

Please ask for:

Catherine McDonald

Direct dial:

(023) 9254 5340

Fax:

(023) 9254 5587

E-mail:

catherine.mcdonald@gosport.gov.uk

9 January 2009

S U M M O N S

MEETING: Community and Environment Board
DATE: 19 January 2009
TIME: 6.00pm
PLACE: Committee Room 1, Town Hall, Gosport
Democratic Services contact: Catherine McDonald

LINDA EDWARDS
BOROUGH SOLICITOR

MEMBERS OF THE BOARD

Councillor Chegwyn (Chairman)
Councillor Smith (Vice Chairman)

| | |
|-----------------------|--------------------|
| Councillor Beavis | Councillor Langdon |
| Councillor Burgess | Councillor Murphy |
| Councillor Edgar | Councillor Salter |
| Councillor Mrs Forder | Councillor Wright |

The Mayor (Councillor Kimber) (ex officio)

FIRE PRECAUTIONS

(To be read from the Chair if members of the public are present)

In the event of the fire alarm (single continuous sound) sounding, please leave the room immediately. Proceed downstairs by way of the main stairs or as directed by GBC staff, following any of the emergency exit signs. People with disability or mobility issues please identify yourself to GBC staff who will assist in your evacuation of the building.

IMPORTANT NOTICE:

- If you are in a wheelchair or have difficulty in walking and require access to the Committee Room on the First Floor of the Town Hall for this meeting, assistance can be provided by Town Hall staff on request

If you require any of the services detailed above please ring the Direct Line for the Democratic Services Officer listed on the Summons (first page).

NOTE:

- i. Members are requested to note that if any member wishes to speak at the Board meeting then the Borough Solicitor is required to receive not less than 24 hours prior notice in writing or electronically and such notice shall indicate the agenda item or items on which the member wishes to speak.
- ii. Please note that mobile phones should be switched off for the duration of the meeting.

AGENDA

RECOMMENDED
MINUTE FORMAT

PART A ITEMS

1. APOLOGIES FOR NON-ATTENDANCE
2. DECLARATIONS OF INTEREST

All Members present are required to declare, at this point in the meeting or as soon as possible thereafter, any personal or personal and prejudicial interest in any item(s) being considered at this meeting.

3. MINUTES OF THE MEETING OF THE COMMUNITY AND ENVIRONMENT BOARD HELD ON 3 NOVEMBER 2008

To approve as a correct record the Minutes of the meeting of the Community and Environment Board held on 3 November 2008 (copies herewith).

4. DEPUTATIONS – STANDING ORDER 3.5

(NOTE: The Board is required to receive a deputation(s) on a matter which is before the meeting of the Board provided that notice of the intended deputation and its object shall have been received by the Borough Solicitor by 12 noon on Thursday 15 January 2009. The total time for deputations in favour and against a proposal shall not exceed 10 minutes).

5. PUBLIC QUESTIONS – STANDING ORDER 3.6

(NOTE: The Board is required to allow a total of 15 minutes for questions from Members of the public on matters within the terms of reference of the Board provided that notice of such Question(s) shall have been submitted to the Borough Solicitor by 12 noon on Thursday 15 January 2009).

6. PLAY AND SKATEPARK IMPROVEMENTS AT WALPOLE PARK AND ELSON RECREATION GROUND

To seek Board approval for the use of £32,500 of Developer Contributions for improvements to Play Area Facilities at Walpole Park Play Area and £11,000 of Developer Contributions for improvements to Play Area Facilities at Elson Recreation Ground.

Part II
Contact Officer:
Alan Gibson
Ext. 5721

Continued

7. USE OF COUNCIL LAND FOR EVENTS

Parts II
Contact Officer:
Ian Lycett
Ext. 5201

To consider a procedure for dealing with requests from third parties to use the Council's land for events.

8. HOLBROOK RECREATION CENTRE – EXTENSION OF MANAGEMENT CONTRACT

Part II
Contact Officer:
David Martin
Ext. 5512

To seek approval to extending the contract for the management of Holbrook Recreation Centre until 31 March 2010, while the process of procurement of a replacement facility is progressed.

9. ANY OTHER ITEMS

which the Chairman determines should be considered, by reason of special circumstances, as a matter of urgency.

| | |
|-------------------------|--|
| Board/Committee: | COMMUNITY AND ENVIRONMENT BOARD |
| Date of meeting: | MONDAY 19 JANUARY 2009 |
| Title: | PLAY AND SKATEPARK IMPROVEMENTS AT WALPOLE PARK AND ELSON RECREATION GROUND |
| Author: | LEISURE & CULTURAL SERVICES MANAGER |
| Status: | FOR DECISION |

Purpose

To seek Board approval for the use of £32,500 of Developer Contributions for improvements to Play Area Facilities at Walpole Park Play Area and £11,000 of Developer Contributions for improvements to Play Area Facilities at Elson Recreation Ground.

Recommendation

The Board is recommended to approve the use of £32,500 from Developer Contributions for improvements to play facilities at Walpole Park Play Area and £11,000 from Developer Contributions for improvements to play facilities at Elson Recreation Ground.

1. Background

- 1.1 Walpole Park Play Area is a very popular facility and offers a varying range of activity-based play equipment. Recent vandalism to the site has resulted in severe damage to the equipment and also the removal of a number of slides.
- 1.2 Elson Recreation Ground is a very popular facility and offers a varying range of activity-based play and sports equipment. These include a children's Play Area, a hard surfaced Basketball / Five-a-side football facility, and two full-size grassed football pitches

2. Report

- 2.1 The Walpole Park proposal seeks to enhance the Play Area by upgrading the existing equipment, thus providing increased play value to the facility. The design of the proposed equipment includes for additional play activity features over those previously in place. The new 'multi-units' have become increasingly popular with youngsters, offering them an additional source of activity on which to challenge their skills
- 2.2 The Elson Recreation Play Area proposal seeks to enhance the Recreation Ground by providing a number of 'low level' skate park ramps on an existing hard standing area near to the Play Area.

- 2.3 Where possible, any undamaged equipment removed from the Walpole Park site will be relocated to the Play Area at Privett Park.

3. Financial Implications

- 3.1 The funds for the Walpole Park scheme of £32,500 are to be allocated from the Children's Playing Space: Gosport Town Centre Account. There are funds available of £203,997 of which £5,544 is for development not yet started.
- 3.2 The funds for the Elson Play Area scheme of £11,000 are to be allocated from the Other Sports Facilities account. There are funds available of £349,222 of which £46,880 is for development not yet started.
- 3.3 If approved, both the proposed schemes would improve the respective play facilities and thus meet the Developer Contribution funding criteria.

4. Risk Assessment

- 4.1 The proposed new equipment will be provided and installed in accordance with current European specification standards.
- 4.2 The proposed work at Elson Play Area will include for the provision of a section of safety railings, positioned between the new skate ramp location and the children's play area, to minimise the possibility of collisions / accidents when children are playing.

5.0 Conclusions

- 5.1 The proposed schemes seek to enhance play value through an improved quality of play and recreational activity for local youngsters.
- 5.2 The proposals meet the criteria to allow both schemes to be funded from Developer Contributions.
- 5.3 The designs for both schemes will address any potential safety issues.

| | |
|---|--|
| Financial implications: | The schemes are in the approved Capital Programme for 2008/09 and this report formalises the use of £32,500 and £11,000 in the relevant funds of Developer Contributions. |
| Legal implications: | As the proposals set out in the Report are intended to secure an improvement in the range of play and play value of the Council's play facilities, and an increase in the safety and use of the recreation facilities in question, they would appear to be within the permitted use of Planning Developer Contributions. |
| Service Improvement Plan implications: | The work will need to be included within the current plan. |
| Corporate Plan | The proposal is in line with the Council's Strategic Priority for "Better leisure facilities with increased usage". |
| Risk Assessment | A Risk Assessment has been completed. |
| Background papers: | Nil |
| Appendices/Enclosures: | Nil |
| Report Author | Alan Gibson |

| | |
|-------------------------|--|
| Board: | COMMUNITY AND ENVIRONMENT BOARD |
| Date of meeting: | 19th JANUARY 2009 |
| Title: | USE OF COUNCIL LAND FOR EVENTS |
| Author: | CHIEF EXECUTIVE |
| Status: | FOR DECISION |

Purpose

The purpose of this report is to consider a procedure for dealing with requests from third parties to use the Council's land for events.

Recommendation

The Board is recommended to approve the procedure set out in paragraphs 2.3 to 2.6 of the report.

1.0 Background

- 1.1 The Council receives a number of requests each year from third parties to hold events on land owned by the Council. The Council sets a scale of fees and charges for the hire of its land each year.
- 1.2 In the past, where an event has been proposed on land managed by Leisure and Cultural Services the decision has usually been taken by the Service Unit Manager under delegated powers. However, where the land is managed by Development Services there has been no similar delegation.

2.0 Report

- 2.1 At present, the procedure for dealing with requests to use Council land for events is fragmented, with some decisions being delegated to officers, and others reported to the Board. It is important to note that this report deals only with the Council's role as landowner and not as the Licensing Authority.
- 2.2 It is proposed that, as from the date of this Board meeting, the following procedure is introduced to deal with such requests. In order to assist applicants, it is suggested that the procedure is included on the Council's website.

- 2.3 All requests from third parties to use Council owned land for events are to be submitted to the Director of Economic Development, Tourism and the Arts.
- 2.4 The Director will consult with the Service Unit Manager responsible for the management of the land and the Ward Members, who will be asked to respond in writing or by email within 2 weeks. Applications will then be reported to the Community & Environment Board to decide whether or not to allow the land to be used for the proposed event.
- 2.5 The report to the Board will include details of the fee to be paid in accordance with the Council's scale of charges and any specific arrangements that will need to be made for the event, including in particular, health and safety requirements, and matters to protect the integrity of the Council's land. There may also be occasions where the land in question is not already licensed and so any decision on the use of the land will still be subject to obtaining the necessary licence.
- 2.6 Following the relevant Board meeting, and assuming permission is granted, the Director will instruct Legal Services to prepare an agreement for the use of the Council's land. It is to be a requirement of the Council that the hiring of the land is not confirmed until this legal agreement is signed by both the landowner and the hirer with the charge for the use of the land being paid at the same time together with any deposit required to cover reinstatement / cleansing costs.

3.0 Risk Assessment

- 3.1 Having a procedure as set out above should help to ensure a consistent approach to the use of, and the terms and conditions for the use of, the Council's land by third parties which minimises the Council's risk as landowner.

4.0 Other Information

- 4.1 Prior to this report being drafted, a number of applications had been received by officers in order to allow organisers to progress their arrangements in preparation for their respective events; a list is attached at Appendix A.
- 4.2 Under the proposals in this report, it would be appropriate for the Board to approve these bookings to proceed and to note that all future applications for use of Council land for events will be submitted to the Board for approval in line with the procedure set out in this report.

| | |
|---|--|
| Financial implications: | None for the purposes of the proposed procedure. |
| Legal implications: | The Council has the power to allow third parties to use their land and must ensure that where they do so they properly discharge their duty as landowner |
| Service Improvement Plan implications: | n/a |
| Corporate Plan | |
| Risk Assessment | As contained in Section 3 of the report |
| Background papers: | n/a |
| Appendices/Enclosures: | Appendix A: List of Current Applicants for 2009 Events |
| Report Author / Lead Officer | Ian Lycett |

APPENDIX A

LIST OF CURRENT APPLICANTS FOR 2009 EVENTS

| DATE | PROPOSED EVENT / ORGANISERS | AREA OF LAND REQUESTED |
|-------------------|--------------------------------|---------------------------|
| 8 - 10 May 2009 | Walls Fair | Walpole Park ¹ |
| 13 June 2009 | Gosport Carnival (Gosporters) | Walpole Park |
| 11 July 2009 | GADSAD | Walpole Park |
| 25 July 2009 | Gosport Lions Show | Walpole Park |
| 2 August 2009 | Provincial Bus Rally | Stokes Bay |
| 31 August 2009 | Vintage car Rally (Gosporters) | Stokes Bay |
| 11 - 13 Sept 2009 | Walls Fair | Walpole Park ¹ |
| 19 Sept 2009 | Michaelmas Fayre (Gosporters) | Walpole Park |

Note

Walpole Park¹ - Walls Fair will arrive the preceding Sunday or Monday to set up. The Fair will operate Thursday, Friday and Saturday then depart the next day following clear-up.

Agenda item no. 8

| | |
|-------------------------|--|
| Board/Committee: | COMMUNITY & ENVIRONMENT BOARD |
| Date of meeting: | MONDAY 19 JANUARY 2009 |
| Title: | HOLBROOK RECREATION CENTRE – EXTENSION OF MANAGEMENT CONTRACT |
| Author: | LEISURE & CULTURAL SERVICES MANAGER |
| Status: | FOR DECISION |

Purpose

To seek the Board's approval to extending the contract for the management of Holbrook Recreation Centre until 31 March 2010, while the process of procurement of a replacement facility is progressed.

Recommendation

The Board is recommended to approve the extension of the contract for the management of Holbrook Recreation Centre until 31 March 2010, while the process of procurement of a replacement facility is progressed.

1. Background

- 1.1 The Centre is currently managed by Arena Group UK Ltd on a two year contract that commenced in April 2007 and is due to be completed on 31 March 2009.
- 1.2 The process for procurement of a replacement Centre is underway and will be seeking to appoint a developer / contractor during 2009.
- 1.3 The proposed approach is that the existing Centre will continue to operate during the redevelopment of the new facility thus maintaining a level of recreational activity at the Centre.
- 1.4 It is therefore necessary to extend the current management contract beyond its current termination date and secure continuity of operations.

2. Report

- 2.1 It is proposed that the current contract be extended by one year until 31 March 2010.
- 2.2 The budget for the current year is £213,000 and this has been increased by approximately 5% for 2009/2010 to take account of significant increases in fuel costs well above inflation. The proposed budget for 2009/2010 is £225,000.

- 2.3 There is also a modest budget that is managed in-house by Officers for dealing with any significant maintenance issues that are within the responsibility of the Council as 'Client' in the agreement.

3. Financial Implications

- 3.1 The budget implications are as laid out in paragraph 2.2.
- 3.2 The proposed subsidy in the draft budget for 2009/2010, yet to be considered by the Council, is set at £225,000.

4. Risk Assessment

- 4.1 The extension of the contract is proposed to achieve the continued operation of the Recreation Centre until the new facility is completed.
- 4.2 The inclusion of a modest Client budget to address any significant maintenance issues is designed to safeguard the continuation of the operations until the new facility is available.

5. Conclusion

- 5.1 The existing agreement for the management of Holbrook Recreation Centre is due to expire on 31 March 2009.
- 5.2 The report proposes to extend this agreement by one year to 31 March 2010 during which time the replacement facility will be constructed.
- 5.3 The proposed budgets for 2009/2010 take account of the current subsidy levels and the need to make provision for addressing maintenance needs should they arise during this extension.

| | |
|---|--|
| Financial implications: | Extending the contract to 31 st March 2010 is provided for in the draft revenue budget for 2009/10 (2.2 and 3.2 refer). |
| Legal implications: | Given the reasons for and limited nature of the extension the risk of challenge to the Council's decision is low. |
| Service Improvement Plan implications: | None for the purposes of this report. |
| Corporate Plan | None for the purposes of this report. |
| Risk Assessment | Addressed in Section 4 of the report. |
| Background papers: | None. |
| Appendices/Enclosures: | None. |
| Report author/Lead Officer: | David Martin |