Agenda Item 4

Report to: **Elsea Park Community Trust Board**

Date: **Wednesday 6 November 2013**

Subject: **Management Report**

From: **Sally Waltham – Community Trust Manager**

1.0 Regular Hire Charges Discount

1.1 From time-to-time there are queries about whether a discount is offered for regular activities hire. A new hirer has enquired whether a discount is available. We do not currently offer a discount other than a resident discount. Our research shows that venues that do offer a discount typically make every 10th or 12th hire free.

1.2 Hire charges have not been the main reason for regular activities ceasing as shown in the table below:

Activity	**Reason for ending hire**
Zumba (evening)	Opened new studio
Zumba (Saturday)	Irregular hire/dispute over hire
Zumba (afternoon)	Lack of demand
Pilates	Disturbance clash with other activity
Extend	Town centre venue combined with retirement of organiser
Music with Mummy	Town Centre Hire/cost of hire

1.3 Historically we do not know whether the cost of hire is off-putting to organisers of regular activities.

1.4 If the Board wish to consider offering of a discount for long term hire the following is recommended:

- Every 12th hire be free of charge for hires being made on a continuous basis defined as having a gap between hires of no more than 4 weeks
- The discount be made available to those hirers paying either the full rate or the resident discounted rate but not to those organisations which pay an annual discounted rate
- A loyalty card be introduced to record hires and the discount

1.5 On the basis of current hires which might benefit from a discount on this basis, there would be a total loss of income to the Trust of £130.50 for each 12 week discount. This represents a total loss of discount annually of £522 based on current regular hire activity.

1.6 If the Board was minded to grant a discount for regular hire, the offer will be featured in promotional activity.

Recommended

Board decision required

2.0 Vandalism – Restorative Justice

2.1 The Board agreed that Restorative Justice Orders should be pursued in respect of the damage to three trees at The Centre which was captured on CCTV. The work agreed under the order – forking over some ground by The Centre – has been satisfactorily carried out. Compensation of £300 was agreed, £200 has been paid and the remaining third is expected this week.

2.2 The trees will be replaced shortly.

Recommended

None – for information

3.0 Setts Green – boundary reinforcement works

3.1 This item is carried over from the previous Board report when further information was requested. Photos of the area in question are reproduced as an appendix to the management report. Further information of the durability of the proposed materials will be verbally reported to the meeting.

3.2 Part of the Setts Green conservation area borders on to a car parking area in Brock Crescent. The car park is communal parking area providing access to four garages. Between the car park and the Trust's boundary is a soil border which is privately owned by a neighbouring resident.

3.3 There is a difference in levels between the car park and Setts Green. The border falls steeply towards Setts Green and is used by children as an area over which to slide. The gardens of the properties to either side of the car park were reinforced by the developers but the section abutting the car park was not. The new owner of the strip of soil would like to build it up to the level of the car park but the work is not feasible due to the difference in levels. The difference in levels does represent a potential hazard to car park users. Also children use the area as a slide.

3.4 It is desirable from the Trust's viewpoint on estate management as well as in the owner's interest to reinforce this boundary. Also the existing fence posts are rotten. We have obtained a quote from the fencing contractor, who we have recently used on Aykroft, to build a soil retaining wall. The quotation is £1460.00

Recommendation

Board decision required

4.0 The Centre – Moped Restriction

4.1 The Board has previously considered the issue of moped access across the patio. The particular health and safety risk identified is around the corner leading to the kitchen door and also exit doors from the hall providing access across the patio. The Board wished to consider alternative solutions to the K frame barrier.

4.2 Research shows that there are numerous barrier type solutions. Sustrans advice is that there should be a proven need to restrict vehicular/moped access due to the implications for other users for example, the disabled, children's buggies and cyclists. Rather than cover every type of barrier in this report the simplest are outlined below:

Option 1

Sustrans suggests (in 'National Cycle Network - Guidelines and Practical Details', 1997) that in urban areas 'simple gaps 1.2m wide may suffice as deterrents to motorcycles'. This 'is sufficient to allow access for the largest types of cycle currently used' and for people with physical impairments in wheelchairs and motorised two wheelers.

The gap at the Sandown Drive end of the footpath is 2.2 metres wide. It could be narrowed by the installation of a post.

Option 2

Chicane barriers on blind corners

As an alternative chicane barriers might be erected across the entrance with a 1.2m offset for wheelchair users.

Option 3

- Bollards are the preferred method of keeping motorised vehicles out of paths that can be used by cyclists
- Cyclists can move straight through and wheelchair users do not have to deviate sharply from the desire line to round the bollards
- They do not stop motorcycles from entering although the use of staggered bollards makes it more difficult (see photo)
- Wooden bollards can be used in parks/ more rural locations to fit in with the environmental character.
- Staggered bollards make life more difficult for motorbikes but still allow for convenient access for cyclists, wheelchairs and pushchairs

Courtesy CTC

4.3 In addition the gap in the knee high fencing at the workshop end of the patio is to have a removable section placed across it. The draft plans for the shrub bed include knee high fencing to prevent damage to newly planted areas.

4.4 It is recommended that Option 1 be followed in the first instance.

Recommendation

Board decision required

5.0 Young Parents Group

5.1 A resident, herself a young parent, is planning to set up a Young Parents Group at The Centre. This is a gap in the services offered by the Trust and the Events Group and is welcomed not least from that perspective.

5.2 Such a group has to have proper policies and procedures in place, in the main from the safeguarding requirement. Through Lincolnshire County Council, Niki

Szwed and a colleague have been supporting the prospective organiser. LCC will continue support through the initial phase of the Group.

5.3 It is intended that the Group would run under the umbrella of the Trust but that it would be largely self-supporting. It is envisaged that it would include learning of practical skills and budgeting. It is planned to run weekly for in the afternoon, day to be arranged, using a half hall.

5.4 The Board is asked to consider whether it wishes to support the proposed activity under the umbrella of the Trust including free hire in line with the drop-in and the youth club.

5.5 A verbal update will be provided at the meeting.

Recommendation

Board decision required

6.0 The Centre – hire activity

6.1 The number of hires at The Centre has increased at this time. An exercise class has been booked for two sessions a week from November 2013 (Thursday evening and Saturday morning). Also bookings for events have increased with 14 hires for the period November – December 2013 in line with the same number of hires for the same period in 2012.

6.2 Probus hall hire continues for twice a year for their luncheon event. A local company uses the Meeting Room for regular meeting events. Also Lincolnshire CVS have started to use the Meeting Room for training sessions in the South Kesteven area.

6.3 We have only recently started to monitor where hirers heard of The Centre so historic data is not available. However, anecdotally the article in The Marketplace has been cited by a number of hirers.

Recommended

None – for information

7.0 Monthly Log

Nothing to report

APPENDIX

SETTS GREEN/BROCK CRESCENT

Photo 1 shows the slope from Brocks Close to Setts Green. There is a difference in height of 2' over a distance of 5'

The concrete edging is not fixed but placed by the owner as a safety guide.

Photo 2 shows more clearly the difference in height from the neighbouring property which has made up ground supported by timber.

The gap between the properties is 9 yards

Photo 3 shows the rotten fence which requires replacement. Again the difference in height can be seen between the car park level and the neighbouring property.

Photo 4 Again the difference in height can be seen. The proposal is to replace the post and wire fence with tannalised timber to match the existing. The soil from the area excavated to place the fence footings will be used to partially infill the gap between the timber and the car park. The owner will fill the remainder. It is understood that she then intends to have erected a fence on the boundary.