 plots being monitored. First person on waiting list added 11/06/2021.
- Primrose Hill - 1 new tenant (14/02/23). 7 plots being monitored. First person on waiting list added 21/01/2021.

Maintenance

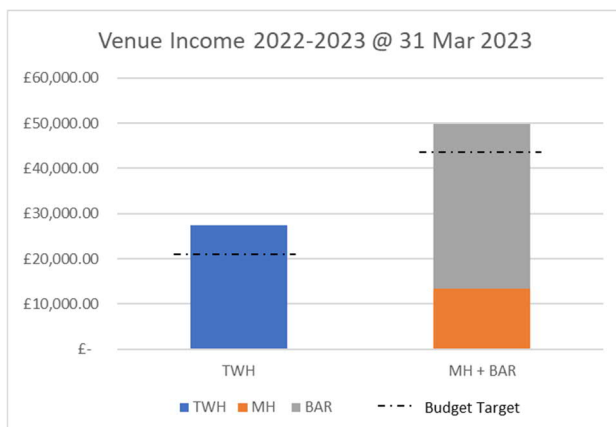
- Kingsfield - New water trough by 14a and new ball cock for trough by 4a ordered.

- All - New number posts installed all sites (see below).



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) Bookings Outlook, Apr 2023 to Sep 2023

TWH has not yet re-open. Work has now started on the repairs (13/4) to the floor. Repairs still required to the ceiling, and inspection of the air conditioning / heating system still to be done. Best case estimate for reopening is end of Apr.

The following comments detail the impact felt to date during the period of closure and highlights which regular hirers may resume their bookings once the hall reopens.

a. Permanent loss of 2 regular hirers

- Havana Salsa who held weekly dance classes. They were offered Manor House (MH) but only entertained this option on one occasion with a no-show thereafter.
- InspireAll who run baby/toddler sessions two times a week. They cancelled both bookings, trialed a new baby/toddler group called Activity Rhyme Time at Manor House, but have now informed us that they will no longer be continuing the sessions.

b. Temporary loss of 1 regular hirer

- Karate class provider was able to find another venue on a temporary basis and is expected to return to TWH once it re-opens. MH was considered but not suitable for this activity.

c. *Bookings Relocated to MH*

- Most pre-existing one-off bookings (e.g. parties) have been moved to MH, with only one cancellation to date.
- NCT, the antenatal group, have cancelled 2 courses (each a series of bookings) however the remaining live bookings have successfully been moved to MH and Council Chambers
- Love to Dance have satisfactorily had their bookings transferred to MH
- The Art Group have satisfactorily had their bookings transferred to MH

In summary, even though we have lost two regular hirers and some bookings during this ordeal resulting in a loss of income of £639 to date, we are making every effort to retain both our regular customers and one-off bookings. This has been possible due to the flexibility demonstrated by both the ALPC team and the hirers.

• Manor House (MH) + Bar Income & Bookings Outlook, Apr 2023 to Sep 2023

In 2023 for the said six month period, taking into account firm bookings and provisional bookings, MH currently has line of sight for 70% of the bookings taken during the same period in 2022, with 88% of the total representing firm bookings which is a significant improvement from our last report. There has been a noticeable increase in the number of MH enquiries then converting into firm bookings. Despite the number of bookings transferred from TWH to MH, taking new bookings for MH continues to be manageable.

3. Play Area Maintenance and Repairs

Many thanks to the Works Manager for this report.

a. Zip Lines

In February 2023 the play areas were inspected by our Play Inspection company. Some issues were highlighted around and within our play areas. Where possible, we have undertaken the works using our own grounds staff. However, due to the nature some repairs more specialised skills are required.

Specifically, the inspection report has classified work required to the cable run ways (zip lines) as moderate (need attention asap). We have three cable run ways: Manor House, Southway and Bedmond. These have been inspected by specialists and all three require a considerable amount of work to bring it back in-line as satisfactory.

The cost to rectify the works required is:

Manor House	£2,085.90
Southway	£3,606.55
<u>Bedmond</u>	<u>£2,210.00</u>
Total	£7,902.45

This total exceeds the amount in our Playareas budget for repairs. Approval is requested to use funds from the Open Spaces Earmarked Reserves.

b. Wet Pour

The Bedmond safety surface around the Nexus core play equipment has once again been vandalised (see below). As per standard policy, this vandalism has been reported to the police and a case number issued.

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We have received a quote to repair of £5,696.70. Based on the severity of the damage, the risk of leaving this surface vulnerable to more vandalism, and increased fall and trip risk, a provisional order will be placed on 14/4 for the repairs. The lead time is 2 weeks.

This total exceeds the amount in our Vandalism budget for repairs. Approval is requested to use funds from the Open Spaces Earmarked Reserves.



4. Football Pitch Maintenance

The planned football pitch maintenance schedule for the 2023-2024 off-season is as follows:

- Season ends - Sunday, 13th May 2023
- Verti Drain - w/c 24th April 2023
- Pre Fertiliser & Seeding - w/c 15th May 2023
- Top Dressing - w/c 20th May 2023
- Slow Release Fertiliser - w/c 12th June 2023

Many thanks to the Works Manager for all the work he has done to prepare for this maintenance.

A letter was sent to all clubs to remind them of the ALPC season end date (13/5) as this does not align with the FA end of season date which runs to June. All clubs have also been reminded that no matches or training are permitted on ALPC pitches or outfields during the off-season to allow the above maintenance to be completed, give the seed time to take hold, and generally give the ground time to recover.

Isabel Montesdeoca

Chief Officer & Clerk to the Council
13th April 2023.