



**RECREATION, LEISURE & AMENITY COMMITTEE  
NOTICE OF MEETING**

Notice is hereby given that there will be a committee meeting on

**Wednesday 20 December 2017 at 7pm  
The Harlington**

All Committee members are summoned to attend

**To:** Cllrs P Einchcomb, D Gotel, K Jasper, A Oliver, B Schofield, S. Wheale,  
J Wright

Signed:

Janet Stanton  
Town Clerk 14 December 2017

**AGENDA**

**1 APOLOGIES**

Schedule 12 of the LGA 1972 requires a record to be kept of members present, and that this record forms part of the minutes of the meeting. A resolution must be passed on whether the reason(s) for a member's absence are acceptable

**2 DECLARATIONS OF INTEREST**

Under the Local Authorities Localism Act 2011, members must declare any interests and the nature of that interest, which they may have in any of the items under consideration at this meeting.

Members are reminded that they must disclose both the existence and the nature of a personal interest that they have in any matter to be considered at this meeting. A personal interest will be considered a prejudicial interest if this is one in which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the members' judgement of the public interest.

**3 QUESTIONS FROM THE PUBLIC (3 Min per person maximum 15 minutes)**

To receive questions and statements from members of the public.

**4 MINUTES OF PREVIOUS MEETING**

To receive and approve as a correct record the minutes of the RLA Committee held on 20 September 2017 –copy attached

## **Part 1 – ITEMS FOR DECISION**

### **5 THE HARLINGTON AND ANCELLS FARM COMMUNITY CENTRE REPORT**

To receive for noting an update on events, hiring's and operational activities of the Harlington and Ancells Farm Community Centre from the Operations Manager.  
Copy attached

#### **RECOMMENDATION**

To consider and note the report of the Operations Manager.

### **6 FACILITIES AND OPEN SPACES MANAGER'S REPORT**

To consider the Facilities and Open Spaces Manager's Report – copy attached

#### **RECOMMENDATION**

To consider and note the Facilities and Open Spaces Managers report

### **7 THE CEMETERY OFFICERS REPORT**

To receive the Cemetery officer's report.

#### **RECOMMENDATION**

To note the updates contained in the report

### **8 REQUEST FROM CRONDALL PETANQUE CLUB**

To consider a request from the Crondall Petanque Club for a terrain with floodlights within one of FTC's parks –copy of email attached

Although this is a request that members may wish to consider favourably, there are a few issues relating to the request :

- Ancells Farm, Oakley Park and Basingbourne unfortunately do not space for a dedicated area
- The vista of Calthorpe Park would be harmed and should be retained anyway for large scale events. The lower field area is extremely wet and close to houses which could be affected by floodlighting
- The Views could possibly provide a viable location but would affect smaller scale events in the park and may impact on any future development proposals

#### **RECOMMENDATION**

To determine the request

**9. REQUEST TO FLOODLIGHT THE SKATE PARK IN THE VIEWS**

To consider a request from a member of the public to flood light the Skatepark in The Views -copy of request attached

Members are asked to determine the application which will be of great benefit to the young users, but will need to take into account the following issues:

- Noise
- Effect of lighting on residential properties
- Possible anti-social behaviour
- Support of local residents and the police
- Proposed funding arrangements

**RECOMMENDATION**

To determine the request

**10. BASINGBOURNE PARK PLAY AREA**

To consider the report on Basingbourne Park Play area and agreement of funding for the project-copy of report attached

**RECOMMENDATION**

- To approve the funding of the Over-Eights play equipment in Basingbourne park
- To approve requesting S106 funding of £40,000 from HDC
- To acknowledge the work of FOBP in pursuance of enhancing this play area for the over eights.

**Part 2 – ITEMS TO NOTE**

**11 GROUNDS MAINTENANCE CONTRACT**

To note a report on the current position and proposed timescale for the letting of the new Grounds Maintenance Contract from 1 April 2018-copy attached

**12 REPORT OF THE TOWN CLERK**

To note the update report of the Town Clerk –copy attached

**13 DATE AND TIME OF NEXT MEETING**

The next meeting of the Recreation Leisure and Amenities Committee will be held on Wednesday 14 March 2018 at 7pm in the Harlington.



## **FLEET TOWN COUNCIL**

### **MINUTES OF THE RECREATION, LEISURE AND AMENITIES COMMITTEE**

**Wednesday 27 September 2017**

**The Harlington**

#### **PRESENT**

##### **Councillors:**

Alan Oliver (In the Chair)  
Denis Gotel  
Kathy Jasper  
Bob Schofield  
Sharyn Wheale  
Jonathan Wright

#### **Also Present**

Janet Stanton-Town Clerk  
Alex Robins-Harlington General Manager  
Ben Crane-Facilities and Open Spaces Manager  
Sheila Rayner-Committee Clerk

Cllr Forster-HDC/HCC

Mike Bye-Friends of Oakley Park  
Dave Harrison-Friends of Basingbourne

Mrs Read-Local resident

#### **RLA Sept 2017 ITEM 1      APOLOGIES FOR ABSENCE**

There was an apology for absence from Cllr Einchcomb

#### **RLA Sept 2017 ITEM 2      DECLARATIONS OF INTEREST**

There were no declarations of interest

#### **RLA Sept 2017 ITEM 3      QUESTIONS FROM THE PUBLIC**

There were no questions from the public

#### **RLA Sept 2017 ITEM 4      MINUTES OF PREVIOUS MEETING**

The minutes of the meeting of the RLA committee held on 14 June 2017 were approved and signed by the Chairman as a correct record.

**RLA Sept 2017 ITEM 5 THE HARLINGTON AND ANCELLS FARM COMMUNITY CENTRE** (taken after item 9)

The report of the General Manager of the Harlington for the period June-Aug 2017 was presented and the following matter was discussed:

- Continuing problems with low income from the activities of the coffee shop including the difficulty in justifying additional staff particularly a bar/ coffee shop manager. Recruitment to this post had therefore been suspended. It was agreed that the coffee shop served only as a path way to services rather than a destination in its own right

**RESOLVED**

To note the report

**RLA Sept 2017 ITEM 6 FACILITIES AND OPEN SPACES MANAGER'S REPORT**

Members received the report of the FOSM for the last quarter

The report was discussed and in particular:

- Damage/repairs to Basingbourne Pavilion
- Possible plumbing issue in the pavilion which may lead to the replacement of taps
- The sink hole in Calthorpe Park and the suggestion that FA assistance with the cost of provision of topsoil be investigated
- The possible need to replace the stage box doors on the debrillator at Oakley Pavilion
- A general discussion about ROSPA reports and the intention to report back on any necessary actions arising from them
- The need to investigate incursions into Oakley parking by residents bordering the boundary and taking appropriate action

**RESOLVED**

- To note the report of the FOSM
- That an ad hoc working group be set up to assist with the details of the Grounds Maintenance contract
- That a 'walk round' be arranged with councillors to identify any potential problems

**RLA Sept 2017 ITEM 7 CEMETERY OFFICER'S REPORT**

The members considered the report of the Cemetery Officer which provided an update on the following matters:

- South and South East in Bloom awards
- Grave digger contract
- Action Plan

**RESOLVED**

- a) To note the report of the Cemetery Officer
- b) To approve the contents of the brief for the Garden of Remembrance in order to start the tender process for Stages 1 and 2

## **RLA Sept 2017 ITEM 8 PARKING IN CALTHORPE PARK**

It was reported that problems had arisen for pedestrians and with the nursery, cricket club and tennis courts due to cars being parked on the cycleway in Calthorpe Park

As the cycleway was now an adopted highway, members were asked to consider the installation of parking restrictions in the area.

Members discussed the possible implications for staff at Campbell Place and footballers, and the possible inclusion of the cricket club bays. Cllr Oliver undertook to explain the need for the proposals to the Football club

### **RESOLVED**

- a) To seek the installation of double yellow lines with a single band which allows the immediate issue of parking tickets for the length of the cycleway/pavement from RRN to the Calthorpe Park access gate beyond the Scout Dens.
- b) To seek the parking restrictions of Mon-Fri 3 hr max stay/no return within 3 hrs for the parking bays (including those on Fleet Cricket Club leased land). Subject to legal confirmation by HDC
- c) The private tarmac carpark adjacent to Fleet CC pavilion is excluded from all parking restrictions under this resolution
- d) Initially, wardens be asked to take a soft approach in introducing the impact of the parking restrictions in the area by advising transgressors that failure to comply after the first 2 weeks of operation will result in a PCN
- e) The chairman and vice-chairman of the RLA Committee be authorised to approve the terms of the proposed draft Traffic Order

## **RLA Sept 2017 ITEM 9 ANTI-SOCIAL BEHAVIOUR-BENCH IN STOCKTON AVENUE (taken after item 4)**

The members considered a request from a local resident, to remove a memorial bench in Stockton Avenue which was attracting a number of local youths. This had led to bad and abusive behaviour, noise, litter, and general nuisance.

An opposing request had also been received, from another local resident, to retain the bench

The comments of the police were also made available to members.

Members discussed the situation and whilst they shared and sympathised with the concerns of the local resident there was a general sense that it was not appropriate to move the bench but rather more that the problem should be tackled by the police and community safety team. It was also recognised that the bench provided a welcome resting place for older residents walking into the town

Members discussed powers associated with litter dropping, the need to monitor the area, and a more robust approach from the police

The installation of bins was also discussed which it was recognised had benefits and dis-benefits

The local resident was invited to add any further comments. The activities in the area including evidence of drug dealing/taking, noise and abusive behaviour were mentioned together with the fear and intimidation this brought.

The amount of evidence that had been brought to the attention of the police and the involvement of the Community Safety Team was reported

The members hoped that the start of the new college/university term and the colder darker evenings would help to reduce the incidence of young people gathering in the area. The view was also expressed that it was likely that if moved on the problem would simply be displaced to another location

Cllr Oliver agreed to arrange for the area to be targeted by the litter reduction team

Members discussed the range of issues associated with the problem and following careful consideration

## **RESOLVED**

- a) To not agree to the request to re-site the memorial bench in Stockton Avenue
- b) To work with the police, the community safety team, the litter reduction team, making use of CCTV where available, to take a robust approach to deal with the problem
- c) To inform the local police sergeant that evidence has been passed to the PCSO over the summer months concerning all the activities at the bench
- c) The Clerk to contact Rushmoor Borough Council to determine the positive steps they have introduced working alongside the police to counter anti-social behaviour, drug and alcohol use and litter problems in public places in their Borough. To provide a report to RLA on the potential benefit of introducing similar steps in the FTC area

## **RLA Sept 2017 ITEM 10 CAFÉ IN CALTHORPE PARK**

The members considered a request to permit the opening of a café in the 'hut' at Calthorpe Park

Issues relating to planning, flooding, health and safety, VAT and business rates were identified. It was therefore

## **RESOLVED**

To refuse permission to open a café in the 'hut' in Calthorpe Park

## **RLA Sept 2017 ITEM 11 SOUTH AND SOUTH EAST IN BLOOM**

The successes at the South and South East in Bloom award ceremony were noted. HDC will be advised of the successes and they will all be included in the next newsletter

## **RLA Sept 2017 ITEM 12 ROSPA REPORTS**

The ROSPA reports were received and it was noted that any necessary follow-up actions would be referred back to a future meeting of the committee

## **RLA Sept 2017 ITEM 13 TENNIS-UPDATE ON TENNIS IN CALTHORPE PARK**

Members were pleased to note the continuing success of the tennis courts usage. Opportunities for further funding from the LTA was under investigation with regard to the possible installation of floodlights and a pavilion

## **RLA Sept 2017 Item 14 REPORT OF THE TOWN CLERK**

The report of the Town Clerk was noted together with information relating to installation costs of a fly mobile in Oakley Park to be purchased from funds raised by the Friends group, which would then be transferred to the ownership of the Council

**RLA Sept 2017 ITEM 15 DATE AND TIME OF NEXT MEETING**

The next meeting of the Committee will be held on Wednesday 20 December 2017 at the Harlington at 7pm

**Under the Public Bodies (Admission to Meetings) Act 1960 exclusion of the public in accordance with Section 1(2) and by reason of the confidential nature of the business of the Committee, the Press and Public were excluded from the Meeting**

Chairman.....Date.....



**DATE:** RLA meeting 20<sup>th</sup> December 2017

**OFFICER:** Alex Robins – General Manager

**REPORT COVERING:** September - November 2017

**1. General overview**

- This period could be the most successful to date for shows at The Harlington. Five weekends of the dance festival didn't stop a real variety of shows from being squeezed into the remaining dates, five of which sold out. At the end of October there was a run of four shows in four days, something never before done at The Harlington. The whole team have had to work extremely hard to make this highly ambitious programme work, from marketing and selling each show through to executing each one in its own unique way. The programme required eight different seating plans and layouts, which goes some way to proving how each single event is tailored precisely to the expected audience demographic. This attention to detail is what gives every audience a unique experience and makes The Harlington a very different prospect to the average theatre, thus creating a market all of its own.

Naturally the bars benefitted well from strong ticket sales.

**RECOMMENDATION: FOR NOTING**

**2. Box office - Individual performance summaries**

- Black Magic – The Little Mix Show. Standing concert. Sold out weeks in advance and re-booked for 2018.

**RECOMMENDATION: FOR NOTING**

- Comedy Club. Very good sales across the period, averaging 190 tickets per show.

**RECOMMENDATION: FOR NOTING**

- Jazz Club. Continually popular. Lots of door sales. Average of 96 tickets per show.

**RECOMMENDATION: FOR NOTING**

- Kast Off Kinks. Very well received as usual. Numbers were fine, but should be getting higher. Leaving for a period before re-booking.

**RECOMMENDATION: FOR NOTING**

- Stevie Nimmo. Fantastic support and headliner. Continuing the trend of increasing numbers with every show of this genre. The venue is becoming better known to original music fans all the time. These shows are already outselling many established venues in this field. Looking at a possible further date for late 2018.

**RECOMMENDATION: FOR NOTING**

- Johnny 2 Bad. Disappointing sales, although almost breaking even on ticket sales alone. There was a profit with bar takings included and they are a very good band, but just didn't take off. Not re-booking in the foreseeable future.

**RECOMMENDATION: FOR NOTING**

- Wrestling. Seems to have a following, and as a hire (on dates where other shows wouldn't generally be booked) is a win win for the venue.

**RECOMMENDATION: FOR NOTING**

- Lee Nelson. Very popular comedian and quite prominent at the moment. Sold out very quickly. There is a possibility of a return in 2018 with yet more added dates, but lots of venues are queueing up and The Harlington isn't one of the largest, so won't be top of the list!

**RECOMMENDATION: FOR NOTING**

- Dr Feelgood. Very good sales for a first visit from this top class band. The room was absolutely rocking! There will be another date, possibly in early 2019.

**RECOMMENDATION: FOR NOTING**

- Jersey Guys. As a hire on a Sunday, this worked well as an addition to the already full programme and guaranteed a hire fee for The Harlington regardless of sales. However it did sell very well and wasn't far off a sell-out.

**RECOMMENDATION: FOR NOTING**

- Michael Portillo. Second visit, second sell-out. Unsurprisingly popular in Fleet, even though it was the same show. If there is ever a new subject matter, another date will be requested in the future.

**RECOMMENDATION: FOR NOTING**

- T. Rextasy. Very respected band usually found touring larger theatres, however the cabaret format worked very well as a different experience. A sell-out as expected and a date has been lined up for early 2019.

**RECOMMENDATION: FOR NOTING**

- Prince Revelation. Cancelled due to a back injury to the front man. Sales were okay, but nothing amazing so not likely to be re-booked in the foreseeable future.

**RECOMMENDATION: FOR NOTING**

- Genesis Connected. A whisker away from selling out, with only a couple of odd tickets available. First visit for this band and another date is being secured for 2019.

**RECOMMENDATION: FOR NOTING**

- Cuban Brothers. Another hire from a promoter with good connections to acts that The Harlington probably couldn't get at a decent price. By booking mini tours they're able to get bigger names at the right price and they've been very impressed with The Harlington so far, with sales exceeding those of other venues. The

officer is forming a strong relationship and several other good names are being approached for future bookings. The Cuban Brothers are sure to return in the future, however dates are few and far between.

## **RECOMMENDATION: FOR NOTING**

### **3. Hall hire**

Even with the loss of the foot clinic and one of Len Tyler's rooms, hall hire has benefitted from additional hires, generally in the form of shows and one-off events. These have helped to achieve an income of £6,500 ahead of target to date.

The officer has managed to rent out the old foot clinic space on a casual basis to recoup some of the lost revenue from this room, with the rental time increasing as time has gone on. It is expected that the current user will not require the space after December, however this is still to be confirmed.

### **4. Ticket Sales**

#### Financial successes (over £1,000) September/October/November (based on net ticket sales v performance costs)

Black Magic - £1,300 profit

Lee Nelson - £1,100 profit

Michael Portillo - £1,200 profit

T.Rextasy - £1,200 profit

Genesis Connected - £1,000 profit

Comedy x 3 - £2,400 profit

#### Financial losses September/October/November (based on net ticket sales v performance costs)

Johnny 2 Bad - £45 loss

### **5. Bars**

- Bar income is £8,500 up on budget for YTD and achieving a very healthy 62% GP.
- Some criticism has been levied at the bars recently over the speed of service at particularly large events. Due to the minimal serving areas it will never be possible to completely eliminate any queueing when there are 500 people wanting to buy drinks at a "drinking" type show. However the officer has spent some time looking at the bar operation and how to make improvements. Every small detail has been covered and a suitable member of the bar team (Daniel Dunk) has stepped up to take on the challenge of supervising the changes and should be credited with doing so very successfully over the past few weeks. Improvements have included:
  - Hiring and training several new casual staff members
  - Overhauling bar layouts for better effectiveness
  - Through the brewery, splitting some beer lines so additional barrels can be tapped before busy shows, thus reducing the regularity of changing barrels during service. It now also allows for the introduction of a guest ale which is popular with certain audiences
  - "Tidying up" of till screens
  - Adding an additional contactless card reader so it's now possible to have a dedicated terminal for each till. Encouraging contactless payment speeds up the payment process and reduces time-consuming cash handling and expensive banking
  - Creating a structured queueing system for standing audiences. This system was tried out on 80's Rewind and received positive comments on social media. It greatly reduced queueing time, however

this could further be improved simply with bigger bars capable of accommodating more staff and tills. This has been the reason why so much importance has been placed on designing bigger and better placed bar facilities within the new Harlington

## **6. Ancillary sales (Confectionery, Ices, Snacks, Merchandise)**

- Ancillary sales are £1,300 up on target for YTD (income v expenditure).

## **7. Coffee shop**

- The GP is sitting just above 60%, with staffing costs at 45% for YTD. (Over previous years, these costs have run at up to 70%). Over the last quarter, this cost has reduced to 30%; well within typical industry employment costs. Having brought these costs under control, the officer is expecting to save in the region of £1,000 a month against budget. YTD bottom line is £3,000 adrift of budget, with the last quarter being only £200 off target during the busiest period of the year for the coffee shop with the highest income targets. At this time the officer would project the year end bottom line to be £5,000 off target, however for the second year running, the coffee shop is projected to finish with a surplus, which is welcome news.

As reported previously, the officer had put considerable effort into making improvements to the business. This has brought a certain amount of success, however making cost savings has been the biggest contributor in steadying the ship, with additional income being hard to achieve.

Reducing staffing costs which were previously running some way above the industry standard has further highlighted performance levels within the team. Although time has been put into demonstrating the reality of the financial situation to the team, together with the required changes in procedures, individual workloads and attitude, it has become clear that a more radical approach is needed in certain cases, due to the lack of success.

The officer has met with the RLA Chairman to discuss the situation, and a performance improvement plan will be implemented as a way of attempting to tackle the issue. Further details will only be presented, if deemed necessary, in the future as a confidential item due to their sensitive nature.

The officer has also been speaking with a selection of companies regarding the installation of two vending machines. Costs are being weighed up, but it would seem that these could offer a way of selling drinks and snacks during any hours that the building is open, rather than the limited hours of the coffee shop, which have to be governed by staffing costs. Detailed report analysis has highlighted times of the day when the operation costs money, and it could point to further reducing the times at which the counter is staffed if machines are available. These cost savings could effectively fund the purchase of the machines.

Further details will be available if a feasible case can be presented for these changes. A decision will need to be taken before too much time is lost in the new financial year. Again this will more than likely need to be presented as a confidential item.

## **8. Ancells Farm Community Centre**

- 205 – Ancells Community Centre. A slight YTD shortfall of £3,000 in income, however cost savings have reduced the bottom line shortfall to £1,500 . An earlier than expected invoice for the car park costs has slightly skewed the numbers, but will come back to us later in the year, giving a proposed small surplus.

**RECOMMENDATION: FOR NOTING**

Monthly Performance Totals (net of VAT)

Month	Hall Hire	Income	Ticket sales	% of capacity	Perf costs	Profit/loss	Ancillary sales	Cost of stock	Profit/loss	Casual Staffing	Total performance income	Total performance costs	Total performance profit
<b>April</b>													
The Blockheads	£	-	£ 2,795.00	50%	£ 3,000.00	-£ 205.00	£ 1,150.41	£ 454.99	£ 695.42	£ 133.84	£ 3,945.41	£ 3,588.83	£ 356.58
Laurence Jones	£	-	£ 850.00	40%	£ 1,250.00	-£ 400.00	£ 640.49	£ 258.81	£ 381.68	£ 98.04	£ 1,490.49	£ 1,606.85	-£ 116.36
Absolute Bowie	£	-	£ 2,050.00	49%	£ 1,456.18	£ 593.82	£ 1,453.10	£ 582.10	£ 871.00	£ 172.28	£ 3,503.10	£ 2,210.56	£ 1,292.54
Jazz Club	£	-	£ 660.00	55%	£ 513.70	£ 146.30	£ 326.69	£ 132.24	£ 194.45	£ -	£ 986.69	£ 645.94	£ 340.75
Film Club x 2	£	200.00	£ -	n/a	£ -	£ -	£ 202.49	£ 77.18	£ 125.31	£ -	£ 402.49	£ 77.18	£ 325.31
Roller Disco	£	245.00	£ -	n/a	£ -	£ -	£ 254.28	£ 111.36	£ 142.92	£ 19.75	£ 499.28	£ 131.11	£ 368.17
Comedy Club	£	-	£ 1,860.83	80%	£ 1,174.88	£ 685.95	£ 1,403.20	£ 565.92	£ 837.28	£ 140.30	£ 3,264.03	£ 1,881.10	£ 1,382.93
Navi:King of Pop	£	-	£ 3,550.00	92%	£ 2,716.00	£ 834.00	£ 1,489.40	£ 609.04	£ 880.36	£ 186.25	£ 5,039.40	£ 3,511.29	£ 1,528.11
Roller Disco drop in	£	233.00	£ -	n/a	£ -	£ -	£ 167.04	£ 76.51	£ 90.53	£ -	£ 400.04	£ 76.51	£ 323.53
Rock Choir x 2	£	200.00	£ -	n/a	£ -	£ -	£ 75.62	£ 30.30	£ 45.32	£ -	£ 275.62	£ 30.30	£ 245.32
Ceroc x 4	£	1,139.20	£ -	n/a	£ -	£ -	£ 405.57	£ 162.62	£ 242.95	£ -	£ 1,544.77	£ 162.62	£ 1,382.15
Other	£	-	£ -	n/a	£ -	£ -	£ 13.33	£ 5.33	£ 8.00	£ -	£ 13.33	£ 5.33	£ 8.00
<b>TOTALS FOR APRIL</b>	£	2,017.20	£ 11,765.83		£ 10,110.76	£ 1,655.07	£ 7,581.62	£ 3,066.40	£ 4,515.22	£ 750.46	£ 21,364.65	£ 13,927.62	£ 7,437.03
<b>May</b>													
Legend	£	-	£ 2,087.91	70%	£ 1,600.00	£ 487.91	£ 1,282.36	£ 514.67	£ 767.69	£ 154.89	£ 3,370.27	£ 2,269.56	£ 1,100.71
Los Pacaminos	£	-	£ 4,902.50	100%	£ 3,059.89	£ 1,842.61	£ 2,599.98	£ 1,042.32	£ 1,557.66	£ 355.93	£ 7,502.48	£ 4,458.14	£ 3,044.34
Jazz Club	£	-	£ 1,080.00	90%	£ 633.75	£ 446.25	£ 468.69	£ 188.66	£ 280.03	£ 21.02	£ 1,548.69	£ 843.43	£ 705.26
Film Club x 2	£	200.00	£ -	n/a	£ -	£ -	£ 231.24	£ 92.93	£ 138.31	£ 13.83	£ 431.24	£ 106.76	£ 324.48
Roller Disco	£	245.00	£ -	n/a	£ -	£ -	£ 425.24	£ 184.38	£ 240.86	£ 41.78	£ 670.24	£ 226.16	£ 444.08
Comedy Club	£	-	£ 1,680.83	70%	£ 1,048.57	£ 632.26	£ 1,221.58	£ 495.55	£ 726.03	£ 270.60	£ 2,902.41	£ 1,814.72	£ 1,087.69
Rock Choir x 3	£	300.00	£ -	n/a	£ -	£ -	£ 132.88	£ 53.15	£ 79.73	£ -	£ 432.88	£ 53.15	£ 379.73
Ceroc x 4	£	1,139.20	£ -	n/a	£ -	£ -	£ 383.90	£ 154.17	£ 229.73	£ 82.04	£ 1,523.10	£ 236.21	£ 1,286.89
Other	£	-	£ -	n/a	£ -	£ -	£ 19.45	£ 7.90	£ 11.55	£ -	£ 19.45	£ 7.90	£ 11.55
<b>TOTALS FOR MAY</b>	£	1,884.20	£ 9,751.24		£ 6,342.21	£ 3,409.03	£ 6,765.32	£ 2,733.73	£ 4,031.59	£ 940.09	£ 18,400.76	£ 10,016.03	£ 8,384.73
<b>June</b>													
Oas-is v Blur	£	-	£ 1,837.50	52%	£ 1,800.00	£ 37.50	£ 1,515.54	£ 603.43	£ 912.11	£ 173.07	£ 3,353.04	£ 2,576.50	£ 776.54
Private party	£	250.00	£ -	n/a	£ -	£ -	£ 370.62	£ 148.25	£ 222.37	£ 88.30	£ 620.62	£ 236.55	£ 384.07
Roller Disco	£	245.00	£ -	n/a	£ -	£ -	£ 127.99	£ 57.59	£ 70.40	£ 27.65	£ 372.99	£ 85.24	£ 287.75
Film Club x 2	£	200.00	£ -	n/a	£ -	£ -	£ 273.41	£ 109.67	£ 163.74	£ 23.55	£ 473.41	£ 133.22	£ 340.19
Comedy Club	£	-	£ 1,495.83	65%	£ 924.11	£ 571.72	£ 1,037.98	£ 418.91	£ 619.07	£ 139.90	£ 2,533.81	£ 1,482.92	£ 1,050.89
Jazz Club	£	-	£ 670.00	56%	£ 518.51	£ 151.49	£ 347.82	£ 139.98	£ 207.84	£ 56.71	£ 1,017.82	£ 715.20	£ 302.62
Football Awards	£	457.50	£ -	n/a	£ -	£ -	£ 1,237.93	£ 506.20	£ 731.73	£ 163.93	£ 1,695.43	£ 670.13	£ 1,025.30
Rock Choir x 3	£	300.00	£ -	n/a	£ -	£ -	£ 105.21	£ 42.65	£ 62.56	£ -	£ 405.21	£ 42.65	£ 362.56
Ceroc x 4	£	1,139.20	£ -	n/a	£ -	£ -	£ 522.70	£ 210.74	£ 311.96	£ 173.50	£ 1,661.90	£ 384.24	£ 1,277.66
Other	£	-	£ -	n/a	£ -	£ -	£ 39.54	£ 16.43	£ 23.11	£ -	£ 39.54	£ 16.43	£ 23.11
<b>TOTALS FOR JUNE</b>	£	2,591.70	£ 4,003.33		£ 3,242.62	£ 760.71	£ 5,578.74	£ 2,253.85	£ 3,324.89	£ 846.61	£ 12,173.77	£ 6,343.08	£ 5,830.69
<b>July</b>													
Legally Blonde x 7	£	5,600.07	£ -	n/a	£ -	£ -	£ 3,054.49	£ 1,274.16	£ 1,780.33	£ 775.99	£ 8,654.56	£ 2,050.15	£ 6,604.41
Funtime Show	£	815.00	£ -	n/a	£ -	£ -	£ 200.16	£ 87.98	£ 112.18	£ 82.95	£ 1,015.16	£ 170.93	£ 844.23
Youth Theatre Show	£	100.00	£ -	n/a	£ -	£ -	£ 29.78	£ 12.98	£ 16.80	£ -	£ 129.78	£ 12.98	£ 116.80
Roller Disco	£	245.00	£ -	n/a	£ -	£ -	£ 252.36	£ 114.24	£ 138.12	£ 57.09	£ 497.36	£ 171.33	£ 326.03
Jazz Club	£	-	£ 1,762.50	94%	£ 1,239.25	£ 523.25	£ 536.95	£ 216.06	£ 320.89	£ 60.97	£ 2,299.45	£ 1,516.28	£ 783.17
Ceroc x 3	£	854.40	£ -	n/a	£ -	£ -	£ 327.94	£ 131.85	£ 196.09	£ 100.98	£ 1,182.34	£ 232.83	£ 949.51
Other	£	-	£ -	n/a	£ -	£ -	£ 63.42	£ 26.50	£ 36.92	£ -	£ 63.42	£ 26.50	£ 36.92

TOTALS FOR JULY	£	7,614.47	£	1,762.50	£	1,239.25	£	523.25	£	4,465.10	£	1,863.77	£	2,601.33	£	1,077.98	£	13,842.07	£	4,181.00	£	9,661.07	
<b>August</b>		<b>Hall Hire Income</b>	<b>Ticket sales</b>	<b>% of capacity</b>	<b>Perf costs</b>	<b>Profit/loss</b>	<b>Ancillary sales</b>	<b>Cost of stock</b>	<b>Profit/loss</b>	<b>Casual Staffing</b>	<b>Total performance income</b>	<b>Total performance costs</b>	<b>Total performance profit</b>										
Beerfest	£	990.00	£	-	n/a	£	-	£	-	£	-	£	990.00	£	-	£	990.00						
James Bond	£	-	£	4,147.50	76%	£	2,954.55	£	1,192.95	£	636.86	£	255.71	£	381.15	£	169.12	£	4,784.36	£	3,379.38	£	1,404.98
Ceroc x 5	£	1,424.00	£	-	n/a	£	-	£	-	£	681.32	£	273.10	£	408.22	£	162.08	£	2,105.32	£	435.18	£	1,670.14
TOTALS FOR AUGUST	£	2,414.00	£	4,147.50	£	2,954.55	£	1,192.95	£	1,318.18	£	528.81	£	789.37	£	331.20	£	7,879.68	£	3,814.56	£	4,065.12	
<b>September</b>		<b>Hall Hire Income</b>	<b>Ticket sales</b>	<b>% of capacity</b>	<b>Perf costs</b>	<b>Profit/loss</b>	<b>Ancillary sales</b>	<b>Cost of stock</b>	<b>Profit/loss</b>	<b>Casual Staffing</b>	<b>Total performance income</b>	<b>Total performance costs</b>	<b>Total performance profit</b>										
Kast Off Kinks	£	-	£	1,938.33	55%	£	1,387.43	£	550.90	£	623.61	£	250.70	£	372.91	£	181.18	£	2,561.94	£	1,819.31	£	742.63
Black Magic	£	-	£	4,615.00	100%	£	3,275.43	£	1,339.57	£	1,480.99	£	610.73	£	870.26	£	150.20	£	6,095.99	£	4,036.36	£	2,059.63
Comedy Club	£	-	£	1,883.33	82%	£	1,079.92	£	803.41	£	1,277.90	£	516.71	£	761.19	£	169.86	£	3,161.23	£	1,766.49	£	1,394.74
Roller Disco	£	245.00	£	-	n/a	£	-	£	-	£	237.12	£	106.98	£	130.14	£	54.67	£	482.12	£	161.65	£	320.47
Jazz Club	£	-	£	860.00	73%	£	568.87	£	291.13	£	336.75	£	135.53	£	201.22	£	53.54	£	1,196.75	£	757.94	£	438.81
Film Club x 2	£	200.00	£	-	n/a	£	-	£	-	£	346.28	£	139.56	£	206.72	£	23.70	£	546.28	£	163.26	£	383.02
Stevie Nimmo	£	-	£	1,440.00	72%	£	1,000.00	£	440.00	£	966.37	£	389.12	£	577.25	£	155.11	£	2,406.37	£	1,544.23	£	862.14
Tudor Rose	£	2,900.00	£	-	n/a	£	-	£	-	£	336.90	£	134.71	£	202.19	£	-	£	3,236.90	£	134.71	£	3,102.19
Rock Choir x 3	£	300.00	£	-	n/a	£	-	£	-	£	56.24	£	22.54	£	33.70	£	-	£	356.24	£	22.54	£	333.70
Ceroc x 4	£	1,139.20	£	-	n/a	£	-	£	-	£	537.72	£	215.99	£	321.73	£	134.43	£	1,676.92	£	350.42	£	1,326.50
TOTALS FOR SEPTEMBER	£	4,784.20	£	10,736.66	£	7,311.65	£	3,425.01	£	6,199.88	£	2,522.57	£	3,677.31	£	922.69	£	21,720.74	£	10,756.91	£	10,963.83	
<b>October</b>		<b>Hall Hire Income</b>	<b>Ticket sales</b>	<b>% of capacity</b>	<b>Perf costs</b>	<b>Profit/loss</b>	<b>Ancillary sales</b>	<b>Cost of stock</b>	<b>Profit/loss</b>	<b>Casual Staffing</b>	<b>Total performance income</b>	<b>Total performance costs</b>	<b>Total performance profit</b>										
Johnny 2 Bad	£	-	£	1,205.00	42%	£	1,250.00	-£	45.00	£	821.53	£	330.20	£	491.33	£	164.59	£	2,026.53	£	1,744.79	£	281.74
Dr Feelgood	£	-	£	2,160.00	70%	£	1,900.00	£	260.00	£	1,087.78	£	436.79	£	650.99	£	96.78	£	3,247.78	£	2,433.57	£	814.21
Jazz Club	£	-	£	1,020.00	85%	£	654.40	£	365.60	£	443.77	£	179.07	£	264.70	£	56.57	£	1,463.77	£	890.04	£	573.73
Roller Disco	£	245.00	£	-	n/a	£	-	£	-	£	433.94	£	177.12	£	256.82	£	50.78	£	678.94	£	227.90	£	451.04
Comedy Club	£	-	£	1,965.83	87%	£	1,262.01	£	703.82	£	1,469.31	£	592.62	£	876.69	£	182.93	£	3,435.14	£	2,037.56	£	1,397.58
Film Club x 2	£	200.00	£	-	n/a	£	-	£	-	£	265.15	£	106.58	£	158.57	£	34.72	£	465.15	£	141.30	£	323.85
Roller Disco drop-in	£	110.00	£	-	n/a	£	-	£	-	£	70.95	£	30.25	£	40.70	£	62.75	£	180.95	£	93.00	£	87.95
Wrestleforce	£	600.00	£	-	n/a	£	-	£	-	£	317.95	£	130.42	£	187.53	£	112.46	£	917.95	£	242.88	£	675.07
Lee Nelson	£	-	£	4,300.00	100%	£	3,165.87	£	1,134.13	£	877.26	£	352.78	£	524.48	£	128.98	£	5,177.26	£	3,647.63	£	1,529.63
Jersey Guys	£	751.24	£	-	80%	£	-	£	-	£	582.02	£	235.42	£	346.60	£	145.90	£	1,333.26	£	381.32	£	951.94
Michael Portillo	£	-	£	4,131.67	100%	£	2,897.45	£	1,234.22	£	194.78	£	78.92	£	115.86	£	74.95	£	4,326.45	£	3,051.32	£	1,275.13
Tudor Rose	£	2,900.00	£	-	n/a	£	-	£	-	£	263.62	£	105.45	£	158.17	£	-	£	3,163.62	£	105.45	£	3,058.17
Rock Choir x 3	£	300.00	£	-	n/a	£	-	£	-	£	57.97	£	23.19	£	34.78	£	-	£	357.97	£	23.19	£	334.78
Ceroc x 4	£	1,139.20	£	-	n/a	£	-	£	-	£	675.24	£	270.53	£	404.71	£	126.40	£	1,814.44	£	396.93	£	1,417.51
TOTALS FOR OCTOBER	£	6,245.44	£	14,782.50	£	11,129.73	£	3,652.77	£	7,561.27	£	3,049.34	£	4,511.93	£	1,237.81	£	28,589.21	£	15,416.88	£	13,172.33	
<b>November</b>		<b>Hall Hire Income</b>	<b>Ticket sales</b>	<b>% of capacity</b>	<b>Perf costs</b>	<b>Profit/loss</b>	<b>Ancillary sales</b>	<b>Cost of stock</b>	<b>Profit/loss</b>	<b>Casual Staffing</b>	<b>Total performance income</b>	<b>Total performance costs</b>	<b>Total performance profit</b>										
T.Rextasy	£	-	£	3,926.67	100%	£	2,750.00	£	1,176.67	£	1,635.52	£	625.60	£	1,009.92	£	141.28	£	5,562.19	£	3,516.88	£	2,045.31
Genesis Connected	£	-	£	2,907.08	99%	£	1,895.23	£	1,011.85	£	1,240.31	£	497.52	£	742.79	£	183.33	£	4,147.39	£	2,576.08	£	1,571.31
Roller Disco	£	245.00	£	-	n/a	£	-	£	-	£	371.44	£	150.15	£	221.29	£	49.38	£	616.44	£	199.53	£	416.91
Film Club x 2	£	200.00	£	-	n/a	£	-	£	-	£	272.78	£	109.68	£	163.10	£	31.60	£	472.78	£	141.28	£	331.50
Jazz Club	£	-	£	980.00	82%	£	626.18	£	353.82	£	406.24	£	163.51	£	242.73	£	35.55	£	1,386.24	£	825.24	£	561.00
Comedy Club	£	-	£	2,192.50	90%	£	1,336.96	£	855.54	£	1,605.40	£	644.83	£	960.57	£	135.12	£	3,797.90	£	2,116.91	£	1,680.99
The Cuban Brothers	£	1,030.48	£	-	86%	£	-	£	-	£	3,419.20	£	1,337.22	£	2,081.98	£	226.10	£	4,449.68	£	1,563.32	£	2,886.36
Ceroc x 4	£	1,424.00	£	-	n/a	£	-	£	-	£	653.32	£	261.79	£	391.53	£	157.33	£	2,077.32	£	419.12	£	1,658.20
Rock Choir x 4	£	400.00	£	-	n/a	£	-	£	-	£	118.95	£	47.58	£	71.37	£	-	£	518.95	£	47.58	£	471.37
TOTALS FOR NOVEMBER	£	3,299.48	£	10,006.25	£	6,608.37	£	3,397.88	£	9,723.16	£	3,837.88	£	5,885.28	£	959.69	£	23,028.89	£	11,405.94	£	11,622.95	
TOTALS	£	30,850.69	£	66,955.81	£	48,939.14	£	18,016.67	£	49,193.27	£	19,856.35	£	29,336.92	£	7,066.53	£	146,999.77	£	75,862.02	£	71,137.75	

# ITEM 6

## Officer Report

### RLA Committee

Wednesday 20<sup>th</sup> December 2017

**OFFICER:** Facilities & Open Spaces Manager (FOSM)

**DATE:** 12<sup>th</sup> December 2017

**SUBJECT:** General Report.

#### 1. Facilities & Open Spaces Manager

- FOSM is working on his CILCA Qualification. It is hoped that completion will be by the 21 February 2018.

#### 2. Grounds Maintenance Contract

- GMC is now completed and has been put out to potential bidders.

#### 3. Ancells Farm CC

- Nothing to report.

#### 4. Ancells Farm Pavilion

- New guttering has been installed.
- New “No Ball Games” signs have been ordered to put on the pavilion to discourage balls being kicked against the pavilion.

#### 5. Ancells Amenities & Footpaths

- Nigel Jefferies Landscaping (NJ) requested to ensure all alleyways are cleared and regular checks are made of the areas. This is ongoing.

#### 6. Ancells Green

- The Football pitches have been maintained very well this year and so far seem to be coping well with the wet weather.

#### 7. Ancells Play Park

- Fence panels have been repaired, but this is ongoing and more will need further attention

#### 8. Basingbourne Green

- The Football pitches have been maintained very well this year and so far seem to be coping well with the wet weather.

## **9. Basingbourne Pavilion**

- There has been some damage within the pavilion such as taps being left running and waste pipes being broken off from the outside. These issues shall be rectified shortly although the causes and those responsible are not yet clear.
- The pavilion is in need of new guttering. Prices are being looked into for aluminium guttering so further damage is less likely.

## **10. Basingbourne Play Park.**

- The Friends of Basingbourne Park are currently raising funds towards new over eights play equipment.
- Further repairs and maintenance is on-going.

## **11. Basingbourne Woods**

- Wickham Woodland walk- FOBP have been working hard on improvements to the woodland by planting new bushes and performing maintenance works.
- The watercourses have been cleared by machinery to maintain the flow of surface water.
- The heathland bench has been re-secured and concrete slabs placed underneath.

## **12. Calthorpe Park General**

- There is an ongoing problem with parking along the road entrance into the park with motorists parking on the pavement.
- There has been vandalism to benches in the park. The damaged benches have now been removed and further ideas are being looked into.
- A new Defibrillator has now been installed on the side of the Fleet Cricket Club.
- The Fleet Fireworks Fiesta took place on the 4 November 2017. After observing the setting up of the entrance and the positioning of the lighting, there was no light spillage into any of the residential properties and all lighting units were placed well to prevent this.
- New No Parking signs have been ordered to be placed on the gate to the park by the tennis courts to prevent vehicles parking and preventing grounds maintenance activities.

## **13. Calthorpe Park Green**

- A potential sink hole was found near the wooded area by a manhole. No further subsidence has occurred. Will continue to monitor.
- Football Pitches appear to be in good condition considering current weather, no reports from football teams of any problems.

## **14. Calthorpe Pavilion**

- Fleet Town Colts are currently in the process of acquiring a new storage unit to replace the old one at the rear of the Pavilion. Currently their equipment is being stored inside the Pavilion and is due to be removed shortly.

## **15. Calthorpe Tennis**

- No maintenance issues to report.

## **16. Cemetery**

- NJ have been and applied moss treatment to all the path ways.
- A new leaflet holder has been installed at the gates and seems to be very popular and well used.



- No Parking signs have been ordered to be placed along the entrance track to the rear of the Cemetery. A number of large vans have been blocking the access track preventing maintenance to be carried out.

## **17. Harlington**

- Various repairs have been made to facilities around the building.
- There have been a number of anti-social behaviour incidents involving youths.
- Following a failure of two of the remaining three boilers, urgent repairs were made to restore heat to the building. Further repairs are still needed and are due to be completed shortly.
- All decorations have been put up in the building and Santa arrived in the auditorium for children to meet and receive a gift. The room was prepared and the grotto erected ready for Star Burst Charity Foundation to take control. The evening was a huge success.
- The annual water treatment has been completed.

## **18. Oakley Green**

- Football Pitches appear to be in good condition considering current weather, no reports from football teams of any problems.
- The benches have been re-sited following users relocating them.

## **19. Oakley Pavilion**

- A number of reports have been received since the start of the football season of the pavilion being left unlocked and unsecured. All users have been reminded of the Terms and Conditions of use.

## **20. Oakley Play Park**

- The repair works to the paths has been a huge success and all users of the park are benefitting greatly.
- A new piece of play equipment has been installed in the park. The equipment was donated by Friends of Oakley Park and installed by FTC.
- Minor repairs have been made to some of the surfacing where holes had appeared.

## **21. Oakley Woods**

- A number of fallen trees have been felled to ground level and made safe.

## **22. RVS**

- Nothing to report.

## **23. The Point**

- Following a report of an injury to a member of the pre-school staff, a new "lightweight door hatch" has been made and installed. The previous hatch came away from its holdings and caused injury to the staff member's foot. All users are pleased with the replacement door.
- Replacement LED lighting has been installed outside the building.
- A damaged window latch has been repaired.

## **24. Views Meadow**

- Fleet Chillii Fiesta took place on the 23 September 2017 and was very successful.

- An old bench from Calthorpe Park has been re-installed along the cycle path in the Views to allow users a “rest break” whilst walking up the hill.

## 25. Views Play Park

- Surface repair works are needed to worn areas. Works ongoing.

## 26. Additional

- South & South East in Bloom Awards took place on the 20<sup>th</sup> September with great results.
  - Basingbourne Park which was entered for the first time received two Silver-Gilt Awards for the park and the conservation area.
  - Friends of Basingbourne entered the “it’s your neighbourhood” category for the first time and received the top award of “Outstanding”.
  - Oakley Park was awarded a Silver-Gilt award for the Park and a Gold award for the Conservation area.
  - The Cemetery was awarded a Silver-Gilt for the second year.
  - A friend of Ancells Farm was award “Thriving” award under the “it’s your neighbourhood” category.
- The replacement of the Gurkha Square bench, which was destroyed by a car, has now been installed.
- Following complaints of anti-social behaviour down Stockton Avenue, the portable CCTV unit was deployed to monitor the bench usage and catch any anti-social behaviour. The unit needed to be removed at different points to recharge and was re-installed. The findings were that no anti-social behaviour was detected. Any footage considered to be suspicious will be passed to the police. The bench appeared to have intermittent usage during dry days by members of the public of all ages.
- A total of 11 trees have been felled around different areas in the last 3 months (since September RLA). Replacement trees are to be planted in Fleet in line with the Council’s policy
  - Basingbourne/Wickham – 2
  - Calthorpe Park – 4
  - Views – 1
- Following the annual Tree Survey, a total of 27 trees have been identified in need of work. After sending the surveys to three companies to quote for the work needed, two companies have come up with the best offers. The work has been divided between the various sites to offer the best value for money. A copy of the surveys and quotes are available on the portal for information.
- A number of reports from NJ, various Friends of the park groups and members of the public have been received regarding hirers/users within the parks during and after weekends. So far there have been reports of;
  - Pavilions being left unlocked,
  - Metal stakes being left in the grounds which can cause serious damage to machinery and to individuals if driven over during grounds maintenance,
  - Taps being left running,
  - Goal posts being left unlocked at various sites,
  - Equipment not being put back correctly or securely,
  - Secure chains being lost,
  - Goal posts being mistreated.

All relevant hirers of the parks during these times and users of the pavilions have been firmly reminded of the Terms and Conditions of hiring FTC sites.

- New CCTV cameras have now been installed in Oakley Park and Basingbourne. The Clerk and FOSM are arranging to visit Rushmoor BC CCTV Control for a demonstration of the new cameras.

## **RECOMMENDATION**

- That the contents of the report be noted.

## ITEM 8

Dear Janet

I am contacting you as Chairman of the above club wondering if you can help us. I have been in touch with Hart Council already and Liz Glenn suggested I contact the local Town and Parish Councils as well.

This is a brief history and outline of the club -

The Crondall Petanque Club was formed in 1989 and had a Terrain at the Hampshire Arms in Crondall. In 1997 we moved to our present site at the Bowenhurst Golf Club on a 21 year lease which expires next April and we are, confidentially, not sure whether or not it will be renewed, so we are looking for possible alternative sites.

The Club has 67 members with 1 cadet and we have three club sessions a week throughout the year, (the Terrain is floodlit).

We play in 'The North Downs League' against other clubs, there are 12 teams in the league and we play home and away matches.

The Terrain is hired out to three local U3A Petanque Groups – Fleet, Farnborough and Hartley Wintney. These have a membership of approximately 70 members.

The Terrain is also hired out to other local clubs and organisations for social sessions i.e. Rotary, Lions, Scouts etc. Altogether over 1100 members of the public have used the Terrain so far this year.

The sport can be played by all ages, abilities and the terrain will have wheel chair access.

The area that the club would need to build a new terrain on would be about 18m to 20m x 45m to 50m, plus an area for a club house about 5m x 3m. We would obviously need toilet facilities near by with water and an electricity supply to connect to. A site that is visible to the general public would be beneficial to attract new members and promote the sport. The ideal site within your area would be on Ancells Farm next to the Faulkners Arms.

We would be happy to meet with you and also to invite you to visit our terrain sometime. If you would like more information on the club please look on our website –

[www.crandallpetanque.org.uk](http://www.crandallpetanque.org.uk) or for national information and how to build a terrain go to [www.englishpetanque.org.uk](http://www.englishpetanque.org.uk)

Please do not hesitate to contact me for more information or to arrange a meeting or visit.

Kind regards

Derek Barden  
Chairman Crondall Petanque Club.

## ITEM9

**From:** [REDACTED]  
**Sent:** 05 December 2017  
**To:** Janet Stanton  
**Subject:** The Views Skatepark

Hi Janet.

Thanks for your reply. If I could add a couple more points to raise at the meeting.

I fully appreciate that noise travels more at night but hopefully by switching the lights off at a sensible hour, this would alleviate the noise issue.

Regarding the light issue, hopefully any lighting can be directed at the skatepark and shielded from the surrounding residential properties.

I understand the financial implications of additional lighting but surely it is better that a recreational facility is able to be used more at this time of year and I would argue that there are plenty of other sports facilities that get floodlit during winter months. Also, I would be happy to explore local sponsorship to help with finance.

If you could pass on these comments to the committee then I would really appreciate your support for this great local facility.

Regards

Mr Farrant

**From:** Janet Stanton  
**Sent:** 05 December 2017  
**To:** [REDACTED]  
**Subject:** The Views Skatepark

Dear Mr Farrant,

Thank you for your email with regard to flood lighting the skate park. This has been brought up in the past but as you rightly say, noise could be an issue, particularly as it travels further at night and light could also be a problem for the neighbouring properties. Funds would need to be made available for any project of this type.

However, I will bring your email to the attention of the Recreation, Leisure and Amenities Committee at its next public meeting on 20 December at 7pm in The Harlington for consideration.

We do thank you and appreciate your interest in the skate park which is an extremely well used facility by the local youth.

Kind regards

Janet

**From:** [REDACTED]  
**Sent:** 04 December 2017

**To:** Janet Stanton

**Subject:** The Views Skatepark

Hi

I have an enquiry regarding The Views Skatepark in Fleet. I would like to put forward a request to light the Skatepark when the dark evenings come in. The reason for requesting this is because, as the evenings draw in, the skatepark becomes unusable for the many riders in Fleet denying them of their athletic outlet during weekdays.

If the skatepark could be floodlit until, say, 8pm it would provide the community with a great wintertime youth activity area.

I am aware of the residential issue of noise but if it only stayed lit until 8pm then this would be no different to summertime.

Could you please put me in contact with the relevant department so that I may continue this important community request.

Thanks in advance.

Mr Farrant

# OFFICER REPORT

## ITEM 10

### Recreation, Leisure and Amenities Committee Wednesday 20 December 2017

**OFFICER:** Janet Stanton  
**DATE:** 11 December 2017  
**SUBJECT:** Basingbourne Play Park

#### BACKGROUND

Basingbourne Park is set in a residential area largely surrounded by housing. Currently the park has an under 8 play area and kick wall which were installed in 1980. Additionally, in 2013, a refurbished older children's/teen wooden climbing frame was installed which is now falling into disrepair. There has never been any over 8 play equipment. Over the last few years, the Friends of Basingbourne Park have had a schedule of repainting the current play equipment as part of their Action Day activity to improve the life span and appearance of all the equipment.

A requirement for new play equipment was identified in both the Fleet Capital Expenditure programme and the Basingbourne Development Plan particularly improved play provision for the over-eights.

#### PRESENT

The Friends of Basingbourne Park are currently raising funds towards new over eights play equipment. To date, the group has already raised £5,000 and is currently applying for grants from The Lottery, Farnborough Aircraft Establishment, the Co-op and Church Crookham Parish Council.

The FoBP have identified and received quotations for 5 pieces of play equipment for the over eight's playground and the cost of this is £45,000.

#### FINANCE

It has been proposed that this projected is funded as follows

- funds raised by FoBP,
- grant/match funding
- S106 funding

**S106 Funding** - At the RLA Meeting in June 2017, it was

#### RESOLVED

*To immediately proceed with the following priority projects within the cost guidelines shown:*

<i>Calthorpe Park Play Area</i>	<i>£160,000</i>
<i>The Garden of Remembrance</i>	<i>£100,000</i>
<i>Sensory Garden</i>	<i>£40,000</i>
<i>Basingbourne Older Children's Play Equipment</i>	<i>£20,000-£30,000</i>

Members are now asked to consider and approve funding being made available from the FTC S106 developer contributions for a **maximum** of £40,000 towards this play equipment. This is a long overdue project and it is hoped that, if additional funds are made available from third parties, the amount of funds required from S106 funding will be reduced.

If Members agree, a request will be made to HDC to release the funds and work could start on the project approximately 8 weeks after the placing the order.

#### Recommendation

- To approve the funding of the Over-Eights play equipment in Basingbourne park
- To approve requesting S106 funding of £40,000 from HDC
- To acknowledge the work of FoBP in pursuance of enhancing this play area for the over eights.

# OFFICER REPORT

## ITEM 11

### Recreation, Leisure and Amenities Committee Wednesday 20 December 2017

**OFFICER:** Janet Stanton  
**DATE:** 11 December 2017  
**SUBJECT:** Grounds Maintenance Contract

Members are aware that the Grounds Maintenance contract is due to be re-let from 1<sup>st</sup> April 2018.

A great deal of detailed work has taken place by the FOSM and Cllr Schofield to ensure that the new contract meets the needs of the Council in future years. The Council has been advised that the content of the tender was of a very high standard and been very well received.

With the help of the Procurement Department of Rushmoor Borough Council, the process of undertaking a OJEU contract has been relatively painless due to their management and guidance of the process by their officers. Working with Rushmoor Borough Council's Procurement Department has been a great additional resource for FTC.

To date, 10 companies have shown in interest in tendering for the contract, from the national organisations to the smaller local companies. Most attended a Bidders Day on December 4<sup>th</sup> 2017 where they received a presentation on Fleet and its Grounds Maintenance requirements within Fleet as well as the contractual details. Surprisingly, there were no questions by any of the attendees.

The Timescales are as follows:

Closing date for tenders	10 January 2018 - 12 Noon
Evaluation & Scoring	11 - 31 January 2018
Final commitments ,clarifications, due diligence and approvals	1 – 9 February 2018
Awarding of contract	w/e 16 February 2018
Mobilisation	19 February 2018
Contract start	1 April 2018



# OFFICER REPORT

ITEM 12

## RLA COMMITTEE

Wednesday 20 December 2017

**OFFICER:** Janet Stanton  
**DATE:** 12 December 2017

### 1. The Boilers in the Harlington

During the last few weeks, two of the boilers within the Harlington failed as well as the dedicated pump for the Library. HDC has now been involved and arranged for the two boilers to be made operational and a pump is being installed on Friday 15 December. However, members should note that although the boilers are currently working they are very fragile and parts are now not available.

### 2. Calthorpe Park Play Area

The Clerk and FOSM have just met up with Rushmoor Borough Council's Parks/Playground Manager and Procurement Officer to discuss the best way forward to progress the Calthorpe Park Play Area as this will need to be tendered under the OJEU procurement procedure.

It was felt that the contract should be split into zones and design brief prepared for each zone. As it is good practice for the design brief to reflect the views of the users and local residents and the most recent survey of playground equipment was carried out a few years ago, it may be beneficial to conduct a further survey of the local schools and residents to get more up to date information. The Clerk and the FOSM are currently working on this project.

### 3. Fleet Town Football Club Lights

The testing and inspection of the FTFC lights shows that, for football matches, the brightness of the lights is correct but the has now taken place and a quote is being sent to the club to improve the light spread but there is a problem with uniformity across the pitch. This is in addition to the light spillage into neighbouring properties. A quote has been requested by the FTFC. It has been stressed to the football club that light spillage into neighbouring properties must be addressed.

### 4. Friends of Group Reception

It was felt that the Friends of Group Get Together should be organised early in the New Year and the suggested date for this is during w/c 22 January 2018. Once a date has been finalised, invitations will be sent out.