

Chesham Town Council

Bill Richards
Town Clerk



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2nd February 2017

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 12th FEBRUARY 2018 AT 7.30 PM

A G E N D A

1. Apologies for absence.
2. Declarations of Interest.
3. To receive and confirm the Minutes of the Committee meeting held on 18th December 2017.
4. To receive and consider the Minutes of:
 - a. *Elgiva Board of Management meeting of the 4th December 2017.*
 - b. *Allotments Group meeting of the 23rd January 2018.*
 - c. *Impress the Chess meeting of the 11th January 2018.*
5. Chesham Moor Gym and Swim Centre Update.
6. Update on Winter Maintenance and other possible Contracts with Buckinghamshire County Council.
7. Exclusion of the Public and the Press.
8. Possible Revision to Pantomime Contract.
9. Box Office Ticketing System, Elgiva Theatre.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'W. Richards', written over a horizontal line.

Bill Richards
Town Clerk



Chesham Town Council

continued . . .



<u>Councillor</u> <u>Circulation</u>
Councillor Emily Culverhouse
Councillor Peter Hudson (Vice Chairman)
Councillor Jane MacBean (Chairman)
Councillor Tony Franks
Councillor Diana Varley
Councillor Qaser Chaudhry
Councillor Mohammad Fayyaz
Councillor Mohammad Bhatti
Councillor Peter Yerrell

**MINUTES OF MEETING OF
THE ELGIVA BOARD OF MANAGEMENT
at 10.30am on Monday 4th December 2017 at Chesham Town Hall**

Present: Cllr. Peter Yerrell (Minute Secretary)
Cllr. Jane MacBean
Steve Cherry
Mick Carling
Yvonne Plester

Officers: Bill Richards (Town Clerk)
Mark Barnes (Elgiva Theatre)

1. Election of Chairman

BR advised that Trevor Pilling had resigned as Chairman, due to the pressure of other commitments. Steve Cherry agreed to take the Chair at least until May.

2. Apologies:

Mimi Harker
Patricia Cherrill
Moiria Little
Fiona Kear
Lee Bright

3. Minutes

Minutes of the previous meeting were noted.

4. Financial Update

BR advised a financial report will be presented to the Finance Committee on the 11th December. The Elgiva is on target and to come in around the operational budget of £52,260. Repairs are over budget mainly due to roof repairs and lighting but these had been approved as special items by the Finance Committee.

Overall an excellent performance from Mark and team.

In the absence of Trevor Pilling, no financial figures were presented. Board members agreed his figures were very good for comparison. BR to look to presenting top and bottom line figures for next meeting.

The Board was advised that the fees and charges recommended to Rec and Arts committee, would be an inflationary increase as no increase last year. It was

agreed increases in charges can have a significant effect on local community amateur hirers particularly.

5. Manager's Update

MB advised we should be up financially on last year. Need to give schools a push as Panto bookings are falling off but Mark advised his team had already done much in this area of promotion. The Elgiva is doing really well with a strong programme. Now 30% up on last November. Professional and live-streaming seating capacity at 81% against 65 % previously.

Panto set is looking very good, costumes fantastic and better scripts. Press night coming Saturday, which should be a good atmosphere.

Mikey, new Senior Stage Technician, has been very helpful and settled in well.

Outside area has been cleaned up, weeds removed, and generally looking good. Need to invest in recycling, improve recycling area. Winter gritting in hand.

Booking tend to pick up after Christmas mainly due to word of mouth.

Bar fitted out with new pumps with different pump handles, and new beers introduced.

6. Patio/Building Extension Update.

JM advised information on plans for the extension are on the website.

Surveyor on board. Planning Dept. looking at provisional plans but initially positive.

Possibility of having advertising plans at Wed/Sat markets and a double page in 'Your Chesham'. Some costings from Quantity Surveyor possible mid-January.

Final costs will depend on level of Fit-Outs. Source of funding to be considered when broad costs established. Project Manager possibly to be sought to determine a Business Plan and seek external funding.

There was general discussion on possible funding sources, lottery/ sponsorship/ Crowd Funding. Perhaps local businesses could be approached with a view to the provision of fittings i.e. lighting etc. There are many possibilities. Business Case to identify viability, with regard to extra staffing.

Need to encourage people to spend more time in Chesham. Current caterer doing a good job considering the space available, in the foyer area. There was some

discussion on current and future parking capacity. BR to endeavour to draw up a Project Timescale.

7. Date of Next Meeting

Monday 5th February 2018 at 10.30am

Chesham Allotments Group

Meeting Minutes

23 January 2018

Town Hall 7:30 PM

a. Welcome, attendance, introductions, and apologies for absences

- a. **Apologies:** Tony Muir (TM), Marshall Hall (MH), Kate Hutchinson (KH), Andrew Sinclair (AS)
- b. **Present:** Tim Andrew (TA) (Chair), Claire Malan (CMA), Jim Abbott (JA), Ray Williams (RW), David Hall (DH), Beverly Mackay (BM), Jane McBean (JM) (Town Council representative) (arrived 8.15), Chris Mackay (CM), Chris Spruytenberg (CS),
- c. Colin Wilson (CW) has resigned

b. Approval of the previous meeting minutes

- a. October 3rd, 2017 approved: DH Seconded: CM

c. Reports of Officers, Representatives, and Standing (permanently established) Committees

- a. Chairman (TA Vice Chairman for MH)
 - i. Website update - Welcome to Amanda from Studio Beam, - presentation of logos, colour scheme, fonts and a list of gathered information which requires selection. Discussions to introduce MailChimp Newsletters which will enable group to manage viewers, lists, statistics on how many people use the site. Training on the site will be offered, advice given to keep information minimal. Links to Town Council website and Facebook page can be included, aim to launch before the start of the allotment season at the start of April.
 - ii. Safety fence update – see i (i)
 - iii. Chesham Connect presentation - deferred to meeting in March, grant received from Chesham Connect.
- b. Vice Chair (TA)
 - i. Shed thefts of 22/11/17 - on two consecutive weekends, nobody has been apprehended, spread the word and avoid keeping high price tools, or anything that is of sentimental value in allotment sheds.
- c. Events Coordinator (JM)
 - i. Report of the F&C night - cost of fish & chips have risen and therefore the price for the evening will need to be reviewed. RW & JM suggested £10, Amersham Fish Bar is the more popular choice for food. JM found the logistics fairly easy. KH & RW taking bookings to support JM, more help with set-up would be useful. TA congratulated JM on the smooth organisation of the event.

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- ii. Allotment Gate Notices - other organisations are beginning to put adverts for Fish & Chip nights on allotment gates. There is beginning to be some conflict and clashes with Allotment Group events.

*** Action point: TA to discuss with MH on his return. DH to investigate who put the notices up. More co-ordination is required between groups.**

- iii. TA proposed changing Fish & Chip supper from February to May, further discussions to take place.

d. Education & Orientation (CS)

- i. Trifold leaflet - MH has given approval and will support with the lay-out. It is aimed at prospective plot holders so that people are aware of what they might be taking on. Aim to be ready for March distribution. Will be included on the website. Discussion took place about branding the leaflet in the same way as the website.

***Action Point: CS to circulate to committee members.**

e. Treasurer's Report (RW)

- i. Current bank and cash status - £4,370.17. Good income and expenditure. Fish & Chip supper to be discussed on arrival of JM. Fence is progressing with support from various sources.

f. The Grower (TA for KH)

- i. Call for contributions - deadline Mid February, KH has plenty of material for March edition.
- ii. Next distribution date - March

g. Coffee Morning Coordinator (BM)

- i. Arrangements for the potato sale coffee morning - 17th, 24th Feb, 3rd March, BM thinks she has these covered, thank you to volunteers. We will be going FairTrade this year. RW offered to get supplies, BM will be in contact

*** Action Point: KH to put notices on gates.**

- ii. Water tap & tank @ Asheridge Rd - completed by the Council.

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- iii. Generator - TA has been running it regularly and it's going well. DH to replace engine mounts and do the service. Frame needs attention and foot needs stabilising.

***Action Point DH & CM to arrange to meet to carry out service by the end of February. TA has offered help if required.**

- iv. Coffee Mornings - start 14 April, there are 24. Chesham in Bloom & Fairtrade will take one each, if everyone takes one coffee morning and there will be some people who may be needed to do a second. BM would like to know dates when people cannot do a session rather than no replies to emails. BM suggested a generator start-up rota, six volunteers offered help.

- v. Keys to focal point hut – ***Action Point TA to organise keys for committee members**

- h. Report on the Chesham Masterplan presentation (CM) – There is no effect to Allotments

- i. Maintenance & Facilities (DH)

- i. Fence erection arrangements - all materials available along with 2 men from the council will be available to help. A day working party is required. Suggested Tuesday 6th February -

***Action Point TA to assemble team via email.**

- j. Database (CM) - 3 new people added, 44 people on list in total.

***Action Point: JM to ask Council to add a renewal letter onto allotment rent renewal notice,**

d. Reports of Special (committees appointed to exist only until they have completed a specified task) Committees

- a. None

e. Unfinished Business (matters previously introduced which have come over from preceding meetings)

- a. Discount Card 2018 - South Heath agreed to offer discount. Committee agreed to continue with the card

***Action Point: MH to arrange printing of this year's cards to be ready for February Coffee Mornings**

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b. Toilet Rota (KH) - proceeding.

c. Move of the CHS Hut to adjacent plot – update (TA) – CHS looking at alternatives to concrete base. Encouragement to keep up communications to forge good relationships

d. Request for a gate at the top of Cameron Rd. (MH) - there never was a gate at the top of Cameron Road, it was a hole in the hedge. No more access points will be created due to security concerns.

f. New Business (matters initiated in the present meeting)

a. Proposal to alter the way we approve meeting minutes – deferred to next meeting

b. Fund raising activities for 2018 – deferred to next meeting

c. New CAG representative needed – suggestions of Jim Wilkie, Amanda Carroll from Studio Beam, Dave Page

g. Announcements (Open floor)

a. Date of next meeting March 13th, 2018, 7:30pm Town Hall

h. Program (if a program or a speaker is planned for the meeting)

a. No programme scheduled

i. Any Other Business (Open floor)

a. JA - Historically there have been hives on the Allotments - We will discuss further when KH is available

b. BM - Spud in a bucket competition, £1.00 entry, to be brought to coffee morning, one potato in a container. Judging day to possibly first coffee morning in Sept. Prize £20 *Action Point BM to organise notice for The Grower and manage initiation of competition

c. CS - express concerns over the falling number of entries to both horticultural shows. CS to promote and encourage greater participation. July 7th, September 1st, changing the venue suggested.

d. JM – The Council trialed wild flower bed verges, looking to extend project, please contact JM or Katherine to suggest location.

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j. Adjourn - 9.20

Date of next meeting – March 13th 7:30

Chesham Allotments Group

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The Group 2017/18

	Name	ID	Vote		Position	Representing
1	Tony Muir	T M		tonymuir34@outlook.com	Web Site Administrator	Asheridge Road (Plot 28)
2	Tim Andrew	T A		tim.andrew@tjandrew.co.uk	Vice - Chair	Cameron Road-North (Plot 48A/49B)
3	Claire Malan	C M		cmalan305@gmail.com	Secretary	Upper Cameron Road-South (Plot 235A)
4	Chris Spruytenburg	C S		christopher.spruytenburg@ntlworld.com	Education & Orientation Coordinator	Cameron Rd North (Plot 93)
5	Marshall Hall	M H		hallmarshall@live.co.uk	Chairman / Widening Participation	Cameron Road-North (47A/B)
6	Jim Abbott	J A			Historian	Cameron Road-North (Plot 31/32)
7	Ray Williams	R W		razwilliams@hotmail.com	Treasurer	Upper Cameron Road-South (Plots 215/16)
8	Kate Hutchinson	K H		katehutchinson24@gmail.com	Editor – The Grower	Cameron Road-North (Plot 58D)
9	Dave Hall	D H		david@hallnet1.uk	Maintenance and Facilities	Cameron Road-North (Plot 12)
10	Beverly Mackay	B M		beverlymackay@virginmedia.com	Coffee Morning Coordinator	Asheridge Road (Plot 3B)
11	Andrew Sinclair	V C		pa.sinclair@yahoo.co.uk	Community Liaison	Cameron Road-North (Plot 45B)

Chesham Allotments Group

Meeting Minutes

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1 2						
1 3	Chris MacKay	C M	chris.mackay3@ntlworld. com	Database	Asheridge Rd (Plot 6A)	
1	Jane MacBean	J M	janemacbean1@icloud.co m	Representative	Town Council	
2	Vacant			Representative	Town Council	
3	Vacant			Representative	Town Council	

CHESHAM TOWN COUNCIL

MINUTES of the 'Impress the Chess' meeting
held on Thursday 11th January 2018 at 2.30 pm at the Town Hall

PRESENT:	Jane MacBean	Chesham Town Council (Chairing)
	Ken Austin	Chesham Environmental Group
	Alex Back	Bucks County Council
	Michael Browne	Meades Lane Resident
	Allen Beechey	Chilterns Chalk Streams Project
	Jon Croot	Chesham Flood Action Group
	Phil Folly	Chesham Environmental Group
	Kathryn Graves	Chesham Town Council
	Paul Jennings	River Chess Association
	Euan Russell	Chiltern Society

1. APOLOGIES AND WELCOME

Apologies were received from Tony Molesworth (Chesham Society) and Gavin Johnson (Chiltern Society).

2. MINUTES OF 2nd NOVEMBER 2017 AND MATTERS ARISING

(i) Solar House Site

The developers are willing to change the proposed name of the building to Canada Mill to reflect the site's heritage. Kathryn and Jane will organise for the production of a heritage plaque.

Action: Kathryn & Jane

Chesham Environmental Group is willing to be involved in work to help naturalise the river bank this coming spring. We will need to agree a date for this work.

The site will need a maintenance plan to ensure that the riverbank vegetation continues to be managed into the future. This can be developed once the works have been completed.

(ii) Littering at Meades Water Gardens

Jane will make contact with the new sergeant to find out the outcomes of the altered patrols which now include Meades Water Gardens.

Action: Jane

(iii) Thames Water at Latimer Road and Holloway Lane

Allen will follow up with Ian Crump about the removal of the laurel hedge that runs alongside the edge of the sewage treatment works on Latimer Road and about setting up a site visit to look at the need for tree work along Holloway Lane and the potential community use for the old sewage works site.

Action: Allen

(iv) Trash Screens

The trash screen at Hollow Way Lane has been cleared by Chesham Environmental Group. A large tree fell across the channel and the road during the recent windy weather. Most of the debris has been left in the channel creating a flood risk. Alex will enforce its removal and ensure that Transport for Bucks is aware that fallen trees should not be dumped into rivers.

Action: Alex

Jane will chase up on her request for the Bois Mill trash screen to be added to the highways asset register for routine monitoring and maintenance.

Action: Jane

(v) Camera Investigation

Jane will email Thames Water once again for an update on the investigation.

Action: Jane

(vi) Drains

There will be a Capital Maintenance Scheme on Fuller's Hill this year to reduce the drainage of debris into the highway. There is concern that it could lead to silt and debris entering the river more quickly, so Jane will ask Keith Burns at Transport for Bucks for more details.

Action: Jane

(vii) HS2 Impact on the River Chess

Paul will send a copy of the letter that the River Chess Association sent to Dame Cheryl Gillan MP regarding indemnities to Jane. Paul has received no response from HS2 about setting up a meeting and Jane will raise this with them when she meets with them.

Action: Paul & Jane

(viii) Town Bridge

Jane will contact the county council's Capital Maintenance Team for an update on what can be done to prevent people parking right up to the riverbank.

Action: Jane

(ix) Waterside Fishery

We are not aware of the outcome of the Environment Agency letter to the owners of the fishery about their invasive weed infestations. However, Paul has had contact with the landowner and he is happy to work with voluntary groups to improve the habitats there.

(x) Broadwater Bridge

Cars are still being parked, and sold, on one of the bridges. The Land Registry information for this area indicates that the bridges are most likely owned by the county council. There is concern over the pollution risk to the river from cars leaking oil or fuel. Alex will take action on this.

Action: Alex

(xi) Kittys' Bridge

Allen will look at the sluice to see whether it can be modified.

Action: Allen

(xii) Meades Water Gardens

The developers (Ridgepoint Homes) have removed the redundant fencing between Meades Water Gardens and the back of the flats. Jane will write to thank them.

Action: Jane

In the recent windy weather, a large tree fell across the river, blocking the footpath and damaging the downstream bridge. Chesham Environmental Group was thanked for their efforts in clearing the footpath. The bridge has sustained a lot of damage and Paul Isom is obtaining a quote for its repair.

(xiii) Smarter Water Catchment

The River Chess Association has put in a proposal to Thames Water about becoming a Smarter Water Catchment and are waiting for a response.

(xiv) Pednormead End

The tree work will begin during the week beginning the 22nd January and the river restoration work will commence the following week. Volunteer involvement for planting will be welcomed once water has returned to the channel. Chesham in Bloom will be approached to see if their allotment plot/polytunnel could be used for growing on plants harvested elsewhere until ready for planting.

Action: Kathryn

(xv) Vegetation Management

Reeds have completely grown across the channel between Kitty's Bridge and Lord's Mill. This poses a flood risk should there be a heavy rainfall event. Clearance of a 2 metre wide channel with removal of the cut vegetation would be adequate to reduce the flood risk. Jane will talk to Chiltern District Council as the channel is in their ownership. Paul will email a photo he took of the channel to Jane.

Action: Jane & Paul

Paul, Allen and Phil will carry out a walkover to identify areas where volunteers can carry out some light vegetation management.

Action: Paul, Allen & Phil

(xvi) Thames Water Annual Stakeholder Meeting

A significant change of style from the new CEO of Thames Water was noted at this meeting. He said that it is a long-term intention not to rely on chalk stream catchments for water supplies. Thames Water does have an impact on the Upper Chess. The Hawridge pumping station supplies 22,000 customers in Tring, removing water from the Chess catchment. Currently Hawridge is the only source for Tring, as Northchurch and Dancers End have been shut down, but Thames Water is looking to bring Dancers End pumping station back on-line. Thames Water has a £50,000 budget for a Tring Water Efficiency campaign.

The RCA has been lobbying both local water companies about the current drought. Paul said that Environment Agency representatives are reluctant to acknowledge that we are in a drought, but the groundwater levels at Ashley Green in December 2017 were the lowest

December readings on record. Affinity Water said it would do a major publicity push on water efficiency in January, but there hasn't been much evidence of this yet.

(xvii) Chess Valley Walk

The funding application to the county council for the regeneration of the Chess Valley Walk was unsuccessful. Allen will continue to look for other sources of funding.

(xviii) School Visits to The Moor

Kathryn will circulate the notes of a meeting she, Paul and Allen had with Jackie Rham from the Amersham Field Studies Centre to the group.

Action: Kathryn

4. **CANON'S WOOD PROJECT**

Paul will submit the Environmental Permit application. Kathryn will arrange an on-site meeting between Paul and Paul Isom to discuss the tree work for this project so that it can begin as soon as possible. The deadline for feedback required by the Bags of Help Scheme is the 24th July 2018.

Action: Kathryn and Paul

5. **BIRD BOXES**

We have in principle agreement for bird boxes to be installed in Wright's Meadow. Jane will confirm this at Chiltern District Council. Euan will provide the required public liability insurance and risk assessment. Between four and six boxes could be located at this site. Further additional sites were considered, including the 1879 Tennis Club and The Warren, both in Pednor. Euan will scope this out, once he has been introduced to the landowners via members of this group. It was agreed that social media posts should be sufficient to attract additional sponsors, but a letter can be produced if necessary to leaflet the immediate surrounding areas. The aim would be to install boxes in February.

Action: Jane & Euan

Anecdotal evidence suggests a big decline in the number of hirundines and swifts visiting the area and there was a discussion about whether this was due to a lack of appropriate nesting sites, or due to a lack of fly life. Kathryn will research this.

Action: Kathryn

6. **CHESHAM FLOOD ACTION GROUP**

Jane will provide a copy of the original CFIAG constitution to Alex, who will look at a Terms of Reference or Memorandum of Understanding document for how CFIAG will continue to work. We will be reactive if flooding occurs, and it may be that CFIAG will form a sub-group if there is a flood and more people get involved. Alex is happy to receive any information relating to highways flooding, in addition to reports being sent to Transport for Bucks.

Action: Jane and Alex

The Capital Drainage Budget will be doubled from April. John and Jane will meet with Alex and Keith Burns to look at outstanding highways flooding issues.

Action: John, Jane & Alex

7. **PLANNING APPLICATIONS**

It was noted that the repair to the weir at Lord's Mill was only temporary and that the developer will need to look at a more permanent repair in conjunction with Chiltern District Council. This would provide an ideal opportunity to create a fish pass at the same time. Allen has a report from a fish pass specialist stating that modifying the existing structure would be a sensible approach. However, it is not known what the Environment Agency are looking for in a fish pass.

8. **INVASIVE SPECIES**

Kathryn has emailed the landowner of the Vale Brook at Townsend Road to make him aware of the presence of Japanese Knotweed and his responsibilities to control it. The landowner has said that he will arrange for control. The group agreed that a spring working party would be helpful at the Townsend Road section and would provide the opportunity for a reminder to the landowner of the need to control the stand of knotweed.

Paul will speak to Sandy Belloni for information on Japanese Knotweed control training and will share the details with the town council.

Action: Paul

No further signs of mink have been detected in the upper catchment.

Thanks to iSpot, Kathryn obtained an identification of the variegated plant in the channel at The Moor. It is felt likely to be a natural aberration of *Glyceria* and will be left in the channel.

9. **POLLUTION INCIDENTS**

We continue to see large amounts of silt entering the river in Duck Alley whenever there is heavy rain. The very flashy automated recordings of river levels at Town Bridge indicate that the river is acting as a drain at this point.

There is a large amount of litter in the river, verges and trees by the Latimer Road Household Recycling Site. Jane will email the relevant county council portfolio holder to find out if there is a policy for regular clearance around the site and its environs.

Action: Jane

10. **ANY OTHER BUSINESS**

(i) Consultations

It is thought that there will be an Affinity Water consultation on their Water Resources Management Plan, but there is nothing on their web site at present.

Allen will send a link to a DEFRA consultation on the development of strategic water resources.

Action: Allen

There is an Environment Agency consultation on changes to the permit charging system, which has significant implications for Impress the Chess. The consultation closes on the 26th January.

10. **DATE OF NEXT MEETING**

The next meeting will take place at the Town Hall at 2.30pm on Thursday 15th February 2018.

Report to **RECREATION & THE ARTS COMMITTEE**
meeting to be held on Monday 12th February 2018.

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

Reporting Officers: Stephen Pearson (01494 583825)

Summary

1. To consider the financial report for the nine months up to the 31st December 2017.

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 No.38).

Financial Implications

3. As outlined within the report.

Equality Act Implications

4. Non applicable.

Strategic Objectives

5. Accords with the Council's strategic aim 1b – *'The Moor Gym & Swim, with its outdoor pool, ball courts and gym, is a unique facility which provides family friendly leisure and fitness opportunities in a rural setting. It will be maintained and enhanced wherever possible in an environmentally friendly way.'*

Detailed Consideration

6. The membership takings (**excluding** VAT) are detailed in the table below. However it must be noted that the monthly and annual gym memberships include **free swimming and free tennis** and some members may take up membership purely for swimming.

	2013/14	2014/15	2015/16	2016/17	2017/18
	£	£	£	£	£
April	6,913	9,540	12,390	13,232	13,808
May	6,451	9,964	11,044	13,560	12,485
June	7,178	11,300	13,502	12,189	12,283
July	8,476	12,148	12,369	11,516	14,363
August	7,166	8,620	11,166	12,006	12,546
September	7,094	9,462	10,943	12,834	11,067

	2013/14	2014/15	2015/16	2016/17	2017/18
	£	£	£	£	£
October	7,012	9,754	9,429	11,196	11,766
November	6,646	9,366	10,350	11,947	10,913
December	7,477	9,089	11,113	10,972	10,564
January	9,888	12,509	12,106	14,834	
February	7,469	9,740	9,614	10,822	
March	8,272	11,574	12,054	12,202	
TOTAL	<u>90,042</u>	<u>122,866</u>	<u>136,080</u>	<u>147,310</u>	<u>109,795</u>

7. The above gym figures show a very slight increase of £343 when comparing the first nine months 2017/18 against first nine months of 2016/17 as against a slight decrease in the first three months. This is despite the closure of one of the local gyms and additional promotion such as:
- A one day free pass with the Local Directory. This went out to 5000 homes around the local area.
 - Sending two emails in November: Winter Swimming to focus on encouraging people to renew their seasonal membership and 'Refer a Friend' to encourage friends of existing users to use the gym.
8. A national company who run an on-line system to help people find their best gym in the local area was approached as it was thought this could be a good option to help drive new memberships during off peak periods but this was unsuccessful as agreement between the parties could not be reached.
9. The Marketing Manager and The Moor Gym & Swim Manager are currently looking at opportunities for the cafe and vending.
10. Total income for the first nine months is showing an increase of around 9% (£266.6k as against £244k). Swimming income is showing an increase of over 19% (£77.5k as against £65k) some of which will be due to fewer days being lost (around 11 days this year compared to 20 days last year) due problems with the pool boilers. Food, drink and merchandise sales rose by just over 1% (£28.5k as against £28k). Other associated income such as pool hires, classes, etc. was up over 32% (£38.5k as against £29k).
11. Expenditure (excluding repairs/maintenance and non domestic rates) is up mostly due to salaries & wages which has risen by nearly £16k due to a number of factors including the pension changes and the pool not being closed as mentioned above. The non-domestic rates have risen from £18,839 to £21,446 due to the new valuations but an agency is still looking at the possibilities of any appeal. Repairs and maintenance are currently down from around £98k to around £56k but this is because of the dilapidation works which were being undertaken last year. However the replacement of the two pool boilers costing a total of nearly £42k, (which was ratified at the Council meeting held on the 24th July 2017 with the installation completed in November) will increase the repairs/maintenance costs in the January figures.
12. The net overall comparable operating position for the first nine months is very similar to that of last year for the same period with just a slight improvement of £4.5k (excluding repairs/maintenance) due to the factors above. However an early projected end of year

forecast would see the budget target of £90k increase to £167k (compared to £146k for 2016/17 including the dilapidation works) with the boilers and pool covers being the main factor. This additional funding coming from reserves as agreed by the Finance Committee.

13. With the new boilers now installed and almost all the dilapidations report recommendations now implemented, the Clerk and the Centre Manager will be able to focus on new investment projects such as the possible building extension, the possibility of covering the multi-court with a 3G artificial surface and possible implementation of a new software package for bookings and accounting.
14. **Attached** for Members' information are the marketing initiatives undertaken by the Marketing Officer in conjunction with the Centre Manager since the last meeting.

Recommendation

That the Gym and Swim financial position is noted.

MARKETING INITIATIVES SINCE LAST RECREATION AND ARTS COMMITTEE

- Some strong success from the marketing campaign to promote new users. We have now completed the free pass campaign in January and will be collating the numbers, feedback from the team is that the promotion went well and they have been successful in generating new sign ups.
- Café Africa have been working closely with us on the lunch box for kids' party. The current cost is £3.50 per unit, we would look to charge between £5-6 for food. We would take the lead on processing the orders to Café Africa and they would deliver on the day around the time of the party. The next steps will be to benchmark pricing against competitor offerings, finalise the order form and operational elements within the gym.
- We are looking to replace the existing coffee machine in the café area. Café Africa are able to provide a push button machine, we need to finalise costs for this. Speaking to users of the gym, the idea of a local coffee company supplier is very appealing. Fingers crossed we will have a costs to process next week and we can then make a decision on next steps.
- Facebook is performing well for CMGS. We are posting content around classes and nutrition which customers are actively engaging with. Once we have approval for me to become editor we can move forward with stronger advertising to attract new users.
- We are due to launch our 'refer a friend' scheme to members next week via email. This campaign enables current customers to bring a friend for free and they can both enjoy a free coffee when they show a print out of the email.
- We has a very successful sale of Swim wear. We ran a promotion to coincide with Blue Monday. We sold 12 items and made £120.
- We have printed 1000 leaflets offering a free day of fitness. We plan to distribute this across all local colleges as well as target meeting groups for the retired. This will hopefully target off peak potential members.
- We have advertisements going out in Amersham and Chesham directory offering the free day of fitness.
- we have spent £150 on Facebook advertising to sell the free day of fitness to young people (again targeting off peak during January)
- Investigating with Centre Manager opportunities and market for Spin classes.

Report of the Officers to a meeting of the **Recreation and Arts Committee**
on Monday 12th February 2018

**AGENDA ITEM NO: 6- UPDATE ON WINTER
MAINTENANCE AND OTHER CONTRACTS WITH
BUCKINGHAMSHIRE COUNTY COUNCIL**

Reporting Officers: Bill Richards (01494 583824) & Paul Isom (01494 775593)

Summary

1. To receive an update on winter maintenance and other possible contracts with Buckinghamshire County Council.

Background Information

2. At the Council meeting of the 15th January 2018, it was Minuted that: *'The question of filling of grit bins was less of an imminent concern and further discussions upon this would take place and be brought to a future Recreation and Arts Committee meeting.'* (Minute No 80)

Financial Implications

3. As outlined within the Report.

Strategic Objectives

4. Accords with the Council's Strategic Aim 4b – *'Consult with and respond to District Council, County Council and other Authorities on current services and planned changes, to ensure continuing improvement in services consistent with local needs.'*

Equality Act Implications

5. Non applicable.

Detailed Consideration

6. As mentioned at the Council meeting, the Parks and Premises team are now set up to undertake the gritting and snow clearing of the High Street and Market Square if required. This protocol has been aided by the new Network Operations Manager agreeing to the Parks and Premises team collecting two tonnes of free salt from the Amersham depot. This has been duly collected. Since the Council meeting, (at the time of compiling this report), the comparatively mild weather has meant that

no gritting has been required to be undertaken. If it is undertaken then officers will negotiate with the Network Operations Manager on remuneration.

7. Officers still await the training requirements needed by our officers from Buckinghamshire County Council to work for it as an approved contractor. However the most recent conversations have suggested there may be a relaxation in the previously stringent requirements required which would have cost close to £5,000 in fees for external training providers. Once a training schedule has been agreed, the Parks and Premises team will be in a better position to actively tender to refill the salt bins across town as well as for other emergency works on behalf of Buckinghamshire County Council such as removing fallen trees on the highway etc.
8. In the interim, it appears many of the town's salt bins have been refilled by the County Council. A recent communication from Buckinghamshire County Council has stated that the bins are being refilled but there are some 1500 countywide to fill. So far over 50% across the county have been done and all should be filled by the end of the month.
9. As and when the training requirements have been agreed upon, a further report will be brought before this Committee.

Recommendation

That the Report be noted subject to any further comments the Committee may wish to make.