



Colney Heath Scout Group
Roestock Park
Admirals Close
Colney Heath
St Albans
Hertfordshire
AL4 0QE

Date: 1st December 2023

Colney Heath Parish Council
Highfield Park Parish Office
Highfield Park Trust Visitor Centre
Hill End Lane
Hertfordshire
AL4 0RA

Dear Members of the Colney Heath Parish Council,

Roestock Park Scout Headquarters – Reference: CHSG/2/2023

Thank you for the time to meet recently with Cllr Clemow. We felt it was a most productive meeting and are very grateful for the renewed energy and positive manner in which the new Parish Council are approaching the ongoing legacy issues you have inherited – thank you.

As discussed in the meeting, we have prepared below a short proposal of some high-level principles for opening up new, constructive negotiations to try to finally resolve the long-term issues to the satisfaction of both parties.

In addition to the proposed principles outlined below, there is additional work going on within the Scout Group to further strengthen our Board of Trustees and we are currently looking to appoint a Trustee with specific responsibilities for the facilities, any potential renovation, up keep and ongoing maintenance and management.

We also aim to formalise any additional/ongoing fundraising required with the formulation of a fundraising sub-committee of the Board of Trustees. As you are aware, the Group is in a strong financial position and we have a significant amount of experience and expertise within the Group to raise any additional funds that might be required for specific projects in the future.

We propose that the works required on the HQ could be usefully categorised into three stages:

1. Initial renovation works required to occupy the building
2. Deferred improvements
3. Ongoing maintenance and repairs

The following principles are designed to demonstrate our full commitment to ensuring that the HQ can be put back to safe and productive use for the Scout Group, our local young people and the wider community.

Lease

1. The Scout Group and Colney Heath Parish Council to agree in principle to enter into a fully repairing and maintaining lease for the building and the fenced compound. This would cover both the initial renovation works required to occupy the building, deferred improvements and ongoing maintenance and repairs.
2. A Heads of Terms should be prepared for discussion/negotiation and agreed as a matter of urgency.
3. The lease terms and conditions to be benchmarked against similar facilities leased from the District Council e.g. lease term and annual rent (typically 20 years/peppercorn rent).

Initial Renovation Works

4. The scope of the initial renovation works, the specification, the form of the construction contract and warranties would be jointly agreed by Colney Heath Parish Council and the Scout Group.
5. An estimate for the initial renovation works would be prepared to indicate the funding requirement.
6. The initial renovation works would be delivered under a Joint Contracts Tribunal (JCT) construction contract led by the Scout Group.

Funding

7. The funding for the project would be a combination of the s.106 monies from Taylor Wimpey, the Scouts current funds and additional funds (if required) to be gained from fundraising and grants.
8. If the funding of the project appears feasible, the construction contract would be issued for tender by the Scout Group.
9. If a valid tender is within the secured funding the project would proceed. The Colney Heath Parish Council would inspect any works at agreed points.

Deferred improvement works and ongoing maintenance

10. The scope of the deferred improvement works, the specification, the form of the construction contract and warranties, would be jointly agreed and included in the lease requirements.
11. A long-term plan for the facility would be jointly prepared.

Suggested next steps

If both parties are able to agree the above proposed principles and approach we would like to discuss and agree the suggested next steps as follows:

1. Agree scope of works and cost for initial renovations and deferred improvement works
2. Agree Heads of Terms
3. Begin lease negotiations
4. Agree tender for initial renovations stage & deferred improvements stage
5. Scouts to appoint contractor and draft JCT 2016 works contract
6. Finalise & sign lease
7. Scouts to sign JCT Contract for works with contractor
8. Begin initial renovation works
9. Parish Council to inspect at agreed points
10. Both parties to sign off works
11. Building put back into use
12. Phase two work begins on deferred improvements

We hope the above is a helpful starting point for further discussions and negotiation. Clearly some of the above actions could run in parallel in order to bring some urgency to the project.

Once again would like to reiterate our sincere thanks for the most constructive and positive manner in which the Parish Council are now looking to try to resolve the legacy issues that you have inherited.

If there are any questions in advance of the meeting, please do not hesitate to let us know.

We look forward to hearing from you.

Yours sincerely,



Matthew May
Chairman, Colney Heath Scout Group