

Chesham Town Council

Bill Richards
Town Clerk



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9th March 2012

Dear Councillor

I hereby give notice of a meeting of the **RECREATION AND THE ARTS COMMITTEE** to be held in the Council Chamber, The Town Hall, Chesham, on

MONDAY 19th MARCH 2012 AT APPROXIMATELY 8.00 PM

(or immediately following the close of the meeting of the Development Control Committee which commences at 7.30pm)

when the business set out below is proposed to be transacted:

AGENDA

1. Apologies for absence.
2. Declarations of Interest.
3. To receive and confirm the Minutes of the Committee meeting held on 16th January 2012.
4. To receive and consider the Minutes of:
 - i) *Elgiva Board of Management of the 30th January 2012.*
 - ii) *Friends of Chesham Cemetery of the 7th February 2012.*
 - iii) *Allotments Group meeting of the 21st February 2012.*
 - iv) *Friends of Chesham Moor Gym & Swim meeting of the 21st February 2012.*
5. Chesham Moor Gym and Swim Centre Update.
6. Play Area Redevelopment Stage IV.
7. Lowndes Park Management Plan.
8. Exclusion of the Public and the Press.
9. Chesham Market Update.
10. Potential Sale of Land – Lowndes Park.
11. Security at Depot.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'W. Richards'.

Bill Richards
Town Clerk



continued . . .



Circulation

Councillor Ms R. K. Bhatti
" **Mrs .P.R Cherrill**
" **T. Franks**
" **P.J. Hudson**
" **D. J. Lacey**

Councillor R.C McCulloch
" **Mrs. C.M Michael**
" **Mrs A.M. Pirouet**
" **C.H. Spruytenburg**
" **Mrs. G. Walker**

**MINUTES OF THE MEETING OF THE ELGIVA BOARD OF MANAGEMENT
AT 10.30AM ON MONDAY 30th JANUARY 2012 AT THE TOWN HALL**

PRESENT

Trevor Pilling (Chairman, presiding)
Roy Abraham
Anthony Ogden
Patricia Cherrill
Yvonne Plester
Brian McCollum
Mick Carling
Linda English (Minutes Secretary)

Officers: Bill Richards – Town Clerk
Mark Barnes – Manager, Elgiva
Moira Little – Deputy Manager, Elgiva

APOLOGIES FOR ABSENCE

1. Apologies were received from Bernard Carey. Bernard has advised the Board that he is standing down with immediate effect. The Board expressed their thanks and good wishes to Bernard for his hard work on the Board.

2. **MINUTES OF LAST MEETING**

The Minutes of the meeting held on 15th November 2011 were agreed as a true and correct record.

3. **FINANCIAL UPDATE**

Trevor circulated his reports for the months of November and December 2011. He was delighted to say that the figures were higher than expected, mostly due to the Pantomime, and, indeed, the average monthly deficit was lower than the same time last year. He expressed thanks to the Manager and his staff for their hard work. Trevor is optimistic that the final figures will be under budget at year end.

5. **MANAGER'S REPORT**

Mark reported on the following:

- Karen, a key member of Mark's staff, will be absent from work for the foreseeable future. The Board will send their best wishes in a card to Karen.
- January was an excellent month with films selling very well. Mark is very hopeful that February and March will be as good.

6. **REVIEW OF PANTO 11/12 AND PROPOSED PANTO 12/13**

- The Pantomime was more profitable than ever before. Gross ticket sales were £103,000, net sales were £86,000 with a profit of 39% including bar and ice cream sales. Further

profit was gained from merchandising sales. There were more schools sales than in previous years.

- Mark has received some very good feedback from audiences, particularly with reference to the 'Dame', so Mark intends to secure the same actor for 2012/13.
- The proposed Pantomime for 2012/13 is Aladdin which, despite a bigger cast, will be produced with the same budget as 2011/12.
- To accommodate the end of the school day, the weekday afternoon show will start at 1:30pm finishing at 3:30pm. The season will run an extra week, until the first weekend in January 2013.

7. **COUNCIL'S MARKETING REVIEW INCLUDING ELGIVA**

- Mark talked through an analysis of revenues and ticket sales by postcode and by show which was output from the Iris Marketing package. He offered to circulate the report to the Board. Various analysis reports can be produced from the package, as required.
- Bill advised that the Council had set up a Marketing Review Panel and that Patricia and Roy both sat on this panel.
- Patricia reported that J C Decaux make illuminated signs and had information on their website. Other Board members opined that these signs would be potentially prone to damage, depending on their positioning, and would need regular updates.
- Mick reported that Chesham already has capability for banners at the end of the High Street in Market Square.
- Mick suggested using programmable LED panels, which can be leased or purchased, and positioning them outside the Elgiva. Mark preferred a town centre position, possibly outside Caffe Nero although this would be likely to require planning permission.
- Mark would like the outside of the theatre to be lit and a permanent sign in place to indicate that the Elgiva is a Theatre, a Cinema and a Cafe. The Board agreed that more research was required into making the Elgiva a more attractive venue from the outside.
- The Elgiva budget would not meet the costs of signage but the Council could be approached to include the Elgiva with marketing signage for other Chesham activities, such as Gym & Swim.
- Mark is now on Twitter for the theatre and is already getting a following.
- Trevor recommended that a sub-group should be formed to discuss marketing ideas and then report back to the Board and to the Council Marketing Review Panel. Mark, Mick and Trevor agreed to form the sub-group and meet immediately after the Board meeting.
- Anthony suggested that Mark prepares a marketing package to be presented to amateur companies, outlining what the Elgiva could do for them.
- Brian suggested the concept of 'a shop within a shop'. He suggested putting on workshops in stagecraft for schools and amateur companies, which could include lighting, make-up, costume design etc. The theatre could become a hub to distribute make-up and costumes to schools or other amateur organisations. Mark replied that workshops on stagecraft would be possible, but he didn't feel the theatre currently had expertise in make-up and costume design.
- There was a suggestion from outside the Board that the production and distribution of 'What's On' could be reduced from 3 times to twice yearly as a cost saving. Mark opined that advertising the programme for six months ahead would not be as complete as for four months ahead. He also commented that he doesn't have sufficient email addresses to advertise electronically, to be able to reach the 53,000 postal addresses that currently receive 'What's On'. Therefore, the 3 times a year distribution should continue.

8. **BUDGETS 2012/2013 AND INCOME GENERATION TARGETS**

Mark has been asked to raise an additional £9000 by the Council. This is part of a general challenge from the Council for the Town Hall, Gym & Swim and the Elgiva to generate more income from these buildings. The budgets remain unchanged.

Mark suggested starting a membership scheme which would offer benefits such as priority booking. He suggested a £20 membership fee. The scheme would need someone to manage it. Mark asked for a Board member to investigate this idea further – Mick offered and will report back to the Board.

9. **DATE OF NEXT MEETING**

The next meeting of the Board of Management was provisionally suggested as 10:30am on Monday 16th April 2012 at the Town Hall.

The meeting closed at 12.20pm.

ELGIVA THEATRE MONTHLY FIGURES
Nov 2011

	HIRE DAYS		HIRE FEES	BAR PROFITS	ICE-CREAM	Total	Total
	2010	2011	2011	2011	2011	2011	2010
COMMUNITY	9	10	4833	689	185	5,707	4,941
PROFESSIONAL	8	6	3007	1075	174	4,256	5,176
FILM	2	3	759	127	2	888	400
	19	19	8,599	1,891	361	10,851	10,517

	2011 B/F Total	2011 monthly Total	2011 C/F Total	2010 B/F Total	2010 monthly Total	2010 C/F Total
COMMUNITY	41,784	5,707	47,491	41,136	4941	46,077
PROFESSIONAL	32,398	4,256	36,654	32,254	5176	37,430
FILM	6,477	888	7,365	7,244	400	7,644
	80,659	10,851	91,510	80,634	10,517	91,151

	2011 ATTENDS	2010 ATTENDS	2011 CONCESSIONS	2010 CONCESSIONS
COMMUNITY	957	1178	534	697
PROFESSIONAL	972	1276	347	670
FILM	317	87	113	56
	2,246	2,541	994	1,423

	CURRENT YEAR	PRIOR YEAR ACTUAL	PRIOR YEAR PROJECTED
PROJECTED MONTHLY RUNNING COSTS	25,421	25,395	27,076

AVERAGE MONTHLY INCOME	11,439	11,394	11,394
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AVERAGE MONTHLY DEFICIT	13,982	14,001	15,682
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ELGIVA THEATRE MONTHLY FIGURES

DEC 2011

	HIRE DAYS		HIRE FEES	BAR PROFITS	ICE-CREAM	Total	Total
	2010	2011	2011	2011	2011	2011	2010
PANTOMIME	53	45	29,873	2399	2593	34,865	25,113
COMMUNITY							
PROFESSIONAL							
FILM							
	53	45	29,873	2,399	2593	34,865	25,113

	2011 B/F Total	2011 monthly Total	2011 C/F Total	2010 B/F Total	2010 monthly Total	2010 C/F Total
COMMUNITY	47,491	34,865	82,356	46,077	25,113	71,190
PROFESSIONAL	36,654		36,654	37,430		37,430
FILM	7,365		7,365	7,644		7,644
	91,510	34,865	126,375	91,151	25,113	116,264

	2011 ATTENDS	2010 ATTENDS	2011 CONCESSIONS	2010 CONCESSIONS
COMMUNITY	10,475	9,271	8,523	7,164
PROFESSIONAL				
FILM				
	10,475	9,271	8,523	7,164

	CURRENT YEAR	PRIOR YEAR ACTUAL	PRIOR YEAR PROJECTED
PROJECTED MONTHLY RUNNING COSTS	25,421	25,395	27,076

AVERAGE MONTHLY INCOME	14,042	12,918	12,918

AVERAGE MONTHLY DEFICIT	11,379	12,477	14,158

Friends of Chesham Cemetery

Minutes of Meeting Held on Tuesday 7th February 2012 at 7pm Chesham Town Hall

Present: Cllr McCulloch – Acting Chair
Sharon McEwan – Secretary
Phil Folly – Treasurer
Ken Austin – Committee Member
Mora Walker – Committee Member
Jean Queripel – Committee Member
Judy Ottoway – Committee Member
Michael Bannister – Member of public

Apologies: Diane Brackley, Kate Folly, Maria Pontin

1. Approve the Minutes of the Meetings held on 19th October 2011

Minutes held on 19th October 2011 were approved as a true copy.

2. Matters Arising from Previous Minutes

There were no matters were raised.

3. Cemetery Gates

The committee were informed that as from Monday 17th October 2011 the vehicle gate on Bellingdon road will be closed and the Berkhamstead gates will be open and that the times remain unchanged for all key holders of the Friends of Chesham Cemetery who allow public access in the cemetery.

Cover for the cemetery gates over the Christmas period was done by the Friends of Chesham Cemetery and it was agreed that they would continue to cover Bank Holidays and bad seasonal weather as and when required by Chesham Town Council. The committee would like to thank Mr Michael Bannister who covered some of the seasonal lockup times due to other committee member's commitments.

ALL

4. Funding on Chapel/Hearse House

Funding still be sought, Phil and Ken to arrange a meeting with the Town Clerk Bill Richards with regards to applying and filling in funding forms. Sharon to email the Clerk and Park and Premises manager Bob Ayres to get estimate costing for the funding process and dates for looking at the funding applications.

P.F&K.A

5. Extending the Wildflower project.

Judy briefed the committee on the history of the original wildflower project after concerns were raised about the original project receiving bad publicity and Bob Ayres the Parks and Premises Manager voiced concerns that there may not be another area that would not generate complaints.

It was agreed that Phil, Ken and Sharon would repeat the same process as the current wildflower project and ask the Town Council to look at their comments and feed back to the committee.

Phil, Ken and Sharon to visit the cemetery to look at suitable areas for new wildflower project.
K.A, S.M & P.F

Date for the wildflower project is 24th March 2012

9.30am – 12pm all welcome

6. Heritage Weekend

It was agreed that the Friends of Chesham Cemetery would look at guided walk and talk around the cemetery which will including local dignities and Commonwealth War Memorials as well as opening the Chapel.

Sharon to organise this event

All

6. Dates for the memorial project

Saturday 7th, 14th and 21st April 2012

9.30am – 12pm all welcome

Ken left meeting at 7.50pm

8. Fencing for Karhouse Car lot

Provisionally it was agreed for fencing could be erected in front of the wall in the cemetery to protect Karhouse garage car lot, but it was brought to the council's attention that the site may be in breach of planning regulations in respect of car sales. So the Town Council cannot accede to the request and advised the owners to contact Chiltern District Council.

9. Any other Business

- **Friends of Chesham Cemetery AGM**

This was deferred to the meeting in April due to committee members having to attend other meetings this evening

- **Letter Tabled**

A letter was tabled from Diane Brackley who informed the committee that due to ill health and family commitments she will no longer be attending as committee member. The Friends would like to thank Diane for her long term commitment and hard work over the years.

Sharon to arrange for everyone to sign a card for Diane

S.M

- **Chesham in Bloom**

Phil informed the committee that Chesham won the Silver –Gilt award and there were no comments fed back from the judges at present. The next Chesham in Bloom will be at the end of July 2012

10. Agenda items for next meeting.

No agenda items were given

11. Date of meetings.

Tuesday 17th April 2012 AGM 7pm followed by general meeting

Thursday 19th July 2012 7pm

Thursday 18th October 2012 7pm

Meeting closed 8.15pm

Chesham Allotments Group

Committee Meeting Minutes

Date: Tuesday 21st February, 2012 at 19:30

Venue: Chesham Town Hall

Attendees: Allen Tilbury (Chair), David Page, Andrew Sinclair, Chris Challis (Coffee Morning Coordinator), Robin Plumridge (Social Secretary), Yvonne Webster (Minutes Secretary), Sara Saunders, Wayne Hambridge, Simon Jones (Treasurer), Marshall Hall (Correspondence Secretary), Jim Abbott

Apologies: Vince Crompton (Vice Chair), Colette Littley (Councillor), Jill Walker, Mick Goodman

Actions

- Approve the minutes of the meeting of 13th December at the next meeting
- Marshall to inform Bill Richards of the Group's discussion on the discount card and implications re. Membership
- Marshall and Neil Page to meet to discuss plans for changes to the Focal Point hut.
- Sara to update the notices on the gates
- Andrew to investigate non-slip path solutions for the Focal Point
- Simon to install padding on the Focal Point hut door to prevent head damage
- Yvonne to ask Rob to help run Google Analytics
- Marshall and Simon to give proposals as to how more allotment holders can be encouraged to support the Allotments Group
- Deep clean of the Focal Point hut, and weather-proofing to be on Saturday 31st
- Allen to contact Elmtree and Beechwood schools re visits to the allotments
- Simon to revise his plans for the disablement plot, and circulate them

Information

- Minutes were not approved as they were not circulated. Action carried forward to the next meeting.
- Discount card: Simplified discount card, as per the Chesham in Bloom card proposed, made from card, one colour per year. The Endeavour Centre and South Heath Garden Centre have agreed to a one year discount scheme. Chipperfield Garden Centre may also agree. The suppliers could be listed on the allotments web site. More discussion required.
- Treasurers report: In the bank account £1370.51 and in hand £471.52. Coffee mornings have raised £19.55 and £36.50 respectively.
- Robin, social secretary: the hall is booked, tickets are £6.50

- Chris's report: coffee mornings are going well, supporting the potato sales. Main season volunteer list will be circulated shortly.
- Robin, social secretary: Barn dance could cost £300 to run, to be costed out for an October event
- Simon is organising the visit to the Edible Garden Show, 12 people want to go
- Simon presented plans for the creation of an enablement plot at Cameron Road
- Chesham in Bloom 2012 has two themes: the Olympics and the Diamond Jubilee plus a wild flower planting project. Lorraine to be approached by Allen about using the seed on the Focal Point.
- The meeting voted to cancel this year's Open Meeting, all members except Simon agreed

Date of next meeting: Tuesday 3rd April, 2012

Minutes for the 'Friends of Chesham Moor' 21st February 2012

Present: DE (Danny Essex), RC (Roger Comer), JF (Justine Fulford), SH (Sue Hutcheson), AC (Alan Corner), TD (Trevor Davies), NK (Nazma Khan), TC (Tricia Croot), AJ (Alex Jones)

Apologies: NA (Nicola Atuanya), TM (Tina Michael), PH (Peter Hudson), JB (Jane Bramwell), JD (John Dunn)

1. Election of a New Chair	ACTIONS
DE called for nominations for Chairman following the resignation of Peter Ashby. DE proposed RC. RC has an overall interest in the centre, being a gym and swimmer. His nomination was seconded and agreed by the committee.	
2. Minutes of Last Meeting RC clarified actions taken to find the accurate savings produced by the solar panels	
<p>3. Manager's Report</p> <p>AJ stated that the gym has been busier. £40 tickets selling well 60+ so far and people have been returning for second ones. Friends asked whether the swimming version has gone through and AJ said that it hadn't. Steve Pearson stated to AJ that it had not made the schedule of proposed fees and charges to CTC. The friends queried why and JF asked AJ and DE to follow this up.*</p> <p>DE stated that the pool is nearly ready for April opening but has not been allowed to move forward with ticket sales until allowed by CTC. 160 April swimming ticket need to be sold to cover the costs but this does not take into account the casual users. Friends suggested emailing a newsletter to the let people know about the April opening but DE stated he cannot do this without approval from CTC. TD stated the need to push this forward to councillors or April swimming might not go ahead. Meeting at the Town Hall on 27th Feb about April swimming and a date of the 15th March for all money to be collected was deemed to short a period by the Friends.**</p> <p><i>* Post Meeting Note. This proposal was actually reported verbally at the appropriate Committee and agreed by Council</i></p> <p><i>** Post Meeting Note. Deadline extended to 2nd April</i></p>	<i>AJ and DE to follow up</i>
<p>4. Publicity</p> <p>PH to produce flyer about the courts, AJ waiting to distribute. Article on the solar panels to be in the Chiltern News, SH will also try to get this into Your Chesham. TC and SH will also be meeting to produce an article for the Town Guide.</p>	<i>AJ to follow up TC and SH to follow up</i>

<p>5. Centenary Fun Day</p> <p>May 5th SH asked for volunteers. The friends discussed pictures available of the pool since its opening and suggested putting something in the letters page of the Bucks Examiner to see if anyone can supply some more. RC enquired whether Tring Brewery could come along on the day. TC suggested this would really effect the risk assessment for the day.</p> <p>TD queried how much of the publicity budget had been used, SH stated that there was only £200 left as much was already allocated. TD suggested a spreadsheet done by DE/AJ would make it easier to keep track of publicity spending than waiting for the figures from CTC.</p> <p>SH also asked if any friends new bands who may be interested in playing at the event.</p> <p>PH also contacted Mix 96 radio who called the centre. DE forwarded SH number as the contact.</p>	<p><i>SH to follow up with Tring Brewery</i></p> <p><i>DE to follow up.</i></p>
<p>6. Finances</p> <p>Gym visits increased in January but still 9% down from last year.</p> <p>No big changes this year in finances; deficit is where it is expected. Costs have already been cut so the centre has to focus on increasing income.</p>	
<p>7. Green Matters</p> <p>RC will be working on finding out the exact savings produced by the solar panels and still wants an LCD screen in reception that can demonstrate this. Initial quote £2,900 but RC seeking cheaper options.</p> <p>RC would also like to explore CHP (combined heat and power) generators that while heating water have a turbine that also creates electricity. However it would cost £1,250 for a site survey.</p>	<p><i>RC to follow up on reducing these costs</i></p>
<p>8. Gym Equipment</p> <p>£16,200 is annually paid to rent and service the equipment. This contract ends in March. The Centre now has the option to buy all the equipment for £2,700. This can be serviced annually at a cost of £6,000 by the current providers. Alternatively the centre can continue with a rental and service agreement for £9,000 p.a.† Either option will save money. CTC will make the final decision but TD opined that if the equipment is bought, then CTC will have to commit extra monies to upgrade/replace pieces periodically.</p> <p>† post meeting note – revised quote £7,800</p>	
<p>9. Any Other Business</p> <p>RC suggested a visit to Hampden Pools that operates all year to see if there are any ideas we can incorporate. SH suggested putting a website link to the weather station at 1849 Tennis Club for the swimming season.</p>	

AGENDA ITEM NO: 5 - CHESHAM MOOR GYM AND SWIM CENTRE

Reporting Officer: Stephen Pearson (01494 583825)

Summary

1. To consider the financial report up to the 28th February 2012 and other matters pertaining to the Chesham Moor Gym and Swim Centre.

Background Information

2. At the meeting of the Policy and Resources Committee held on the 17th December 2007 *'it was resolved that the Officers, in consultation with the Friends of Chesham Moor Swim & Gym, produce a five year business plan and that there be regular monitoring reports to each Recreation and the Arts Committee Meetings.'* (Minute 38 (1b)).

Financial Implications

3. As outlined within the report.

Equality Act Implications

4. Non applicable.

Strategic Objectives

5. Accords with the Council's strategic aim 1 – *'To enable residents to enjoy high-quality social, recreational and cultural facilities within the town and to seek the continuing improvement and development of these facilities in accordance with the desires expressed by the residents.'*

Detailed Consideration

6. The revised budgets for this financial year 2011/12 show a forecast subsidy requirement of £88,943 compared to an original budget of £80,070, an increase of £8,873. This is mainly due to lower gym income-see details below.
7. The monthly gym takings (**excluding** VAT) are detailed in the table below:

	2008/09	2009/10	2010/11	2011/12
	£	£	£	£
April	5,771*	5,859	6,111*	5,808**
May	4,753*	6,678	7,058*	6,327**
June	3,805*	6,590	6,453*	6,796**
July	5,239*	8,084	7,569*	5,679**
August	5,185*	6,182	6,653*	4,962**
September	4,965*	5,688	5,960*	6,027**
October	5,090*	5,464	6,987*	6,552**
November	5,587*	4,818	6,675*	4,971**
December	4,384	4,747	6,137*	4,974**
January	6,490	6,443*	7,153**	6,504**
February	5,007	6,608*	5,625**	5,925**
March	7,880	7,618*	6,823**	
TOTAL	<u>64,156</u>	<u>74,779</u>	<u>79,204</u>	<u>64,525</u>

VAT @ 15%

***VAT @ 17.5%**

**** VAT @ 20%**

The figures above, for the eleven months of this financial year show an overall reduction of 10.8% when compared to the same period last year (1.5% of which is due to the VAT change). This rises to a 12.5% reduction when comparing just the last four months, which is considerably better than the 22% experienced over the two months for November/December which was when the new lower priced gyms started. The budgets for this year had originally provided for a 5.4% increase but the revised budgets have taken the above downturn into consideration and now show a revised target for the year of £72,000 (a 9.3% overall reduction when compared to last year). Looking at the above figures it looks as though the gym income is going to be around the revised £72,000 target.

8. **Swimming**

As previously reported the budgeted income for 2011 season tickets was £18,605 and it is pleasing to see this was slightly bettered with £19,035 being received. Income from general swimming, pool hiring's and merchandise profit was slightly below budget with £43,810 being received compared to a budget of £45,065.

9. Season tickets for 2012 are now on sale and application forms have been sent or emailed out to all last seasons' ticket holders plus any other e-mail addresses held on file at the Chesham Moor Gym & Swim. Provided enough support is forthcoming to reach the break-even figure, the pool will open early i.e. last two weeks in April 2012 – *Council 27th February 2012 Minute 92 (1)*.

10. **Other Income**

Income from room hire, multi-courts, football pitch hire and profit from the sale of food and drink looks like it will end up around the revised budget figure of £19,410.

11. **Gym**

The three year lease on the gym equipment came to an end at the beginning of the March. The Council can now continue with the current equipment or change some or all of the equipment.

With the current economic uncertainty, the fall in gym income and the income improvement target of £4,000, it is thought that it would be prudent to delay replacing the equipment. The Manager is happy to continue with the existing equipment believing that it

would not seriously affect membership levels. This will produce savings on the budgeted provision of £16,500 over the next twelve months whilst allowing time for the economic climate and gym membership to settle down. Consideration can also be given as to whether to replace all the equipment in one major overhaul or by stages.

The Finance Working Party recognised this was a significant saving and could legitimately be considered as a contribution to the financial targets set, so would recommend acceptance of this if the Manager had no further concerns. The company have been approached regarding a further discount on purchasing the equipment but have said this is a standard fee i.e. equivalent of two months payments and non negotiable.

Options for continuing with the current equipment are:

- renting the equipment from the current service company with a fully inclusive service agreement - £7,800. **Savings £8,700 p.a.**
- buying the current equipment for £2,700 plus setting up a fully inclusive service agreement with the current company £6,000. **Savings £7,800 year one (£10,600 in following years if we keep the equipment).**
- buying the equipment for £2,700 and setting up a variable service agreement i.e. an initial charge for service plus a charge for each call out plus all parts would be payable. This looks attractive but is difficult to quantify as it will depend on the number of call-outs and cost of parts. A couple of companies have quoted for this service with the lowest being £525 per service (with a recommendation this is carried out twice a year) plus any ad-hoc call outs would incur a call out charge of £95 plus an hourly charge of £45. Any parts required as a result of the service or call out would be chargeable as an addition.

Recommendation

- 1. That the financial position be noted.**
- 2. That the gym equipment be purchased at a cost of £2,700 and the officers be delegated to negotiate a suitable service contract at £6,000 or less**

Report of the officers to a meeting of the
RECREATION & THE ARTS COMMITTEE
meeting to be held 19th March 2012.

**AGENDA ITEM NO: 6 – PLAY-AREA STAGE IV
REDEVELOPMENT**

Reporting Officer: Bill Richards (01494 583824)

Summary

1. To consider the on-going redevelopment of the Council's play-areas.

Background Information

2. At the Recreation and the Arts Committee of the 7th March 2011, it was resolved that *'the Play Area Working Party's recommendation to actively solicit expressions of interests from local community groups to decide on the next stage of the play area renovation programme be approved.'* (Minute No. 74).
3. At the Recreation and the Arts Committee of the 5th September 2011, it was reported *'that Play Area Working Party was recommending that the Council proceed with working with Pond Park Community Association to develop Windsor Road Play Area in 2011/12 and, provisionally, Codmore Field in partnership with residents in 2012/13. Following this it was further proposed to investigate Co-op Field, Gordon Road play-area and Nashleigh Hill Recreation Ground in 2013/14.'* These recommendations were endorsed by the Committee. (Minute No. 24).

Financial Implications

4. The Council has committed £20,000 in this financial year's budget to undertake further renovation of the play-areas.

Strategic Objectives

5. Accords with the Council's strategic aim 1 – *'To enable residents to enjoy high-quality social, recreational, and cultural facilities within the town and to seek the continuing improvement and development of these facilities in accordance with the desires expressed by the residents'* and 6 – *'to represent the views and wishes of the citizens of Chesham'*.

Equality Act Implications

6. All play-areas to be Disability Discrimination Act compliant where possible.

Detailed Consideration

7. Members will be aware that the Mayor duly opened the refurbished play-area at Windsor Road in February and the site has received excellent feedback from the public. The Council has fulfilled its stage 1 and 2 objectives of providing three quality play-areas in the centre (Lowndes Park), north (Marston Field off Mount Nugent) and south (Moor Road in Waterside) of town and now has completed stage III of its play-area refurbishment with the completion of Windsor Road in partnership with Pond Park Community Association.
8. The Working Party has now met again to consider the play-area re-development for 2012/13 (Minutes **attached**). As can be seen, a new option is now under consideration, namely a 'Parkour' course for Co-op Field, being led by Chiltern District Council. The Working Party was very happy to support such a venture on the understanding that the Chiltern District Council officer would be able to secure the funds externally. Obviously, if such a proposal comes to fruition, it would be considered an added bonus to the Play Area strategy. Such a facility would be designed predominantly for the teenage age group and can be classified as a diversionary activity to help reduce anti-social behaviour.
9. As regards to the Council's own redevelopment, it had been provisionally proposed that Codmore Field Play Area be re-developed next, subject to there being support from a local community group. However the Clerk has subsequently heard from one of the parents who had originally expressed interest in assisting with the re-development. She has confirmed that while she is keen to see the play-area refurbished, she does not feel that she has time at the moment to develop this further and suggests the Codmore Field be deferred until the 2013/14 financial year.
10. Accordingly the Play Area working party is recommending that the Council *'undertake a small renovation of Gordon Road play-area in 2012/13 and look to utilise the remaining monies from the £20k for any other project such as replacement of some equipment on the skatepark or match-fund any other project if other externally-funding projects come to the fore.'* In respect to Gordon Road, it should be noted that the recently formed Waterside Community Association has expressed a definite interest in working with the Council on this. It is at the stage of surveying residents for their feedback about the play area. A meeting is being arranged for this purpose as well as the production and dissemination of questionnaires. Overtures are also being made to Paradigm Housing Association to develop this small site as well. As can be seen, the Working Party is also recommended that, in light of the Council's recent decision not to consider a complete replacement of the skatepark, that any remaining monies be invested in new equipment at the facility to facilitate the many requests from users. In light of the noise issues, it is also recommended that the local residents are consulted on this as well before proceeding.
11. The renovations, undertaken in partnership with Proludic Play, have been progressing well and renovation remains ahead of schedule to the timetable set out in the Play Area Strategy adopted by the Council.

Recommendation

- 1. That the Committee agree to the location of a Parkour facility at the bottom of Co-op Field subject to there being a proper consultation exercise with both local residents and young people.**
- 2. That Gordon Road play-area be confirmed as the next site to be re-developed in 2012/13.**
- 3. That any excess funds from the allocated £20,000 be committed to new equipment in the skatepark.**

MINUTES OF A MEETING OF THE PLAY AREA WORKING PARTY
HELD ON TUESDAY 7th FEBRUARY 2012

PRESENT

Councillors Collette Littley (CL), Tina Michael (TM) & Alison Pirouet (APi); Chesham Town Council
Bill Richards (BR); Chesham Town Clerk
Bob Ayres (BA); Parks and Premises Manager
Anne Parkin (AP); Proludic Play

In attendance: Leonie Smith (LS) representing Chiltern District Council (*Item 1-2 only*)

Apologies for absence were received from Peter Hudson (PH) and Councillor Peter Yerrell (PY).

1. NOTES OF LAST MEETING

The notes of the last meeting were agreed as a true record.

BR thanked all involved for the successful completion and opening of Windsor Road play-area the previous week.

2. PARKOUR INITIATIVE

LS introduced herself as Chiltern District Council's Community Sports and Physical Activity Co-ordinator. She explained that she already run a successful 'parkour' session at the Chesham Leisure Centre and was keen to have a permanent site in one of the open spaces in town.

Firstly she showed the working party a brief video of a parkour project in Westminster to explain what the scheme is. Parkour is the art of forward movement and being able to interact with the environment. Effectively it is being able to get to one place to another in the most efficient quickest way possible. This involves running, jumping, vaulting, and climbing obstacles in natural or urban environments to get to a destination in the quickest time. Obstacles can be anything from a rail that is blocking a path, a set of steps that would be easier to jump down instead of run down or a large wall that would be much quicker to climb than run around.

LS had been seeking designs and costs for a bespoke parkour course to be located in one or other of the Council's open spaces. She had shortlisted down to Nashleigh Hill Recreation Ground and Co-op Field and had a preference for the latter. The working party agreed with this location. APi however felt that the bottom of the Co-op Field rather than the top was preferable as it was likely to cause less disturbance to residents; there was probably a bigger teenage 'market' in this area and more appealing as a diversionary activity in an area of relatively high anti-social behaviour. Moreover she stated that concerns on the ground being too wet were unjustified as it drained very well and there was better emergency access.

LS then advised she had obtained proposed drawings (duly circulated to the working party) and indicative costings of around £35k. She said she was hopeful that she could raise all the monies through a range of external funders. When asked what Chiltern District Council was contributing, she explained it was her officer time. Other funding opportunities were discussed. AP recommended 'Awards for All' lottery funding and APi suggested that LS liaise with Chesham Youth Council as it could access Youth Bank and Youth Opportunities Funding. LS agreed to

come to the Youth Council's next meeting. The Chesham and Chiltern Villages Local Area Forum was also mentioned as a funding possibility.

BA enquired about maintenance. LS said that the equipment was designed to be very robust so there would be little or no maintenance required. It was agreed that LS and Chiltern District Council should undertake the installation and then this Council would take over the maintenance.

The question in regard to planning permission was raised. It was thought that it probably wouldn't be required but LS was advised to check with her planning officer colleagues.

The working party expressed its support for such an initiative and would recommend to the Recreation and the Arts Committee it should be located at the bottom of Co-op Field subject to there being a proper consultation exercise with both young people and residents.

The working party thanked LS for her attendance and it was agreed that she would update on developments.

3. PLAY-AREA REDEVELOPMENT – STAGE IV

BR reminded the working party that it had been provisionally been decided to renovate Codmore Field. However this was based on the assumption that a community association/local play-area action group had been set up and constituted to aid with fund-raising etc. AP suggested that funding bid support from Proludic could only be forthcoming if a group was constituted. None of the working party had heard as to how far this had been progressed. It was agreed that BR to chase up the ladies who had expressed an interest at a previous working party meeting to see what, if any, progress, had been made. It was felt that if little progress had been made, Codmore Field might be better deferred until 2013/14.

Should Codmore Field be recommended for deferment, the working party agreed it would be sensible to undertake a small renovation of Gordon Road play-area in 2012/13 and look to utilise the remaining monies from the £20k for any other project such as replacement of some equipment on the skatepark or match-fund any other project if other externally-funding projects come to the fore. Suggested outlets for funding included a Section 106 agreement on any major planning development; Paradigm Housing; the Queen Elizabeth II Playing Fields Trust or as part of the Surface Water Management Plan amelioration proposals. In respect to the former, BR was asked to contact Chiltern District Council planning officers for advice.

In light of the above, AP agreed to cost up a renovation of Gordon Road and forward these proposals to BR for circulation. BR would also look at small scale upgrades for the skatepark based on previous consultation exercises.

4. DATE OF NEXT MEETING

To be convened again, following the next Recreation and the Arts Committee.

Bill Richards
Town Clerk

AGENDA ITEM NO: 7 – REVISED LOWNDES PARK MANAGEMENT PLAN

Reporting Officer: Kathryn Graves (01494 583798)

Summary

1. To endorse the Lowndes Park Management Plan, newly revised for 2012.

Background Information

2. At the Recreation and the Arts Committee meeting of the 16th January 2012, it was resolved that *‘the Council re-enter Lowndes Park for the Green Flag Award for 2012’*. (Min. No. 62)
3. The production of a park management plan is a compulsory component of the Green Flag Award Scheme.

Financial Implications

4. Any improvement measures found within the Management Plan are either within existing budgets or will be subject to obtaining external funding.

Strategic Objectives

5. Accords with the Council’s strategic aim 1 – *‘To enable residents to enjoy high-quality social, recreational, and cultural facilities within the town and to seek the continuing improvement and development of these facilities in accordance with the desires expressed by the residents.’*

Detailed Consideration

6. The 2011 edition of the Lowndes Park Management Plan was well received by the Green Flag judges. The marking scale for park management plans ranges from 0-9 (worst) to 25-30 (best) and the Lowndes Park plan was scored in the 20-24 range. The judges said that “the Management Plan provides good coverage of the relevant issues pertaining to the park. Importantly, previous years’ GFA judges’ feedback comments have been positively ‘recycled’ into the updated Management Plan; helpful inclusion of the ‘Action Plan’ for the park (at the end of the Management Plan)”.
7. The judges made the following recommendations for improving the plan:
 - (i) Expand the section on maintenance of equipment, buildings & landscape and providing more details on the ownership of equipment and the location of the depot. A list of relevant courses or onsite training provided to staff would be of interest. (Chapter 14 and Appendix 13)
 - (ii) Expand the section on Environmental Sustainability, including compost storage and usage, recycling facilities and any further proposals. (Chapter 15)

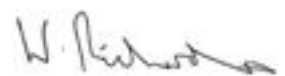
- (iii) Include a matrix of the work carried out by the 'Friends', when this is carried out and how the 'Friends' work alongside the Council. Include a statement by the Chairman of the 'Friends' to provide an aspect from a volunteer's point of view. (Chapter 10 and Appendix 7).
- (iv) Include an example of the walking leaflets and event posters inside the plan to illustrate the marketing of the Park. (Appendix 1)
- (v) Include an illustrative masterplan of the site at the beginning of the management plan to highlight all of the character areas described in subsequent chapters, and the inclusion of more illustrative information including historical and photographic. (At the beginning of the plan, and more photographs throughout)

All of these recommendations have been incorporated within the 2012 revision of the plan and where these comprise discrete portions of the plan, the section or appendix number has been included in brackets above.

- 8. The deadline for entries into the Green Flag Award scheme was the end of January 2012. Therefore, the management plan has already been submitted as part of this entry in advance of this meeting.
- 9. The Action Plan within the Management Plan will be used to guide how the park is prepared for inspection by the Green Flag judges, in addition to the day-to-day park management and longer term plans for the park's future.
- 10. The plan, including appendices, is in excess of 160 pages in length. To accord with the Council's Environmental Policy it is not proposed to send Members hard copies. The document is available for viewing at the Town Hall, or paper copies can be sent to Members upon request. Alternatively, the document may be downloaded from the council web site from:
http://www.chesham.gov.uk/Open_Spaces/Lowndes_Park_Future.aspx

Recommendation

That the Committee endorses the Lowndes Park Management Plan subject to any amendments it wishes to make.



Bill Richards
Town Clerk