

Kingston Parish Council

Meeting 21 November 2011

Report No 2

Report by John Carey and John Greenslate

Item 10: REPORT TO KINGSTON PARISH COUNCIL RE. TENNIS COURTS

Recommendation

- To receive the report regarding the tennis courts.
- To approve for signature the proposed written agreement between Kingston Parish Council and Kingston Tennis Club, which sets out the principles of court use and maintenance, and in particular, that the council increases its contribution to the joint maintenance fund to £1,750 per year, in order to fund the long-term maintenance plan set out in appendix C of this report.

Background

The repair of the upper tennis court in 2011 with the involvement of the Insurers and the Loss Adjuster raising issues about responsibility for health and safety, associated with the difficulties arising from the cause and costs involved, necessitated the Parish Council resolving to establish the optimum programme of care and maintenance over a three year period that provides the best value for money whilst meeting the Council's Health and Safety responsibilities. At the same time it was considered necessary to review the arrangements currently in place with Kingston Tennis Club (KTC) concerning its use of the Courts and the financial arrangements that have been in place for a number of years between the KTC and KPC. (Item 15. KPC Minutes 08.08.11)

Procedure

Cllrs John Carey and John Greenslate were given the task to establish a small working party and it was decided to meet with the KTC Committee (of which JG was Treasurer and JC a member).

Trevor May Contractors, Principal Contractor members of The Sports and Play Construction Association (SAPCA) obliged with Budget Costs for Future Care of Courts (*attached as Appendix A, dated 22nd August 2011*).

Their figures were used to estimate the cost of maintaining the courts over a period of 10 years (*Appendix B*). This would include a yearly Moss Kill and Pressure Clean to both courts, with a recolouring recommendation every six years (maximum) and a resurfacing recommendation approx. every 10 years.

This would satisfy Health and Safety requirements and preserve the Courts as long as possible.

KPC representatives met with KTC Committee on two occasions.

Discussion

The Constitution of the Kingston Tennis Club (1965) consists of 10 statements (*attached as Appendix C*). Reference to KPC occurs only twice in that the Club exists to supervise playing arrangements on the Parish Council courts, and that the payment of court fees by a Kingston parishioner to use the courts as a non member of KTC was to be fixed by the Committee in consultation with the Parish Council. In particular there is no mention as to where legal and financial responsibilities lie.

However KPC own the Courts and rent them to KTC and are responsible for the insurance. KTC pay a rent of £400 and a contribution to KPC insurance of £110.

An accumulated fund for care and maintenance was set up in May 2000 into which KPC and KTC pay £850 each and this present arrangement has remained unchanged. It appears to have been necessitated by the fact that Lewes District Council withdrew grant aid for repairs in January 2000 and KPC put aside £4000 annually for maintenance and repair of Tennis Courts and Children's Play Area.

It is recommended that a written agreement is prepared so that there is no doubt as to where legal and financial responsibilities lie. This is necessary in relation to the insurers with KPC as owners. Kingston Tennis Club Committee agreed on the following principles to put forward to the parish council to consider for adoption.

JC/JG 26.10.11

**Draft Written Agreement between Kingston Tennis Club and
Kingston Parish Council – October 2011**

- KTC wish to continue with the excellent relations they have always enjoyed with the KPC.
- KTC wish to share the maintenance of the courts with KPC. The above programme amounts to £35,000 over 10 years so annual cost for maintenance would be around £3,500 per year.
KTC suggest both KPC and KTC increase their contribution to £1,750 to the accumulated fund.
- KPC to determine rental value and insurance contribution with built in inflation, but KTC would appreciate rent and insurance contribution remaining at the same level initially. (It would not be in the Club's best interest to raise the membership fee at present as numbers have gone down in the recession.)
- KTC be responsible for day to day maintenance within the courts.
- KPC be responsible for day to day maintenance outside the courts.
- KPC delegates to KTC the enforcement of Health and Safety regulations as advised by the Lawn Tennis Association.
- KTC have exclusive use of courts as has occurred since 1966.

Signed on behalf of Kingston Tennis Club:

Chair: _____ Date: _____

Signed on behalf of Kingston Parish Council:

Chair: _____ Date: _____

T9818

22nd August 2011

Budget Costs for Future Works to Tennis Courts at Kingston TC

Court dimensions: Each approx. 34.1m x 16.4m

1) Moss Kill and Pressure Clean

Frequency: Recommended at least once every year

Note: Further applications of moss killer may be required as they have little residual value.

**Moss kill: £180.00 + VAT per court
£295.00 + VAT for both courts undertaken as one contract**

**Pressure Clean: £390.00 + VAT per court
£690.00 + VAT for both courts undertaken as one contract**

2) Re - Colour Courts

Frequency: Recommended every six years (maximum)

Note: Includes moss kill and pressure cleaning (as above)

**£1,900.00 + VAT per court
£3,550.00 + VAT for both courts undertaken as one contract**

3) Resurface Courts

Frequency: Recommended approximately every ten years

Resurface includes new colour sprayed 25mm layer porous macadam and play lines.

**£ 8,525.00 + VAT per court
£15,400.00 + VAT for both courts undertaken as one contract**

Other Recommended Items (if finances allow)

a) Polyurethane Binder

Note: This is only available when courts are colour sprayed

**£ 700.00 + VAT
£1,330.00 + VAT for both courts undertaken as one contract**

b) Tennis Posts (if required) - £185.00 + VAT per set

c) Tennis Net, Centre Band and Brass Adjuster - £120.00 + VAT per set

Appendix B

KINGSTON TENNIS COURTS 10 YEAR COSTING - SEPTEMBER 2011

	Upper Court				Lower Court				Individual Contract	Joint Contract	Total	Total + VAT
	Moss	PC	Colour	Resurface	Moss	PC	Colour	Resf				
	£180	£390	£1900	£8525	£180	£390	£1900	£8525				
2012	✓	✓			✓	✓				£985	£985	£1182
2013	✓	✓			✓	✓				£985	£1970	£2364
2014	✓	✓			✓	✓				£985	£2955	£3546
2015	✓	✓						✓	£9095		£12050	£14460
2016			✓		✓	✓			£2470		£14520	£17424
2017	✓	✓			✓	✓				£985	£15505	£18606
2018	✓	✓			✓	✓				£985	£16490	£19788
2019	✓	✓			✓	✓				£985	£17475	£20970
2020	✓	✓					✓		£2470		£19945	£23934
2021				✓	✓	✓			£9095		£29040	£34848

Trevor May recommends Moss Kill and Pressure Clean x 1 yearly. Moss kill
Moss may need repeating – has little residual value

Pressure Clean £180 + VAT per court
£295 + VAT both courts one contract
£390 + VAT per court
£690 + VAT both courts one contract

Colour Courts recommends every six years (maximum)

£1900 + VAT per court
£3550 + VAT both courts one contract

Resurface Courts recommends every ten years approx.

£8525 + VAT per court
£15400 + VAT both courts one contract

Appendix C

CONSTITUTION OF KINGSTON TENNIS CLUB

1. Kingston Tennis Club was formed in April 1965 at an open meeting of those interested in the playing of tennis in the village.
2. The Club exists to promote the playing of tennis in the village and in particular to supervise the playing arrangements on the Parish Council Courts on St. Pancras Green.
3. To this end any person belonging to Kingston and any neighbouring parish (at the discretion of the Committee) is eligible to join, and on payment of the subscription set by the Committee will enjoy equal rights on use of the courts as any other member.
4. The Club Committee shall consist of a Chairman and nine members who will elect a Secretary and Treasurer from among themselves.
5. The Annual General Meeting shall be held annually at the end of the summer playing season and before the end of March. At this meeting the playing arrangements for the previous summer playing season will be discussed and a new Committee elected including the Chairman.
- 5a. The Club year will run from the 1st May to the 30th April each season (commencing May 1986 – see Minutes of Extraordinary General meeting held on the 17th April 1985)
6. Any member of Kingston Parish may use the courts even though not a member, on payment of a court fee to be fixed by the Committee in consultation with the Parish Council.
7. The Courts shall be bookable except at such times as the Committee shall decide to have Club Evenings, matches, etc.
8. The Committee shall endeavour to arrange periods of instruction for junior members.
9. The Constitution can only be altered at the Annual General Meeting at which more than 20 members are present. A simple majority vote only is required.