

# Chesham Town Council



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23<sup>rd</sup> May 2008

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 2<sup>ND</sup> JUNE 2008 AT 7.30 PM**

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

## AGENDA

1. Election of Chairman and Vice Chairman for the financial year 2008/09.
2. Apologies for absence.
3. Declarations of Interest.
4. To receive and confirm the Minutes of the Committee meeting held on 17<sup>th</sup> March 2008.
5. To receive and consider the Minutes of:
  - Allotments Group Open Meeting of 8<sup>th</sup> April 2008 (enclosed).*
  - Friends of Chesham Cemetery Meeting of 22<sup>nd</sup> April 2008 (enclosed).*
  - Chesham Environmental Group AGM of 24<sup>th</sup> April 2008 (enclosed).*
  - Elgiva Board of Management of 6<sup>th</sup> May 2008 (enclosed).*
  - 'Impress the Chess' Steering Group Meeting of 1<sup>st</sup> May 2008 (enclosed)*
6. Chesham Moor Swim and Gym.
7. Play Areas.
8. Security Fencing On The Northern Perimeter of Chesham Cemetery.
9. Dog Walking Within The Grounds of Chesham Cemetery.
10. Town Hall – Replacement of Furniture and Notice Board.

Yours sincerely,

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

Bill Richards  
Town Clerk





## Circulation

<b>Councillor</b>	<b>A.K. Bacon (Vice Chairman)</b>	<b>Councillor</b>	<b>Mrs. C. Littley</b>
"	<b>E.L. Bamford</b>	"	<b>Mrs. C.M. Michael</b>
"	<b>M.Z. Bhatti</b>	"	<b>Mrs. M. Molesworth</b>
"	<b>Ms. J.E. Bramwell</b>	"	<b>Mrs A.M. Pirouet</b>
"	<b>Mrs. J.C. Fulford (Chairman)</b>	"	<b>Mrs. G. Walker</b>
"	<b>D.J. Lacey</b>		

# **CESHAM TOWN COUNCIL**

Report of the Officers to a meeting of the **RECREATION AND THE ARTS**

**COMMITTEE** on Monday 2nd June 2008.

## **AGENDA ITEM NO:6 CESHAM MOOR SWIM AND GYM**

**Reporting Officers: Bill Richards (01494 583824) and Stephen Pearson (01494 583825)**

### **Summary**

1. To consider the financial report up to the 31<sup>st</sup> March 2008 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 17<sup>th</sup> December 2007 *'it was resolved that the Officers, in consultation with the Friends of Moor Road, 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.

### **Strategic Objectives**

4. 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**

#### **a. Financial Update**

5. The attached financial report (excluding Renewals & Repairs) shows an operational deficit of £86,813 at the end of March 2008 against the revised year end estimate of £103,865, a saving of £17,052. This was the first year under Council management which included a number of changes

including the closure of the gym for a short period of time. The main differences are explained below:

Budget Heading	Amount £	Reason
Salaries	4,620	pension options not taken up
Training/Misc Staff Costs	562	budget not spent
Gas/Electricity	678	lower energy costs
Cleaning	845	budget not spent
Insurance	825	lower internal recharges
Admin Overhead Recharge	3,038	lower internal recharges
Gym Income	5,750	higher than anticipated income

6. The gym has and is undergoing a publicity drive to try to achieve the 2008/09 target set by the Council and monthly takings have seen an improvement over the last three months; whether this is a seasonal trend or long term improvement has yet to be seen but the signs are good.

7. The last six months figures (excluding VAT) are as follows:

	£
November 2007	3,543
December	3,297
January 2008	4,640
February	5,515
March	5,034
April	5,897

8. If an average of the last two months is used as a basis for forecasting the income for 2008/09 this would equate to £65,586 against a budget figure of £70,000.

9. The swimming season opened on the 1<sup>st</sup> May followed by the Mayor's Fun Day on Saturday 3<sup>rd</sup> May which proved extremely popular and was very well attended.

10. The season ticket numbers are slightly down on the same period as last year (up to the 22<sup>nd</sup> May) but the income is up by £1,830 mainly due to the concession price increase. Details of the ticket sales (excluding VAT) are as follows:

	2007		2008	
	Tickets	£	Tickets	£
Adult	79	5,379	73	5,591
Concession	100	4,255	102	5,643
Junior	55	2,106	57	2,426
Junior Concession	21	447	14	357
<b>TOTALS</b>	<b>255</b>	<b>12,187</b>	<b>245</b>	<b>14,017</b>

11. Another 31 tickets were sold last year after the 22<sup>nd</sup> May with a total 2007 season ticket income of £13,477 (excluding VAT) for 2007.

**b. Open Air Pool Operation.**

12. Members will be aware through the local press that a staff shortage at the open air pool had resulted in limited access for the public on an unseasonably hot weekend in early May. The Manager has stated that this is the first time that such a situation has arisen and that he is confident that the problems should be alleviated as more students become available as lifeguards after their exams are completed. Moreover, Members may have noticed that similar lifeguard shortages had been experienced by other local pools operated by Nexus Leisure. Nevertheless, the Manager and his staff experienced an unacceptable level of hostility from the public and should be commended on their courtesy and tact in very trying circumstances. The Council needs to consider how to try and avoid this situation arising again.

***i. Staffing***

13. As alluded to earlier, the Manager now feels that he will have a full staffing complement for the rest of the coming season. However it has been mooted that, to avoid similar early season problems occurring again and to increase a 'reserve' list of lifeguards to cover sickness and holidays etc., the Council agrees to pay for interested persons (potentially from the Friends and the former Chess Valley Swimmers) to undertake a course to gain the appropriate qualification. This seems an excellent idea, particularly bearing in mind how the facility prides itself on being a genuine community facility. However, the Committee should be made aware that the cost of the qualification is in the region of £200-250 per person.

***ii. System Entry***

14. The pool currently works to a system of 'timed' sessions where the legal capacity is allowed in the pool for a designated period. The number

allowed in is determined by the number of lifeguards on duty. However the Manager and his staff do use their discretion and allow other swimmers in if the capacity will not be exceeded and it is explained to the customer that he or she will need to vacate the pool at the end of the advertised timed sessions. This system is also used at Wycombe Rye Open Air Pool.

15. The alternative option is a band system where different colour coded bands are issued and the wearers are allowed in over a rolling 15 minute period and have to exit accordingly when their colour is called. This system is operated at Aqua Vale in Aylesbury and other pools where disposable paper bands are used. The Manager, while accepting that the system works well at these pools, does feel it would be difficult to implement and monitor at the open air pool. Unlike Aqua Vale, he does not have the luxury of having two receptionists; 'roving' lifeguards and, most importantly, he has no tannoy system to keep requesting the appropriate colour band wearers to leave the pool.

### *iii. Priority for Season Ticket holders*

16. Another matter raised during busy, restricted numbers sessions, is whether season ticket holders should have priority access to the pool. Officers' inclination in this matter is that the ill-feeling engendered by season ticket holders walking to the head of the queue would be counter-productive as well as being logistically difficult to manage.

### **c. Tennis Court and Multi-Court Repairs**

17. After much delay, the liquidators finally released the amount remaining from CVSLA's assets to the Council in March. The final figure being £29,243. This assumed amount, along with another £20,000 was earmarked in the renewals and repairs budget to undertake repairs to the tennis court and multi-court.
18. Some 12 months ago, officers obtained estimates for the repair of the courts. These ranged from around £6,000 to 'skim' over the existing surface to a figure in excess of £50,000 to properly resurface both areas and to replace the now dangerous fencing to create proper safe, rebound areas. It is your officers' view that both the fencing and resurfacing should be undertaken if the Council is serious about promoting the centre as a genuine 'wet' and 'dry' leisure facility. However officers are also aware that the Friends are devising a five year business strategy and may not consider it as a strong viable financial option. Nevertheless officers believe that this Committee (as the ultimate decision makers) should give a 'steer' to the friends as to whether it wishes to proceed with these upgrades so that this can be factored into their plan. While Members may

be tempted to postpone taking a view, it should be emphasised that the multi-court has been closed for over a year and the tennis courts are deteriorating rapidly to a point where they will soon be unplayable.

**d. Strides F.C. - Container**

19. Strides F.C. has requested that a secure anti-vandal container (to be funded by the club itself) be located on the Moor near the existing hut for storage. The hut has suffered from periodic break-ins and the club feel this would offer a permanent solution. While offers support this in principle, Members will be aware of the sporadic anti-social behaviour on the Moor, particularly with graffiti and raise the issue of whether this may attract more acts of vandalism in this area. Additionally residents have questioned the wisdom of any development on the Moor on aesthetic grounds and, of course, these containers are somewhat functional at best in their design.

**e. Solar Powered Heating**

20. The Chairman of the Friends is progressing the matter and after a positive meeting with the Town Clerk and Policy and Projects Officer has devised a timetable. It is proposed that tenders be submitted to the Town Hall by August; a report to Council in September seeking acceptance of a contractor and installation by October/November, subject to external funding being obtained.

**Recommendation**

- 1. That the financial position be noted.**
- 2. The Committee agree to allow an amount of up to £1,000 to be allocated for lifeguard training.**
- 3. That the current pool entrance system be continued but monitored over the season.**
- 4. That the Committee's view on repairs to tennis courts and multi-courts be determined and relayed to the Friends.**
- 5. The Committee decide upon granted Strides F.C. permission to buy and locate a lock-up container for the Moor.**

## **AGENDA ITEM NO: 7 YOUNG PEOPLE'S PLAY EQUIPMENT**

**Reporting Officer:** Bill Richards (01494 583824)

### **Summary**

1. To consider priorities for upgrading the Council's play-areas and consider the re-siting of the multi-play goal previously located at Woodland View play area.

### **Background Information**

2. At the Council meeting of the 12<sup>th</sup> May 2008, it was resolved that, in light of the Youth Council's recent survey, '*a further report on this topic be brought to the next Recreation and the Arts Committee.*' (Minute No.114).

### **Financial Implications**

3. As outlined within the report.

### **Strategic Objectives**

4. 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**

5. Monies currently available to undertake play area re-development was previously reported to the last Recreation and the Arts Committee and is re-produced for Members' information below:

<b>Budget code</b>	<b>Carried forward 07/08 £</b>	<b>Budget 08/09 £</b>	<b>TOTAL</b>
Swing replacement	4,000	5,000	9,000
General replacement	31,000	48,000	79,000
Play Area Fencing	13,500	6,000	6,000
General repairs	-	1,600	1,600
	<b>48,500</b>	<b>60,600</b>	<b>109,100</b>

6. The Committee is asked to note that, out of the £48,000 in the 2008/09 budget in the general funds, £35,000 has been earmarked as a match-funding contribution to



the Lowndes Park lottery bid. If the bid is unsuccessful, then this amount will be invested in the Lowndes Park play-area upgrade. Accordingly **£74,100** remains for the other play-areas around the town.

7. The Town Clerk and Parks and Premises Manager have recently undertaken an audit of all the Council's play areas in order to present some sort of priority. It is apparent that all of the Council's sites require some investment as nearly all the large equipment is at least ten years old. The Youth Council's survey suggested that, despite the age and condition of the equipment, many young people seemed relatively content with the existing equipment but would like to see it repaired.
8. Officers remain of the view that Marston Field play-area should remain a priority. Such a view has been re-enforced by a recent petition received from local residents and **attached**.
9. The Parks and Premises Manager has already obtained three quotations for the works. These are **attached** as private and confidential papers. Your officers are recommending that the company listed as Company A be awarded the contract to effect renovation of Marston play-area. Clearly if Members wish to discuss the respective proposals from the different companies in detail, the Chairman will be requested to move that the Committee go into 'closed' session.
11. The Town Clerk, whose previous employment, was closely involved with making recommendations on play equipment, is firmly of the opinion that the Council does need to develop a play strategy, possibly in association with Chiltern District Council, and take some difficult decisions on our play equipment. The question needs to be asked as to whether the Council owns too many small areas which, while taking up officers' time to inspect, actually are hardly used at all. With the Council's naturally limited resources, they may be a strong argument to pool resources into three or four strategic areas across the town. Also the Council needs to decide on the ages its equipment is designed for. Clearly factors such as walking distance from housing areas need to be taken into account in this respect as it is reasonable to assume teenagers are able to safely access equipment further away from their residence than younger children. Moreover possible disturbance to local residence is also a factor to be considered.
12. As the Council already possesses a piece of equipment for older young people, the Committee's views on the re-siting of the multi-play goal area, previously located at Woodland View is also sought. The goal currently remains at the Depot. Your officers are still of the opinion that only four sites are practicable, namely Chesham Moor, Codmore Field, Co-op Field or Bachelors Way.
13. Each of these potential sites have their own inherent strengths and weaknesses. Chesham Moor would have locations suitable on the Waterside road side that would be well away from houses. However the Committee is well aware of the antipathy from local residents towards facilities that may attract youths in light of

previous anti-social behaviour on the Moor. Codmore Field would have the advantage of being able to utilise the existing tarmacadam area that was previously a tennis court and again is well away from housing. However local Members have questioned the demand for older youths and suggested that the hard surface area is better suited to bike riding and similar activities. The Co-op Field is an area that would be well suited to provide older young person's facilities but is restricted by its topography. Due to its steep slope, the only feasible location would be at the top end and enhanced with an 'in-house' provided fence to prevent the ball rolling all the way down the hill. Bachelor's Way is similarly an area in need of diversionary older young person's facilities. However the land is owned by Paradigm and would need its permission. Moreover the space is relatively small and may raise objections from neighbours.

14. Officers are aware that wide scale consultation is required with all local residents (and Paradigm Housing) to ascertain views on the desirability of siting the goal near their home. It is proposed that a questionnaire be devised along with photographs of the equipment to be circulated to houses within the proximity to get households' (including young people's) views on the relocation of the multi-play goal area.

#### **Recommendation**

- 1. That officers be requested to develop a play-area strategy and approach Chiltern District Council to help facilitate this.**
- 2. That the company listed as 'A' be approved to upgrade Marston Field Play Area to the amount presented at Committee**
- 3. That the Committee decides whether it wishes to proceed with a consultation exercise with a view to recommending a site for the Multi-Play Goal.**

Bill Richards  
Town Clerk

## **AGENDA ITEM NO: 8 SECURITY FENCING ON THE NORTHERN PERIMETER OF CHESHAM CEMETERY**

**Reporting Officer:** Bob Ayres (01494) 775593

### **Summary**

1. To consider the installation of further palisade security fencing to the northern perimeter of the cemetery i.e. adjacent to section M, and a very short length of section P (i.e. between Pearce Road and The Chase).

### **Background Information**

2. The cemetery has suffered from damage caused by people making unofficial entry to the site for many years. There are three official entrances, but people seem determined to create other entrances wherever it is convenient to them, for both daytime use when the gates are open, and to use the cemetery as a short-cut at night when the gates are locked.
3. These incursions need to be tackled effectively. Fencing and walls have been severely damaged, and, more importantly, memorials have also been damaged – on one occasion, over twenty headstones were damaged in one night.

### **Financial Implications**

4. As outlined within the report.

### **Strategic Objectives**

5. Accords with Strategic Objective 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. Standard wire fencing has proved futile since determined individuals have managed to cut or break this down. Conversely, the installation of professional palisade security fencing has proved successful at two locations within the cemetery to date. Fencing near the Berkhamstead Road entrance has prevented people jumping over the wall onto memorial tablets over cremated remains and similarly by Honeysuckle Fields where the wall was severely damaged.
7. The perimeter adjacent to section M has also had many incursions. The fencing here is simply metal three rail estate fencing, and most of this is rusty and broken down. There is also an area of scrub at this point, and this is used as a dumping ground for all manner of rubbish which often ends up within the cemetery. People have been observed bringing their dogs through at this point,

and on one occasion, a van load of household rubbish in black bags was dumped in the corner of this section and section P. **See photographs.**

8. The Town Clerk, Sharon McEwan (Friends of the Cemetery), and an officer from Paradigm Housing have all looked at the problem, and have decided that only robust security fencing is likely to stop these incursions.
9. To install the new security fencing on the original boundary line is impractical. This scrub land (paragraph 7) is a strip varying from 2-4 metres in width running the full length of section M. There are mature and semi-mature trees, scrub, brambles, and an inordinate amount of rubbish. The Council, many years previously, fenced-in this strip of land using weak chestnut paling and barbed wire. That effectively enclosed the strip, leaving it wild.
10. To clear this entire strip of land sufficiently to enable the contractor to work on the original boundary line would be extremely expensive, and access for work vehicles to that area is impossible. The strip however, does form an effective 'green' screen between the cemetery and the tall residential flats, and, in consideration of biodiversity, it is your officers' opinion that this strip should remain undisturbed, and the new fence should be erected immediately in front of that strip of land.
11. The Friends of Chesham Cemetery, at its meeting of 22<sup>nd</sup> April 2008, supported the installation of palisade security fencing for this section, but requested that quotations are sought to have this coloured green or black to be less obtrusive than the fencing erected at Honeysuckle Fields. However the Chairman's own view is that '*I have concerns about this as we already have galvanised (Silver) fencing at Honeysuckle Field and feel that Green or Black would look out of place.*

*I also feel that we could make the cemetery a bigger eyesore, if we start putting different colour fencing in and it would defeat the object of what we are trying to achieve.'*

12. For the previous fencing work, officers went through the full tendering process. As the successful contractor was considerably cheaper than other contractors and the specification is almost the same as previously, your officers have obtained a quotation for the supply and installation of this fencing from just the local contractor who installed the previous two sections. The quotation for 2.4m high steel palisade security fencing – triple pointed and powder coated in green or black is **£6,142** plus VAT. There are sufficient funds in the Repairs & Renewals Fund rolled over from the 2007-08 budget for this purpose (delayed while the logistics of the problem were considered).

**Recommendation**

- 1. That the Committee consider the installation of the security fencing for Section M and a very short length of section P. Funded from the Repairs & Renewals budget rolled over from 2007-08.**
- 2. That the Committee decide whether the fencing should be coloured green or black.**

## **AGENDA ITEM NO: 9 DOG WALKING WITHIN THE GROUNDS OF CHESHAM CEMETERY**

**Reporting Officer:** Bob Ayres (01494) 775593

### **Summary**

1. To consider the Council's policy regarding dog walking within the cemetery, and any exemptions to the rule that may have previously been given.

### **Background Information**

2. With the exception of guide dogs for the blind, people have not been allowed to walk their dogs anywhere within the cemetery for health and safety reasons. Latterly, those health issues concerning dog faeces and the disease that this can transmit to human beings i.e. Toxocara, have been highlighted in the media. Additionally posters have been put up locally by concerned users of parks, open spaces, and sports pitches, stating their concern for their health and the health of other users of these facilities in the hope of educating irresponsible dog owners of the harm that their attitude can inflict on others.

### **Financial Implications**

3. None pertinent to the report.

### **Strategic Objectives**

4. Accords with Strategic Objective 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**

5. Apart from the serious health issue (above), dog faeces is unpleasant to see or smell and especially when anyone is unfortunate enough to get this on their clothes or person. For these reasons, a total ban on dogs is justified.
6. The cemetery does have perimeter fences and walls, but, the entrance gates are open during daylight hours for 365 days of the year to provide public access, thus enabling anyone to enter with a dog if they so choose. There are notice boards at the entrances clearly stating that dogs are not allowed, but a number of people regularly ignore these.
7. Cemetery dog walkers have been seen and approached in the past, and their responses have been a mixture of indifference, lack of thought, and absolute rudeness – often claiming that they have the right to take their dog onto any 'public space'. Staff have explained that bringing dogs into the cemetery, and especially if they allow them to foul the grass or graves, is showing disrespect for the deceased, and for other cemetery users.

8. Council staff and contractors are the people most at risk. In carrying out their duties i.e. grass cutting, all other horticultural and building works, and funerals, they work upon every square metre of land, and this means that they are the ones most liable to come into contact with the dog faeces. If the operatives grass cutting equipment accidentally comes into contact with the faeces, the fast rotating action of the blades or cords will naturally 'fire' the faeces in all directions – often all over the operative - making them vulnerable to infection.
9. The appearance of dog walkers in the cemetery has been noticeably higher in recent months. Staff presence on the site has increased since April 1<sup>st</sup> this year with the appointment of the new cemetery operative. The operative was instructed to politely advise dog walkers that they should not bring their dogs to the cemetery. He was also instructed to record all relevant details of each occasion in case the services of the District Dog Warden are required in future.
10. Two of the regular dog walkers claimed that they had been given exemption to the rule by the Council in previous years. One claimed that she regularly litter-picks in the cemetery, and needed the dogs for protection. One elderly gentleman claimed that, due to ill health, walking his dog gave him essential exercise, and the cemetery was a conveniently short distance for him to walk. Members of the Parks & Premises team claim that they have seen the same man in fact walking his dog in Lowndes Park, and even as far away as the Lower Moor, which, if true, prove that the man is simply using the cemetery for his convenience.
11. It is the opinion of your officers that all dogs (disability assistance dogs - excepted) should be banned from the cemetery. If the Council did give exemptions in the past, the dog walkers have not been able to produce any written evidence to this effect. Similarly, your officers cannot find any written documentation regarding this issue.
12. Your officers do not believe that the cemetery is so unsafe in daylight hours to justify visitors requiring guard dogs. If a person's physical health has deteriorated severely, dog rescue centres, etc would not normally supply a dog to a new owner who cannot give that pet regular and vigorous exercise.
13. The Friends of Chesham Cemetery, at its meeting of 22<sup>nd</sup> April 2008, fully supported the continuation of the dog ban – again, disability assistance dogs excepted. The group quite rightly questioned the wording of **guide dogs only**. There are many types of guide dogs e.g. hearing dogs, mobility assistance dogs etc., and in future the wording would be more appropriate if **Disability Assistance Dogs excepted** were used.
14. Your officers consider that the dog ban should be reaffirmed, and, if exemptions were given in the past, these should be rescinded on health and safety grounds, and temporary notices to that effect should be put up at the cemetery.

### **Recommendation**

- 1. That the Committee reaffirm the ban on dogs within the cemetery.**
- 2. That the Committee agree that any exemptions to the rule given in the past be rescinded on Health & Safety grounds.**
- 3. That future wording regarding 'guide dogs only' be altered to read Disability Assistance Dogs excepted.**



## **AGENDA ITEM NO: 10 TOWN HALL–REPLACEMENT OF FURNITURE AND NOTICE BOARD**

**Reporting Officer:** Ashley Brazier (01494 774842)

### **Summary**

1. To consider replacement of blue stacking chairs, boardroom furniture and peg board in foyer.

### **Financial Implications**

2. As stated within the report.

### **Strategic Objectives**

3. 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**

4. Replacement of blue stacking chairs in Town Hall. Please see appendix I **attached**.
5. Replacement of boardroom tables in Council Chamber. Please see appendix II **attached**.
6. Replacement of Peg Board in foyer. Please see appendix III **attached**.

### **Recommendation**

1. That all blue chairs be replaced according to the recommendations outlined in appendix I.
2. That members recommend which type of tables to be sought for furniture report to the Recreation and the Arts Committee.
3. That the peg board be replaced according to the recommendations outlined in appendix III.

## **Appendix I to Agenda Item**

### **Current Inventory and Stock**

Currently the Council has 108 blue chairs with black frames. Over one third of chairs are in need of repair and several of these chairs are posing a risk of injury to customers. The plastic in some cases has separated from the fabric, potentially allowing someone's fingers to be trapped and dangerously injured if caught between. The current dimensions of the chairs are W53cm x D47cm x H81cm and a seat height of 47cm. The caretaker reported that at least 20 of these chairs need replacing.

### **Product types with dimensions and colours**

Company A provides 2 types of chairs, both upholstered with a selection of fabrics, one chrome framed (type A) and one black framed (type B) as is the current stock. These have dimensions of W54cm x D42.5cm x H82cm with a seat height of 47cm. The Council has been quoted £3,240 for 108 chairs.

Company B has a side stacking chair and black powder- coated steel tube frame (type C). The quote to replace 108 chairs is £4,536. The dimensions for these chairs are W41cm x D41cm and a seat height of 46cm.



Chair A



Chair B



Chair C

### **Detailed Consideration**

Although the caretaker expressed replacing at least 20 chairs, the Administration Manager's view is to replace all 108 chairs to provide colour continuity throughout the Town Hall and also reiterating that 1/3 of these chairs are in need of some repair. These should be purchased from Company A provided the cost is not more than £3,240.

The Administration Manager has liaised with the Parks and Premises Manager about recycling the usable chairs for the cemetery chapel. The Parks and Premises Manager expressed that he would accept 50 chairs for use in the chapel to replace old worn out wooden chairs.

**Recommendation**

To purchase 108 chairs as detailed in the report using the Renewal and Repairs budget 2008/09.

## **Appendix II to Agenda Item**

### **Current Inventory and Stock**

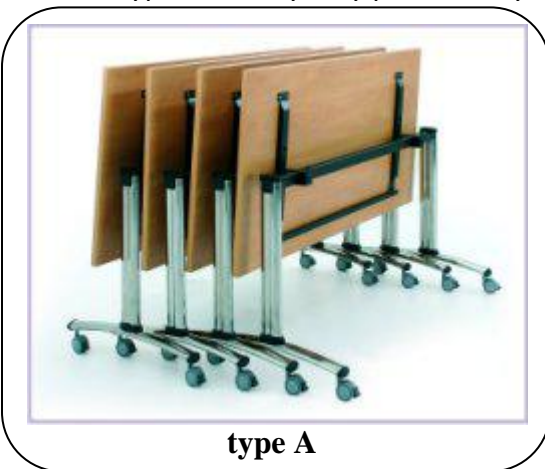
At the moment, the Council has 11 conference tables. The difficulty with these tables is that, whilst suitably formal they are not very manoeuvrable creating manual handling issues. The dimensions of these tables are 2150mm long by 620mm in width and 76cm high. All the tables are showing signs of distress and need replacing. One table is broken completely beyond repair.

### **Product Types Availability and Possible Costs**

There are several types of tables available on the market that provide manoeuvrability however are not aesthetically pleasing. These would include flip top style as per Type A to allow for ease of moving and storing. The price varies from £185.00 each.

Another possibility to explore would be as illustrated in type B. These tables can be purchased for about £300.00 each. Unfortunately these types of tables do not address the multifunctional use the tables need to have within the room.

Other more bespoke types of tables can be purchased as per type C. This type of table incorporates the flexibility needed and can keep the required formality of the room when used by the Council and other hirers wanting an executive experience at the Town Hall. The cost of this type is usually only provided by quotation, of which none have been sought.



### **Detailed Consideration**

The Council Chamber is hired for £42.00 per hour. Many customers using the Chamber expect it to be of good quality. The current tables are in desperate need of replacing as is the mayoral table and other smaller tables. As you have probably noticed the joints have become stressed beyond repair and many of the leather inlays have come loose or pierced. Your officer's preference would be to seek further quotations for type C as this would keep the functionality of the tables and still keep aesthetics of the Chamber to a high standard.

### **Recommendation**

That Member's consider which type of tables should be purchased so the Admin Manager can investigate either type A, B or C further.

## **Appendix III to Agenda Item**

### **Current Inventory**

The Council currently has an upright peg board used to notify visitors of which function room they are attending. This board consumes many hours of officer time due to taking down and putting in each letter required, often very tedious as the board has been well used. Over the last few months the board has posed a hazard to those visiting; little children often tend to take the letters off whilst this provides a means of choking a child, the board has also fallen over, crashing to the ground with potential to injure children as well as adults. The letters scatter to the floor and more officer time is wasted cleaning up and reinstating the letters. This has occurred twice in the last week alone. One other person has tripped over the feet of the board.

### **Product Types and Cost**

The first type would be to replace like for like. The cost of this would be £400.00. Although this type is not recommended due to the nuisances previously stated.

The second type would be an electronic totem LED sign. The totem sign allows for manoeuvrability, so that, if needed, the sign could be locked away. Two companies have been found supplying this type of board. Company A provide a 9 line x 20 characters per line - red LED for £2,595 plus VAT however there is an extra charge for configuration of £395.00 totalling £2,990. Company B provide an 8 line x 20 characters per line – Red LED for £2,250 plus VAT. There are no extra configuration costs because the totem is self-contained. A key board is provided for ease of changing text.



**Example of LED totems**

**Recommendation**

That the Committee agree to purchasing a LED totem from Company B using the Town Hall Renewal and Repairs budget 2008/09.

Bill Richards  
Town Clerk