

**OUTWOODS MANAGEMENT COMMITTEE
WEDNESDAY, 27TH JANUARY 2021 AT 6.00PM
BY VIRTUAL MEETING**

To: Councillors Bailey, Campsall (Vice-chair), Fryer (Chair), K. Harris, Morgan, Parsons, Poland, and Tillotson

PB, RE, GM, CN, JN

AGENDA SUPPLEMENT (Pt 2)

6. OFFICER UPDATE REPORT Pages 21 - 22
An update regarding issues raised at previous meetings and information concerning new issues – **ATTACHED**.
7. FINANCE UPDATE REPORT Pages 23 - 24
An update on financial matters – **ATTACHED**.
8. A.O.B

DATES OF FUTURE MEETINGS

Dates for 2020-21 are:

14th April 2021

OUTWOODS MANAGEMENT COMMITTEE – 27TH JANUARY 2021

ITEM 6 OFFICER UPDATE REPORT

Purpose of Report

To update the Outwoods Management Committee on issues raised at previous meetings of the Committee and to bring new issues to the attention of the Committee.

Impact of COVID 19

The Outwoods has been very busy over the last 3 months as demonstrated by the car parking takings (see item 7, Finance Update report). The Council sought to get assurances that visitors are abiding by the social distancing guidelines and have deployed COVID Marshals at the Outwoods from early January.

The marshals do not have an enforcement role, but are there to provide advice, guidance and reassurance to visitors. Their presence has been welcomed by visitors and their observations have demonstrated a high level of compliance with the guidance.

Their ongoing deployment will be reviewed on a week by week basis.

The Outwoods Visitor Centre Café

A full tendering exercise was undertaken towards the end of 2020 to procure a contractor for the build aspects of the project. Following a successful response, a preferred contractor has been selected. Contracts are now being finalised and an initial prestart site meeting with the contractor's project manager has been held recently to discuss site layout, clarify details as well as develop a more detailed project timeline for the work.

At present, work on site is expected to commence late February / early March with completion planned for summer 2021.

As with any construction project, there are several potential variables (weather etc.) which could be compounded by external factors including the COVID 19 pandemic and possible supply chain issues. At present, the contractor is unaware of any significant problems. This will be monitored and kept under review throughout the project.

Once the build is underway, we will focus in the subsequent weeks on the procurement process to identify an appropriate operator for the site.

The successful soft market testing exercise and associated documentation provides a solid basis for the necessary tender documentation and a readily available list of potentially interested contractors.

Additionally, officers will be consulting with a range of stakeholders as part of this process to help ensure that the specification supports the selection of an appropriate contractor with an economically viable proposal who can contribute to the development of the Outwoods as a key visitor hub within the Charnwood Forest.

The intention is to have selected the operator and have agreements in place prior to the completion of the build. This will help enable an efficient handover to the operator who will then require a short period to complete the fit-out of the kitchen area as part of their lease agreement to fit their needs.

The facility should be open in time for the summer holidays.

The Council would like to mark the completion of the project by dedicating the building to the late Charnwood Borough Council Leader, Cllr David Slater, who passed away in 2018.

Cllr Slater was the leader of the Council for 7 years and was an avid supporter of the project to bring the former Rangers Cottage back into use. It was under David's leadership that the project, and associated funding, was included in the Council's Capital Programme.

The dedication will be marked by installing a plaque on the building.

Tree Felling/ Planting Programme

The impact of the coronavirus has meant that we have not commissioned any tree felling or planting over the coming winter period. It is hoped that the programme can recommence in the autumn/winter of 2021. The programme can remain on schedule by reprofiling the number of compartments that are to be felled and replanted.

Officer to contact: Matthew Bradford
Head of Cleansing and Open Spaces
(01509) 634695
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OUTWOODS MANAGEMENT COMMITTEE – 27th JANUARY 2021

Report of the Head of Cleansing and Open Spaces

ITEM 7 FINANCE UPDATE REPORT

Purpose of the Report

To update trustees on finance issues relating to the Outwoods.

Update

The year to date 20/21 figures (up to 18th January 2021) are as follows:

Account (T)	Amount	Commitments	Total Spend Inc Commits	Current Revd	Variance
Buildings-R & M	1,283.69	7,742.67	9,026.36	5,000.00	-4,026.36
Car Park Machine P/R&M	288.00	0.00	288.00	1,900.00	1,612.00
Grounds General Maint	0.00	0.00	0.00	4,000.00	4,000.00
Fencing/Gates	0.00	0.00	0.00	400.00	400.00
Seats	0.00	0.00	0.00	400.00	400.00
Mtc of Trees, Shrubs	545.00	0.00	545.00	4,800.00	4,255.00
Electricity	180.72	0.00	180.72	300.00	119.28
Metered Water Charge	28.22	0.00	28.22	700.00	671.78
Unmeasured Water Charges	281.71	0.00	281.71	400.00	118.29
Equipment Etc P/R&M	0.00	0.00	0.00	1,000.00	1,000.00
Signs	-1,021.00	1,021.00	0.00	200.00	200.00
Printing,Stat&Copying	186.00	0.00	186.00	300.00	114.00
Security Services & Charges	307.25	350.00	657.25	800.00	142.75
Contribution	36,400.00	0.00	36,400.00	36,400.00	0.00
Promotional Activities	0.00	0.00	0.00	1,000.00	1,000.00
Cesspit Emptying	0.00	0.00	0.00	2,000.00	2,000.00
MOS Contract - Basic	94,988.43	0.00	94,988.43	126,700.00	31,711.57
MOS Contract - Variations	973.17	120.96	1,094.13	1,500.00	405.87
Grant Contribution*	-10,463.56	0.00	-10,463.56	-6,300.00	4,163.56
Car Parking Charges	-15,545.01	0.00	-15,545.01	-14,500.00	1,045.01
Controllable	108,432.62	9,234.63	117,667.25	167,000.00	49,332.75

* On the income side of things, the £10k in J0201 include £4k for Woodland Improvements and £6k from Grantspace from last year.

Car Parking Income

See the table of car park income paid through the machine at the Outwoods. The machine is now linked to the Council via a SIM card and lets officers know when there are any problems (ticket replenishment, out of service etc.).

The ticket machine was out of action between April and August 2020. This is estimated to have resulted in loss of income of approx. £10,000.

Income from Outwoods Car park

	2018/19	2019/20	2020/21
April	2,763.25	3,503.00	Covid19
May	3,200.60	4,407.00	Covid19
June	2,376.85	2,403.50	Covid19
July	2,265.05	1,763.10	Covid19
August	2,738.10	Machine out of order	2,956.40
September	1,879.70	973.20	3,177.30
October	2,097.60	2,170.35	3,106.30
November	1,655.85	1,814.40	3,761.90
December	1,715.70	1,820.50	3,192.85
January	2,980.70	2,268.25	
February	1,559.20	1,164.80	
March	2,199.05	1,650.60	
TOTAL (£)	27,431.65	23,938.70	16,194.75

There are 50 active season tickets, accounting for £2,000.

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