



FLEET TOWN COUNCIL

MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING

Wednesday 19th March 2025 at 7pm

* Councillor Einchcomb (Chairman)

* Councillor Woods (Vice Chairman)

* Councillor Chenery

Councillor Fang

* Councillor Holt

L Councillor May

0 Councillor Oliver

* Councillor Schofield

* Councillor Stanton

* Councillor Taylor

0 Councillor Tilley

Councillor Wildsmith

Councillor Willcocks

* Present # Absent & No Apology Received 0 Apology for Absence L Late

Also in attendance:

Rita Tong – Executive Officer

Facilities and Open Spaces Manager

General Manager of The Harlington

Cemetery Clerk

Friends of Basingbourne Park representative

Friends of Oakley Park representative

Caleb's Coffee representative

RLA MARCH 2025 ITEM 1

APOLOGIES

Members received and accepted the apologies as noted above.

RLA MARCH 2025 ITEM 2

DECLARATIONS OF INTEREST

There were no declarations of interest.

RLA MARCH 2025 ITEM 3

QUESTIONS FROM THE PUBLIC

The Friends of Basingbourne Park representative enquired about the timeframe for the repair of the climbing frame.

The Facilities and Open Spaces Manager confirmed that the necessary parts have been ordered; however, a timeframe for the repair cannot be provided until the parts are received.

The Friends of Basingbourne Park representative asked when the path would be resurfaced.

The Facilities and Open Spaces Manager stated that quotes for the works have not yet been obtained, so a timeframe for the resurfacing could not be provided at this stage.

RLA MARCH 2025 ITEM 4**MINUTES OF PREVIOUS MEETING**

Members received and approved as a correct record the minutes of the Recreation, Leisure and Amenities Committee meeting held on 18th September 2024.

RLA MARCH 2025 ITEM 5**THE CEMETERY CLERK'S REPORT**

Members received an update from the Cemetery Clerk. In addition to the written report, the Cemetery Clerk advised that several pathways had been damaged and required repair. It was also reported that a pallet of metal wiring delivered to the cemetery had been stolen.

The Cemetery Clerk further estimated that approximately 30 plots remain available at the cemetery.

RESOLVED

- a) Members noted the report and requested that the Cemetery Clerk take action to remove the moles causing damage to the cemetery.
- b) Members resolved to stop accepting applications for pre-purchased graves, except where pre-purchased plots could be allocated from the anticipated extension area.

RLA MARCH 2025 ITEM 6**THE HARLINGTON AND ANCELLS FARM COMMUNITY CENTRE REPORT**

Members received the report from The General Manager of the Harlington and Ancells Farm Community Centre.

RESOLVED

Members resolved to note the report which included updated performance figures provided at the meeting.

The General Manager of The Harlington left the meeting at 8.09pm.

RLA MARCH 2025 ITEM 7**CEMETERY EXTENSION**

To receive a report from the Executive Officer on a proposal to extend Fleet Cemetery

RESOLVED

- a) That the Committee notes the need for a cemetery extension and supports the principle of further development.
- b) That officers are authorised to commission relevant professionals to develop a layout plan and cost estimates.
- c) That a further report be brought to the Committee once additional details, including funding, costs, and design proposals, are available.

The Cemetery Clerk left the meeting at 8.24pm.

RLA MARCH 2025 ITEM 8**MEMORIAL BENCH REQUEST**

Members received and considered an application to install a bench at Calthorpe Park.

RESOLVED

Members approved the request to install a bench at Calthorpe Park but did not approve the proposed inscription as it was not in accordance with the Council's policy.

RLA MARCH 2025 ITEM 9**CALEBS CAFÉ**

Members noted actions taken to date to alleviate the flooding issues of Calthorpe Park Pavilion aka, Calebs Coffee Shop aka, Bean at the Park. They then discussed further possible solutions before agreeing to install a single hollow concrete block wall.

Members noted that Calebs Café provided a valuable community amenity that they would not like to see lost to Fleet residents.

Cllr Holt expressed the view that the budget for Recreation, Leisure and Amenities was inadequate as demonstrated by the number of items raised in this agenda that could not be accommodated within the budget set for maintenance for 2025/26.

RESOLVED

- a) To install a single hollow concrete block wall at a cost of £850+VAT to alleviate flooding at Calebs Café. Costs to come out of the Calthorpe Park maintenance budget.
- b) To set the rent for Calebs Café at £4,000 from 1 April 2025.

The Caleb's Coffee representative left the meeting at 7.42pm.

RLA MARCH 2025 ITEM 10**INSTALLATION OF SUSPENDED CEILING IN BASINGBOURNE PAVILION**

Members noted that the ceiling in the male toilets at Basingbourne Pavilion requires repair due to water damage and general deterioration.

Members discussed the options of plastering the ceiling or installing a suspended ceiling using a grid system with ceiling tiles.

Members also noted that the estimated cost of repairs exceeds the allocated maintenance budget for 2025/26.

RESOLVED

Members agreed that if an insurance claim would cover the majority of the cost, the works could proceed. If an insurance claim cannot be made, the matter will be brought back to this Committee for further discussion.

RLA MARCH 2025 ITEM 11**INSTALLATION OF EXTERNAL CCTV AT BASINGBOURNE PAVILION**

Members noted that to enhance security and deter criminal and antisocial behaviour, it was proposed to install external CCTV cameras covering the pavilion, play parks, car park, and youth shelter. These areas have been subject to vandalism, fly-tipping, drug-related activity, fires, and harassment of park users.

The installation of CCTV would enable Fleet Town Council to support enforcement actions against illegal dumping and address antisocial behaviour in collaboration with local authorities and schools. The cameras would be positioned similarly to existing deployments at Calthorpe Park, ensuring they do not intrude on residential properties. Footage will be stored locally on a DVR system.

RESOLVED

Members approved the installation of up to three external CCTV cameras at Basingbourne Pavilion at an approximate cost of £300, to be funded from Building Maintenance 320-4170

RLA MARCH 2025 ITEM 12**SENSORY HERB GARDEN AT BASINGBOURNE PARK**

Members noted that the Spaces for Nature group sought approval to install a sensory herb garden at Basingbourne Park. The proposed design consists of a small checkerboard-style herb garden with alternating planting spaces and paving slabs, allowing children to walk among the herbs. Materials and plants would be sourced through community donations, the Cycle of the Seed initiative, and/or Fleet Town Council's climate change funding.

Whilst Members agreed in principle to the installation of a sensory herb garden, they requested additional information regarding responsibility for ongoing maintenance and the proposed location of the garden.

RESOLVED

- a) Members requested that the Spaces for Nature group liaise with the Friends of Basingbourne Park to determine the best location for the sensory garden and clarify who would be responsible for ongoing maintenance.
- b) Members delegated the final decision to the Chair of the Recreation, Leisure & Amenities Committee and the Executive Officer.

RLA MARCH 2025 ITEM 13**REPLACEMENT OF CARPET TILES AT ANCELLS FARM COMMUNITY CENTRE**

Members noted that the existing carpet tiles at Ancells Farm Community Centre are worn and in need of replacement, posing a health and safety risk.

Members requested further quotes, including options to replace the existing carpet tiles with industrial carpet or linoleum vinyl.

RESOLVED

Members approved the replacement of the worn carpet tiles at a cost of no more than £2,500, to be funded from the Building Maintenance budget.

RLA MARCH 2025 ITEM 14**GROUNDS MAINTENANCE CONTRACT**

Members received an update from the FOSM on the Grounds Maintenance tender and noted the following key dates:

- 7 April – Bidders Day
- 8 & 9 April – Tour of sites
- 16 May – tenders due

RESOLVED

Members noted the update from the FOSM.

RLA MARCH 2025 ITEM 15**ANNOUNCEMENTS**

The following announcement was made:

- The new booking system, Hallmaster, will go live on 25 March. We have taken our first booking through the system which helped identify glitches which have now been resolved.

RLA MARCH 2025 ITEM 16**ANCELLS FARM STORAGE AND EQUIPMENT**

At the request of Cllr Woods, £260 was spent on tools and equipment to enable the 6th Fleet Scout Group to carry out minor garden maintenance at Ancells Farm Park. The cost was covered using unspent Friends Of funds

RLA MARCH 2025 ITEM 17**FLEET PHOENIX SUMMER PROJECT**

An Event Application form from Fleet Phoenix for the use of The Views for their summer project to be held on Thursday evenings between 24 July 2025 and 28 August 2025.

RLA MARCH 2025 ITEM 18**FUTURE EVENTS**

Members noted future events taking place on Council property, as detailed on the table below.

Easter Egg Hunt	12 th April 2025	Basingbourne Park
Easter Egg Hunt	19 th April 2025	Oakley Park
VE Day	8 th May 2025	War Memorial, Gurkha Square
Farnham Brass Band	29 th June 2025	Oakley Park
Fleet Carnival	5 th July 2025	Calthorpe Park & High Street
Summer Fair	19 th July 2025	Oakley Park
Lions Beerfest	2 nd August 2025	The Harlington
Music on The Views	30 th August 2025	The Views

Members noted the absence of Circus and requested that the FOSM follow up on whether an event application had been received.

RLA MARCH 2025 ITEM 19**DATE AND TIME OF NEXT MEETING**

The next meeting of the Recreation, Leisure and Amenities Committee will be held on Wednesday 18th June 2025, 7pm at The Harlington.

The meeting closed at 9:19pm.

Signed: **Date**.....

Chairman