

TO: THE MONITORING OFFICER (TOM CLARK, SOLICITOR TO THE COUNCIL)

RECORD OF ACTION TAKEN BY A CABINET MEMBER UNDER DELEGATED POWERS

Subject: Release of S106 Formal Sports Contributions for installation of electronic access gate at John Pears Recreation Ground tennis courts

Cabinet Member: Cllr John Belsey

Has the Cabinet Member received a report prior to taking the decision?

Yes

In the case of a key decision and where the Cabinet Member has received a report.

This is not a key decision.

Alternative options considered and rejected.

Continue to use current booking system and gate locks as per other sites but these have their own issues with regard to the customer booking journey (which we want to improve to increase participation) and Officers having to manually change to gate codes every 2-3 weeks.

Record of decision taken.

Authorise release of £9,000.00 from the Formal Sports fund.

Statement of reasons for making the decision.

Officers consider this an appropriate expenditure of Formal Sports Contributions to improve the access and customer journey for booking tennis courts to increase usage and income.

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|-----------------------------|
| Date of decision:- 23/11/20 |
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| Is the decision to be protected from call-in? (i.e.if any delay would seriously prejudice the Council's or the public's interest) - see Scrutiny Procedure Rule 14 (M) |
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| No |
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Signed:.



.....
Cabinet Member

This record must be forwarded immediately to the Monitoring Officer (TC) and copied to the relevant Cabinet Member.

For Monitoring Officer

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| Date of publication of Member Information Services |
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| 25/11/20 |
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| Date of decision can be implemented (on the Thursday after publication of the Member Information Service unless already protected from call-in) |
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| 3/12/20 |
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Capital Project Justification Form

John Pears Recreation Ground, Ashurst Wood: Installation of electronic access gates for tennis court access

Purpose of project:

John Pears Recreation Ground in Ashurst Wood is a very popular recreation ground used by members of the public, Ashurst Wood Junior Football Club and Ashurst Wood Community Tennis Club.

Ashurst Wood Community Tennis Club uses the tennis courts on site and provides the opportunity for local residents and the neighboring community to play tennis. They offer coaching opportunities for both adults and juniors, as well as holding club tournaments.

Johns Pears is managed under a Rural Management Agreement (RMA) with Ashurst Wood Village Council (AWVC). They manage all the bookings and collection of income for the use of all the facilities on the site. For this they receive a payment equal to 20% of all the income received over the year.

Officers have been working with the Lawn Tennis Association (LTA) over the past two years to identify ways to increase tennis court usage at all the Council's park facilities as part of a bigger project. Feedback from the Village Council, club members, members of the public and the LTA shows that availability and accessing the courts is not an easy process and that it is potentially putting a lot of people off booking the courts

The ClubSpark booking system won the "Best Participation Technology" at the Sports Technology Awards last year and is used extensively by other Local Authorities and Private Clubs to manage their courts. This software allows members to create their own accounts (which our previous online system could not do) to speed up booking times, allows them to cancel bookings (which our previous system could not do) and also have it as an app on their mobile phone for quick and easy bookings. This system went live on 1 October 2020 across all the Council's park tennis court sites and has been positively received by users.

The next stage of this project is to link ClubSpark to a new electronic gate system, so that once a booking has been made via ClubSpark the hirer is sent a unique code that they use to enter the courts for their specific hire period. Currently we have coded access gates which have to be manually changed every 2-3 weeks by officers. This is very time consuming and does not stop people accessing the courts multiple times once they have the code.

The Council has recently been successful in securing LTA funding to put in electronic access gates at tennis courts at Victoria Park in Haywards Heath and St Johns Park in Burgess Hill, which we hope to implement after John Pears is complete; and it is proposed to roll the technology out across all remaining sites as funding becomes available.

The system would have ongoing maintenance and data costs of £601 per year, which will be funded from increased income as a result of improved usage levels.

Costs:

Amount: £9,000.00

Proposed funding-

| | |
|--------------------|-----------|
| S106 Formal Sports | £9,000.00 |
|--------------------|-----------|

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|--------------|------------------|
| Total | £9,000.00 |
|--------------|------------------|

Capitalised Salaries included in the project total : N/A

Other sources of funding :(i.e. big lottery etc.) N/A

See below for S106 funding breakdown.

- £7,540 from P35/667 – Land at Rentokil House, Garland Rd, EG
- £1460 from P35/694 – Land rear of 240 – 258 Holtye Road

Legal implications:-

- The planning permission for land at Rentokil House, Garland Road secured financial contributions towards formal sports in the North Area.
- The planning permission for land rear of 240-258 Holtye Road, East Grinstead secured financial contributions towards formal sports in the area served by the North area planning committee.
- The project is considered to represent appropriate expenditure of the contributions from the above agreements.
- The project is considered to provide a benefit to the local community.

Revenue implications

Improvement of the process of bookings and accessing the courts as well as the wider marketing planned with the LTA should increase participation levels and income for the Council.

Value for money assessment:

The proposals will increase revenue from the tennis courts and improve the customer journey. The income generated by the revised proposals will help to ensure a consistent long term income from the clubs & casual use. It will also provide efficiencies for the Council in officer time.

Business Unit/Service: Commercial Service & Contracts

Head of Service: Judy Holmes

Project Manager: Stuart Brown

Cabinet Members Cllr. John Belsey

Ward Members: Cllr. John Belsey

This project contributes to achieving the Corporate Plan in the following ways:

- Enhancing and improving play value for formal sports in MSDC.
- Providing facilities which are of quality, and are safe and fit for purpose.
- Providing facilities for the local community.

Summary of discussions with Cabinet Members:

The Cabinet member is supportive of this scheme.

Risk Analysis

The main risks of the project and the likelihood, severity and financial impact (rated low, medium, high) of each of these risks are:

| Risk | Likelihood | Severity | Financial impact |
|------------------------------------|------------|----------|------------------|
| 1.Incidents during construction | low | low | low |
| 2. incident following construction | low | low | low |

Mitigation actions

Qualified, experienced contractors, Risk Assessments, Method Statements and frequent communication with the design team, appointed contractor and MSDC

Responsibility of Project Manager declaration:

Name of Project: Johns Pears Recreation Ground – Tennis Courts electronic access gates

I certify to say I understand my responsibility as the Project/Budget Manager for the project, and that I have read and that I understand I must comply with both the Council's Financial Procedure rules and contract procedure rules throughout the entity of this capital project. I understand my responsibility to deliver the project as approved by Council as set out in Part 1 of this Project Justification Form.

I also understand that I should use the MSDC project and risk management methodology and covalent to scope, plan, risk assess and monitor progress in delivering this project. I understand my responsibility to report regularly on progress with the project to my head of service and to indicate as soon as possible if the project is likely to be over/underspent; or likely to fail to achieve key milestones; or, is no longer likely to achieve the benefits that were originally envisaged for it.

Name of Project Manager: Stuart Brown

Date: 23/11/2020