

## THREE RIVERS DISTRICT COUNCIL

At a meeting of the **Leisure, Wellbeing and Health Committee** held in the Penn Chamber, Three Rivers House, Rickmansworth, on Wednesday 29 November 2017 from 7.30pm to 9.43pm.

Present: Councillors Chris Lloyd (Lead Member, Leisure, Community and Wellbeing), Alison Scarth (Lead Member, Health), Diana Barber, Martin Brooks, Heather Kenison, Angela Killick, David Sansom, Alison Wall and Chris Whately-Smith, Steven Drury (substitute for Alex Michaels).

Officers: Ray Figg, Head of Community Services  
Nigel Pollard, Section Head (Finance)  
Josh Sills, Watersmeet Venue Manager  
Andy Stovold, Head of Community Partnerships  
Karl Stonebank, Partnerships Officer  
John Scott, Commercial Standards Manager  
Kelly Barnard, Leisure Contracts Officer  
Sherrie Ralton, Committee Manager

In attendance:

Marion Seneschall, Director of Citizens' Advice Service in Three Rivers District  
Paul Shaw, Chair of the Citizens' Advice Service in Three Rivers District

### **Councillor Chris Lloyd in the Chair**

#### **LW 21/17 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Stephen King and Alex Michaels (Cllr Steve Drury substitute for Cllr Michaels).

#### **LW 22/17 MINUTES**

The minutes of the meeting held on 6 September 2017 were confirmed as a correct record and signed by the Chairmen of the Committee.

#### **LW 23/17 NOTICE OF OTHER BUSINESS**

There were none.

#### **LW 24/17 DECLARATIONS OF INTEREST**

Councillor Martin Brooks declared a registerable non-pecuniary interest in Item 8 (Fees and Charges for Leisure & Community Services in 2018/2019) as Artistic Director and user of the venue by Leavesden Players. Leavesden Players were a not for profit organisation who sometimes used Watersmeet. The organisation made no money from hire. Councillor Brooks stated his intention to speak on the item but abstain from voting.

Councillors Steve Drury, Heather Kennison and Alison Wall declared a non-pecuniary interest in Item 10 (Regulatory Services – Review of Fees and Charges) as Members of the Licensing Committee.

#### **LW25/17 BUDGET MONITORING - PERIOD 6 (end of September)**

The Section Head (Finance) introduced the comprehensive period 6 (end of September) budget monitoring report which had been presented to the Policy and Resources Committee at its meeting on 7 November 2017 and had sought

approval to a change in the Council's 2017 – 2020 medium term financial plan. The benefits of the new format were highlighted for the Committee

Under Medium Term Revenue Budget, to move the comments under Watersmeet to Watersmeet-Entertainments

A Member queried the entry for Leavesden PDU. The Section Head (Finance) advised that this would be amended to read 'YMCA' and a written response would be provided to the Committee to confirm the meaning of 'PDU'.

*Post Meeting Note: The Section Head (Finance) confirmed that PDU stood for 'Progressive Development Unit'.*

On being put to the Committee the Chairman declared the motion CARRIED the voting being 6 For, 0 Against and 4 Abstentions.

RESOLVED:

That the report be noted.

Under Medium Term Revenue Budget, to move comments under Watersmeet to Watersmeet-Entertainments

#### **LW26/17 CITIZENS' ADVICE SERVICE IN THREE RIVERS ANNUAL REPORT 2016 – 2017**

The Committee received a presentation from the Director of the Citizens' Advice Service, Marion Seneschall (MS) in Three Rivers (CASTR) highlighting their performance and achievements for the financial year 2016/17.

A Member asked how accessible the service was. MS advised that there were three offices in the District with additional outreach centres to capture Chorleywood, Mill End, Maple Cross and Croxley Green clients. The focus was on having outreach centres in areas of greatest deprivation but clients preferred to go to the office in Rickmansworth as it was perceived to be a 'proper' CAB, despite the outreach centres being equally thorough.

A Member asked whether they expected car park charging, particularly payment by card only, to have an effect on usage. MS replied that it would be difficult to conduct interviews with clients in under an hour, however they were grateful to have parking passes for their volunteers. The Lead Member for Leisure, Community and Wellbeing advised that card payment was unlikely to be an issue for car owners.

In response to a query on the percentage of interviews that took place in clients' homes, MS advised that these would only be carried out if a client was unable to get to an office.

A Member queried whether clients from outside the area would be turned away. MS advised that a 5 minute interview would be conducted and the client would then be sent to the appropriate office. They would not be recorded as a client.

The Committee asked for their thanks to be passed on to all the current staff and volunteers and those involved over the past year. The work was highly appreciated.

RESOLVED:

That the presentation and report be noted.

## LW27/17 LEISURE, COMMUNITY AND CAPITAL GRANTS APPLICATIONS

The Committee were asked to consider a Leisure & Community Grant for Chorleywood Community Initiatives. The Partnerships Officer advised that as the request had been reduced to £300 it no longer needed consideration by this Committee.

The Committee was also asked to consider a Capital Grant for the Citizens' Advice Service in Three Rivers (CASTR).

The Partnerships Officer advised the following changes to the report:

Item (iv) rent charge of £19,000 should read £13,500.

Item (vii) The Police would contribute £20,000 should read £17,600 towards the work.

The Officer then read out the following questions and answers:

- *What would the final lease and service charge costs be?*  
The rent would be reduced by the police from £19,500 to £13,500 pa, with no rent review for 7 years; the service charge still at £9,500 pa but room to manoeuvre downwards.
- *Would there be a further break clause in the lease?*  
There was a 10 year lease, with a break after 7; there was no other clause to enable police to end the lease. A question was asked re redeveloping the premises and the police had said it was a prime site, but they would not be redeveloping before the 7-10 years.

A Member asked whether the CAB could move if they found cheaper premises. The CASTR Chairman said nothing had been signed yet but the understanding was the 7–10 years would count in these circumstances.

- *What was the final contribution level by the Police towards the Capital Works?*  
The total capital cost was £58,594, of which the police were paying £17,594 and the CAB to find £41,000 (£25,000 of this is coming from CAB building reserves).
- *Why did the CAB not accept the premises offered in the South Oxhey Initiative?*  
1) Station Approach premises were 230% more expensive to rent pa than the police premises, (2) They were smaller and not on the ground floor - not as accessible as ground floor premises at the police station, especially for mentally and/or physically disabled clients, who comprised 41% of all South Oxhey CAB clients. (3) One off capital costs would be needed at Station Approach anyway to convert into interview rooms, plus adding cabling, new signage, electrical and patch panel works, cabling and data sockets, new CAB signage and removal costs, which were estimated at approximately £30,000 in total. (4) Also no advantage to CAB to move to Station Approach - TRDC would no longer be the landlord, so CAB would have a commercial landlord plus a commercial lease in Station Approach.
- *What would the costs involved with the option have been in comparison the option they are now pursuing?*  
CASTR cost comparison table was circulated
- *What were the comparative costs of moving within the police premises vs accepting the accommodation in the new development?*  
The following statement was provided by the Head of Property and Major Projects: "The £30,000 predicted capital costs of adapting Station Approach

*may well have been taken off the lease/rent costs. The lease cost of Station Approach is not a confirmed final figure because the CAB would not engage with us on the Station Approach option. All units have now been let."*

In accordance with Council Procedure Rule 35 (B) the Chairman of CASTR spoke in support of the capital grant application.

The Lead Member for Leisure, Community and Wellbeing proposed, duly seconded, the recommendations in the report subject to the following conditions:

- a) That the Council received evidence of an agreed minimum 7 year lease.
- b) That the Council received evidence that the rest of the funding was secured.

On being put to the Committee the recommendations were declared CARRIED, the voting being unanimous.

#### RESOLVED

1. Noted that the Leisure & Community Grant of £460 for Chorleywood Community Initiatives was no longer for consideration
2. Approved a Capital grant of £10,000 for Citizens' Advice Service in Three Rivers subject to the following conditions:
  - a) That the Council received evidence of an agreed minimum 7 year lease; and
  - b) That the Council received evidence that the rest of the funding was secure.

#### **LW28/17 FEES AND CHARGES FOR LEISURE & COMMUNITY SERVICES IN 2018/19**

The Committee was asked to consider the fees and charges set out and shown in Appendices 1, 2 and 3 for Leisure and Community Services for 2018/2019 and to recommend accordingly to the Policy and Resources Committee

The following points were made:

At Appendix 1 the Watersmeet large digital sound desk to be removed as they are included in the auditorium hire charge.

Where there were duplications in Appendix 1, the entry in the top line was Monday to Friday and the entry in the line below was Saturday – Sunday. This would be made clearer in future.

A Member asked whether any consideration had been made for an increased charge for night time filming. It was noted that it was a set charge and that filming at night had been minimal.

No damage deposits had been used, however if there was a requirement they would be utilised for repairs. At present the Grounds Maintenance team inspected sites following events to check whether there was any damage.

Members raised concerns that the increase to the damage deposit may be an issue for Charities and Schools.

On being put to the Committee the recommendations were declared CARRIED by the Chairman the voting being 9 For, 0 Against and 1 Abstention.

RECOMMEND:

- 1) That the fees and charges detailed within the report are accepted into the Committee budget, which is recommended to the Policy and Resources Committee;
- 2) That Watersmeet has a 2.5% increase for hire rates, technical and additional services with the exception of the commercial hire rates which are reduced as set out in Appendix 1 was agreed;
- 3) That the increase of 2.5% for fees relating to the hire of a park, recreation ground or open space, filming, hire of outdoor sports facilities and cemeteries as set out in Appendices 2 and 3 was agreed; and
- 4) That the increase and addition of a damage deposit for hire of a park recreation ground or open space and filming as set out in Appendix 2 was agreed.

## **LW29/17 STRATEGIC, SERVICE AND FINANCIAL PLANNING 2018-2021**

This report enabled the Committee to comment to the Policy and Resources Committee on the Strategic Plan, the Committee's service plans, and the growth bids to support them for the three years commencing on 1 April 2018.

Members made the following comments:

### *Service Plans*

- Community Services Leisure and Landscapes Service Plan - Risk Management Watersmeet: Failure to retain casual or volunteer staff. Volunteers were unable to use the Council Car Park during the Pantomime season. It was agreed that three Councillor parking spaces made available for the duration of the Pantomime to enable volunteers with mobility issues to carry out their roles. Parking Officers and Councillors would be advised as to which spaces had been allocated and Parking Permits would be issued.

### *PIDs*

- A Member queried why the question guides at point 1.1 of the PID i.e. Why; What; How, When and Who, were not used as headings in the Business Case. The Officer advised that the headings used were a standard template.
- Under Appendix 3, MARAC Co-ordinator, item 3.2.4 it was noted that, in the Officers view, the request for funding was considered disproportionate. Members were advised that, as well as the financial contribution, TRDC also support MARAC through Officer's time attending meetings and following up actions. The Head of Community Partnerships agreed to circulate the audit report as soon as it was published.
- Community Support Service sought increased Community Safety funding contribution towards the Community Support Service provided by Herts Mind Network in Three Rivers. This was considered a valuable service by Officers. Members agreed it to support it.
- Members were advised of the refurbishment of the Upper Foyer Toilets at Watersmeet. A discussion took place regarding the best materials to use for the gents toilets to protect the grout. It was also confirmed that as the toilets were part of the Public Toilet Scheme the refurbishment would be of benefit to both Watersmeet Clients and members of the

- public.
- On the PID for Signage for the Implementation of the Parks and Open Spaces Byelaws, it was suggested they should also be publicised in Local Newspapers and Three Rivers Times.

Councillor Chris Lloyd, duly seconded, proposed the recommendations in the report, with the addition that three Councillor Parking spaces be made available for the duration of the Pantomime season to enable volunteers with mobility issues to carry out their roles. Parking Officers and Councillors to be advised as to which spaces had been allocated and Parking Permits would be issued

**RECOMMEND:**

- Considered the draft Strategic Plan at Appendix 1 and convey its comments to the Policy and Resources Committee;
- Considered its service plans at Appendix 2 and recommend their content to the Policy and Resources Committee; and.
- That 3 Councillor Parking spaces were made available for the duration of the Pantomime season to enable volunteers with mobility issues to carry out their roles. Parking Officers and Councillors to be advised as to which spaces had been allocated and Parking Permits to be issued.  
*Post Meeting Note: Advised by the Head of Regulatory Services that the Traffic Regulation Order (TRO) that applies to the Rickmansworth staff car parks restricts those to who parking permits can be issued. The TRO does not specify permits for Pantomime volunteers and therefore Officers are of the opinion they cannot be issued. This has been discussed and agreed with the Director of Community and Environmental Services.  
Pantomime volunteers are being provided with free parking this year in the Park Road long term car park, and overflow in another Rickmansworth car park. In addition, there are 7 unrestricted disabled bays on the Three Rivers House site within easy walking distance and level access to Watersmeet.*

**Health  
Councillor Alison Scarth in the Chair**

**LW30/17 REGULATORY SERVICES – REVIEW OF FEES AND CHARGES 2018/19**

This report was to consider a review of discretionary fees and charges, with any adjustments to take effect from 1 April 2018.

Councillor Chris Lloyd moved, duly seconded, the recommendation in the report to include clarification that Environmental Health fees would be increasing by 2.5%.

Non Environmental Health Licensing fees would remain unchanged until the full review had been completed.

On being put to the Committee the recommendations were declared CARRIED by the Chairman the voting being 7 For, 0 Against and 3 Abstentions.

**RECOMMEND:**

That the fees and charges were accepted into the Committee's budgets, which

are recommended to the Policy and Resources Committee as follows:

- a) To include clarification that the Environmental Health Fees would be increasing by 2.5% and
- b) Non Environmental Health Licensing Fees would remain unchanged until the full review had been completed.

### **LW31/17 PUBLIC HEALTH DISTRICT OFFER 2018/19**

This report outlined the arrangements for agreeing the use of the Public Health District Offer for 2018-19 with Hertfordshire County Council's Public Health Team and sought Committee agreement for the proportioning of budget use.

The Committee noted that the Public Health Offer would not be available in future years.

Councillor Chris Lloyd proposed, duly seconded, the Officer's recommendation in the report that the £30,000 be used in 2018/19 as follows:

- Physical Activity - £20,000 was allocated to extend the existing Get Active offer to vulnerable/smaller groups where numbers were not sufficient to bring in sustainable income from charging, or where new projects were to be piloted. The budget would also be considered for match funding County-wide offers such as the Shape-Up project.
- Mental Health - £10,000 was allocated to mental health projects including Arts on Prescription and support for the Community Support Service.

The final submission of the project plans to be circulated to the Committee.

On being put to the Committee the recommendations were declared CARRIED by the Chairman the voting being unanimous.

#### **RESOLVED:**

1. That the proposed split of Public Health District Offer funds for 2018 – 19 as follows:
  - a) £20,000 for Physical Activity (to be allocated to extend the existing Get Active offer to vulnerable/smaller groups where numbers were not sufficient to bring in sustainable income from charging, or where new projects were to be piloted and for this allocation to be considered for match funding County-wide offers such as the ShapeUp project);
  - b) £10,000 for Mental Health (to be allocated to mental health projects including Arts on Prescription and support for the Community Support Service); and
  - c) that Officers continue to review evaluation data from current services and the Pilot Arts on Prescription Service, as well as income data from the Get Active Programme in drawing up a proposed programme
2. Delegate to the Head of Community Partnerships in consultation with the Chairs of the Committee the final submission and agreement of the project plans for the use of the District Officer reporting back to Members of the Committee on the outcome of this.
3. Noted that the Public Health District Offer would not be available beyond 2018-19.

### **LW32/17 STRATEGIC, SERVICES AND FINANCIAL PLANNING 2018-2021**

This report enabled the Committee to comment to the Policy and Resources Committee on the Strategic Plan, the Committee's Service Plans, and the growth bids to support them for the three years commencing on 1 April 2018.

Following a Member query on Appendix 1 the Strategic Plan, the Commercial Standards Manager confirmed that 'Broadly Compliant' would refer to a rating of 3, 4 or 5. Out of 619 premises in the District only 11 had been deemed not compliant. Any premises that were a threat to public health were closed on the spot.

**RECOMMEND:**

- 1) that the comments made in Minute LW32/17 on the draft Strategic Plan at Appendix 1 be conveyed to the Policy and Resources Committee.
- 2) that the service plans at Appendices 2 of the report be recommended to the Policy and Resources Committee.

**LW33/17 WORK PROGRAMME**

It was noted that item 7 The Park Run report had been very encouraging and the Committee asked for their thanks to be sent to Ryan Watson, the Sports Development Officer.

**RESOLVED:**

That the report be noted.

**CHAIRMAN**