



Notice is hereby given of

THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING

on

Wednesday 19th March 2025 at 7pm at The Harlington

All Committee members are summoned to attend.

To Councillors:

G. Chenery, P. Einchcomb, R. Fang, L. Holt, E. May, A. Oliver, R. Schofield, J. Stanton, D. Taylor, S. Tilley, P. Wildsmith, B. Willcocks and G. Woods.

Rita Tong, Executive Officer
12th March 2025

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 interest 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 THE PREVIOUS MEETING To receive and approve as a correct record the minutes of the RLA Committee held on Wednesday 11 th December 2024 (<i>copy attached</i>).
Part 1 – ITEMS FOR DECISION	
5.	THE CEMETERY CLERK'S REPORT To receive a verbal update from the Cemetery Clerk. RECOMMENDATION To note the report.
6.	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 General Manager (<i>copy attached</i>).

RECOMMENDATION

To note the report of the General Manager.

7. CEMETERY EXTENSION

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

RECOMMENDATION

To note the report and agree next steps.

8. MEMORIAL BENCH REQUESTS

To receive and consider an application to install a bench at Calthorpe Park.

RECOMMENDATION

To determine whether to approve the request to install a bench at Calthorpe Park.

9. CALEBS CAFÉ

Officers have considered various options to alleviate the flooding issues of Calthorpe Park Pavilion aka, Calebs Coffee Shop aka, Bean at the Park.

- 1) Install a single hollow concrete block wall along the front and RHS patio area and backfill with cement (225 high and 200mm wide) - £850+VAT. After which a low-level decorative planting option can be explored.
- 2) Install a double hollow concrete block wall along the front and RHS patio area and backfill with cement (450 high and 200mm wide) – The cost of this would be at least double option 1 and would also require excavation to ensure stability.
- 3) Install an ACO channel drain at the entrance of the shutters. – For this option, a survey would need to be carried out to ensure it is viable. The initial surveying costs would be approx. £1,150. Further funds would need to be found to install an ACO Drain.

Should Members decide to proceed with any of the above options, the works would be funded out of Building Maintenance budget 310 – 4170 which is set at £2,000 for 2025/26.

Calebs Café have also requested that the Council review its annual rent.

Location	Unit Size	Rateable Value £	Rent £	Rent as a % of Rates
Winchfield Station	11.3 sq m	3,900	2,000	51.3
Hook Station	12.5 sq m	9,700	4,000	41.2
Milford Station	26.8 sq m	5,600	3,000	53.6
Calebs Café	26.8 sq m	4,150	5,000	120.5

We do not have any footfall data to know how Calebs Café compares to units based in train stations. Members should note that Calebs Café rent is currently set at the same value as Fleet Town Football Club who occupy a far greater area.

RECOMMENDATION

- a) To determine what, if any actions should be taken to alleviate flooding at Calebs Café.
- b) To determine whether the current rent set for Calebs Café should be amended.

10. INSTALLATION OF SUSPENDED CEILING IN BASINGBOURNE PAVILION

The ceiling in the male toilets at Basingbourne Pavilion is in need of repair due to water damage and general deterioration. Quotes have been obtained for the installation of a suspended ceiling using a grid system with ceiling tiles at a cost of £2,918.69.

The benefit of this system is that, in the event of future leaks, repairs would be significantly more cost-effective, with individual ceiling tiles costing approximately £5 to replace.

Should Members decide to proceed, the works would be funded out of Building Maintenance budget 320 – 4170 which is set at £1,500 for 2025/26

RECOMMENDATION

To approve the installation of a suspended ceiling using a grid system and ceiling tiles in the male toilets at Basingbourne Pavilion.

11. INSTALLATION OF EXTERNAL CCTV AT BASINGBOURNE PAVILION

To enhance security and deter criminal and antisocial behaviour, it is 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.

Approximate cost to install additional CCTV cameras - £300, to be funded from Building Maintenance 320-4170

RECOMMENDATION

To approve the installation of up to three external CCTV cameras at Basingbourne Pavilion.

12. SENSORY HERB GARDEN AT BASINGBOURNE PARK

The Spaces for Nature group seek approval to implement a sensory herb garden at Basingbourne Park.

The proposed design is a small checkerboard-style herb garden with alternating planting spaces and paving slabs, allowing children to walk among the herbs. Materials and plants will be sourced through community donations, the Cycle of the Seed initiative, and/or Fleet Town Council's climate change funding.



RECOMMENDATION

To consider approving the installation of a sensory herb garden at Basingbourne Park.

13. REPLACEMENT OF CARPET TILES AT ANCELLS FARM COMMUNITY CENTRE

The existing carpet tiles at Ancells Farm Community Centre are worn and in need of replacement. Quotes have been obtained, with the cost of installation totalling £2,480.

Should Members decide to proceed, the works would be funded out of Building Maintenance budget 205 – 4170 which is set at £3,500 for 2025/26

RECOMMENDATION

To approve the installation of new carpet tiles at Ancells Farm CC.

14. GROUNDS MAINTENANCE CONTRACT

To receive an update from the FOSM on the Grounds Maintenance tender.

RECOMMENDATION

To note the update from the FOSM.

Part 2 – ITEMS TO NOTE**15. ANNOUNCEMENTS**

To receive any announcements from the Executive Officer.

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.

17. FLEET PHOENIX SUMMER PROJECT

To note 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.

18. FUTURE EVENTS

To note future events taking place on Council property, as detailed below.

Easter Egg Hunt	12 th April 2025	Basingbourne Park
Easter Egg Hunt	19 th April 2025	Oakley Park
Fleet Carnival	5 th July 2025	Calthorpe Park & High Street
Lions Beerfest	2 nd August 2025	The Harlington
Music on The Views	30 th August 2025	The Views

19. DATE AND TIME OF NEXT MEETING

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

Part 3 – CONFIDENTIAL ITEMS

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 Town Council, the Public and Press will be excluded from the Meeting

The following types of business will be treated as confidential:

- a. Engagement, terms of service, conduct and dismissal of employees
- b. Terms of tenders, and proposals and counter-proposals in negotiations for contracts
- c. Receipt of professional legal advice and preparation of cases in legal proceedings
- d. The early stages of any dispute
- e. Matters of a commercial nature.

There are no confidential matters for consideration.



FLEET TOWN COUNCIL

MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING

Wednesday 11th December 2024 at 7pm

* Councillor Einchcomb (Chairman)

* Councillor Woods (Vice Chairman)

* Councillor Chenery

0 Councillor Fang

* Councillor Holt

* Councillor May

* 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

Friends of Basingbourne Park representative

Friends of Oakley Park representative

RLA DECEMBER 2024 ITEM 1

APOLOGIES

Members received and accepted the apologies as noted above.

RLA DECEMBER 2024 ITEM 2

DECLARATIONS OF INTEREST

Councillor Taylor declared an other registerable interest in Agenda Item 9 on the grounds that he is a director of the Fleet Market CiC.

RLA DECEMBER 2024 ITEM 3

QUESTIONS FROM THE PUBLIC

Friends of Oakley Park representative informed Members of a number of incidences of erosion along the stream bank at Oakley Park. Of particular concern was the concrete footing of the footbridge which appears to have dropped.

The Facilities and Open Spaces Manager and Chairmen of the Council to investigate the matter.

RLA DECEMBER 2024 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 DECEMBER 2024 ITEM 5**THE CEMETERY CLERK'S REPORT**

Members received an update from the Cemetery Clerk.

Members noted the current availability of plots and observed that, based on existing sales trends, all plots would be sold within five years. Cllr Schofield informed Members that land had been identified within the Cemetery that could accommodate additional plots, and a proposal for this extension would be presented to the Committee at a future meeting.

RESOLVED

Members noted the report from the Cemetery Clerk and the update regarding the possibility of a Cemetery extension.

**RLA DECEMBER 2024 ITEM 6
CENTRE REPORT****THE HARLINGTON AND ANCELLS FARM COMMUNITY**

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

Members acknowledged that the 2025/26 budget for The Harlington could present challenges and requested a report from the General Manager outlining strategies for achieving the budget.

Members also noted that Cllr Schofield and the Executive Officer had started consultations with a specialist recommended by the Design Architects for The Harlington project, who has expertise in developing business plans within the entertainment industry.

RESOLVED

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

**RLA DECEMBER 2024 ITEM 7
PAPER****BURIAL AND CREMATION CONSULTATION**

The Law Commission published a consultation paper on burial and cremation which was informed by discussions with stakeholders in a number of forums. It contained provisional proposals in a number of areas:

- The regulation of different types of burial grounds, including standards of maintenance, burial specifications, burial rights and record keeping
- The reuse and reclamation of old graves
- Closure and reopening of burial grounds
- Exhumation and building on disused burial grounds
- Cremation law

The Executive Officer and Cemeteries Manager drafted responses to the questions raised in the consultation that applied to Fleet Town Council.

RESOLVED

Members resolved that the Council would participate in the Law Commission consultation on proposed changes to burial and cremation law. They approved the Officer's recommended responses and authorised the Executive Officer to submit these responses on behalf of the Council.

RLA DECEMBER 2024 ITEM 8**FEES AND CHARGES**

Members received and reviewed the report on proposed Fees & Charges for 2025/26.

RESOLVED

Members agreed the schedule of Fees and Charges for 2025/26.

RLA DECEMBER 2024 ITEM 9**HARLINGTON OUTSIDE LOCK UP STORE**

In April 2024, the previous Executive Officer granted permission for the Market to use the lock-up (formerly known as the "Market Traders Store") to store items such as marquees, tables, and chairs. At the time, this was considered a temporary measure, as it was understood that the Market would cease trading.

However, the Market has since developed a sustainable operating model and continues to require storage space.

The lock-up is also used by the Council to store outdoor equipment and items from the parks, including those awaiting repair or installation. During December, the space is heavily utilised to house stage equipment for the Pantomime.

Members are aware that storage remains a significant challenge for the Council, both internally and within this outdoor lock-up. Accommodating a third party's equipment has further strained this limited resource, leading to instances where Council-owned items have been displaced. In some cases, these items have had to be stored off-site, including in domestic residences, due to insufficient space.

RESOLVED

Members reaffirmed their support for the Market by approving the continued provision of storage space in the outside lock-up store.

Members also noted that storage requirements would be addressed as part of the Harlington refurbishment project and requested that Officers investigate temporary storage solutions as an interim measure.

RLA DECEMBER 2024 ITEM 10**SEMI-PROFESSIONAL GRAFFITI**

A resident contacted the Council suggesting that Fleet could enhance the appearance of drab or neglected areas through street art, following examples set by other towns and cities in the UK and abroad. The proposal included engaging local young artists, potentially through organisations such as Fleet Phoenix or school art departments, to create original street art in locations like underpasses or dull building facades in the town centre.

Members noted that the areas identified by the resident were not under the ownership of Fleet Town Council, and therefore the Council was unable to grant permission for such projects. Members also observed that previous efforts by Fleet Business Improvement District to install vinyls in empty shop windows had not been supported, suggesting limited likelihood of support for this initiative.

RESOLVED

Members concluded that they were unable to support this initiative due to the reasons noted above.

RLA DECEMBER 2024 ITEM 11

ANNOUNCEMENTS

Cllr Stanton reported that the Christmas Festival was a significant success, with attendance at least matching previous years. The new Kids Zone in The Harlington performed well for its first year, providing good visibility for the venue. While there were minor incidents, including egg-throwing and shoplifting, the event ran smoothly overall.

It was noted that the leases for Fleet Town Football Club and the Gurkha Square Car Park Market were both in the process of being signed.

Thames Water attended the site at Ancells Farm on 10 December 2024 to investigate the sinkhole. A camera was inserted into the pipe, but visibility was hindered by water. Thames Water advised that they would return with tankers to pump out the water and capture imaging once the pipes were clear.

RLA DECEMBER 2024 ITEM 12 HAMPSHIRE FOREST PARTNERSHIP- COMMUNITY ORCHARD GRANT

Members noted the dates set for tree planting between 24 - 28 February 2025.

Members requested that this information be circulated to all Councilor’s, the Friends of groups and Scouts groups in additional to the current social media promotion.

RLA DECEMBER 2024 ITEM 13

PLAY PARK REPAIRS

Members noted that following the recent ROSPA inspection, quotes had been obtained for the necessary remedial works identified in their reports. The total cost of the works was estimated at £19,600. As of the end of November, the Play Equipment Maintenance budget had an unspent balance of £25,500. Therefore, it is anticipated that these works, including addressing low-risk items, would be accommodated within the Play Equipment Maintenance budget.

RLA DECEMBER 2024 ITEM 14

TREE SURVEY WORK

Members noted that the annual tree survey had been completed, and quotes for the required works had been received. The survey categorised works into priority levels based on urgency with the total cost of all works estimated at £19,923.00. The annual tree maintenance budget for 2024/25 is £26,550, of which £16,634 had already been spent. This leaves £9,916 available, sufficient to complete the Priority 2 works. Priorities 3, 4, and 5 will be deferred to the 2025/26 financial year, which aligns with their required timeframes

RLA DECEMBER 2024 ITEM 15

CALEBS COFFEE BUILDING FRONTAGE SOAK AWAY AND DRAIN WORKS

Members noted that Thames Water had refused permission to connect an overflow pipe to the main sewer and that the FOSM is looking at other options to alleviate the flooding issue.

RLA DECEMBER 2024 ITEM 16

FUTURE EVENTS

Members noted the following future events:

Carols in the Park	13 th December 2024	Basingbourne Park
Fleet Half Marathon	16 th March 2025	Calthorpe Park

RLA DECEMBER 2024 ITEM 17

DATE AND TIME OF NEXT MEETING

The next meeting of the Recreation, Leisure and Amenities Committee will be held on Wednesday 19th March 2025, 7pm at The Harlington.

CONFIDENTIAL ITEMS – CLOSED SESSION

The Chairman stated that the following items for discussion relate to the engagement and terms of service in relation to employees and terms of tenders, and proposals and counterproposals in negotiations for contracts.

RLA DECEMBER 2024 ITEM 18

GROUNDS MAINTENANCE CONTRACT

Members received an update from Cllr Einchcomb on progress made on the Grounds Maintenance contract for retendering purposes.

RESOLVED

Members delegated the writing of the Grounds Maintenance contract to the Parks & Spaces Working Group and authorised the FOSM to proceed to tender once the document has been finalised.

The meeting closed at 8:48pm.

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

Chairman

Officer Report
RLA March 2025

OFFICER: Sian Taylor
DATE: 10th March 2025
SUBJECT: Cemetery Report

Burial plots

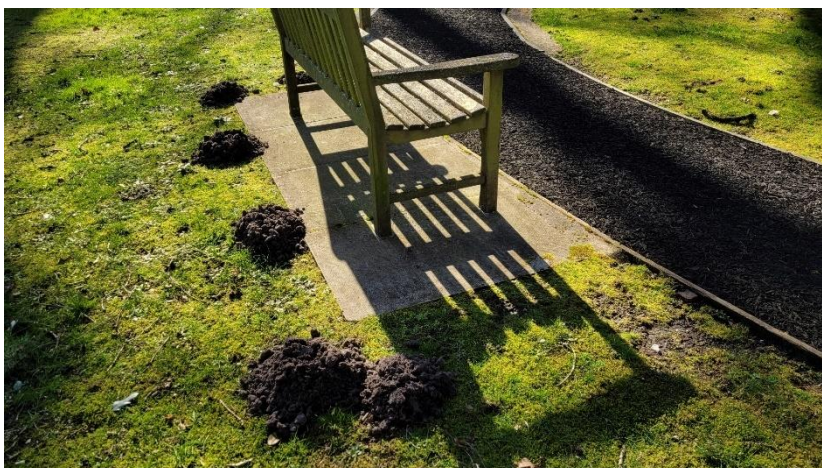
We now have just 2 more rows available for burial plots. It is difficult to anticipate how long these will last as residents are aware we don't have much space left and are reserving plots.

Badger updates

The badgers are now active and are now causing damage to the grass surrounding the plant memorials. No damage to graves yet.



There is also evidence of moles in the garden of remembrance



Central Shelter

There is now a book inside the central shelter with plot lists where people can search for graves. This has replaced the lists on noticeboards which was nearing capacity, time consuming and costly to update. The book can be updated now just for the cost of in-house printing. The notice boards will now contain other useful information, including information on the war graves.

Gate and potholes

The entrance gate and part of the fencing still needs replacing. I am now getting many questions as to when this will be done.



Deliveries

I understand that there is no longer anywhere to receive large deliveries as before. Having deliveries to the cemetery is not ideal. This, along with the lack of gate and fencing, plus the bins were inaccessible for emptying, makes the cemetery look unkempt and uncared for. Please can a different location be made available again.



DATE: RLA meeting 19th March 2025

OFFICER: Alex Robins – General Manager

REPORT COVERING: December 2024 - February 2025

1. General overview

- This quarter has seen a record number of tickets sold at The Harlington. Of the 19 sold out shows so far, this financial year, 11 have come in the current quarter! This is already more than ever before, with yet more to come in the final month of the year. The average capacity of during the period has been 89%, which is hugely encouraging. Plus, with more large capacity “standing” events throughout the year, achieving this level of occupancy is made even more difficult.
This has brought high bar sales, which are looking to be very close to target, even with the loss of a couple of shows through the year. Hall hire will also be fairly close to budget, which wasn’t expected due to the loss of a couple of regular hirers (for their own personal reasons). Additional one-off bookings have helped to plug the gap to a degree.

RECOMMENDATION: FOR NOTING

2. Hall hire

- Much of December saw the venue hired out for the annual pantomime, with regular hires returning after the Christmas break. As things stand, hall hire income is looking to finish somewhere close to budget and the officer is working with a local hotel to explore possibilities of providing room hire within The Harlington for meetings and events they’re not able to accommodate for their clients.

3. Ticket Sales

- Financial successes (over £1,000) Dec/Jan/Feb (based on net ticket sales v performance costs)

Jazz Club (3 shows) - £3,700 contribution
Adult Panto - £3,200 contribution
Comedy Club (3 shows) - £3,100 contribution
AC/DC UK - £3,000 contribution
Hayseed Dixie - £2,800 contribution
Mainly Madness - £2,700 contribution
ELO Encounter - £1,600 contribution
T Rextasy - £1,400 contribution
Cheesy Bingo - £1,100 contribution

Financial losses Dec/Jan/Feb (based on net ticket sales v performance costs)

None

4. Bars

- With a strong last quarter, bar sales are expected to hit target at year end. The winter period has produced some high-income figures through capacity audiences, and strong bar spend. For the December to February period represented in this report, the venue is over £7k up on the officer's bar income target over the same period.

5. Ancillary sales (Confectionery, Ices, Snacks, Merchandise)

- All ancillary sales have exceeded target, with particularly good results across December.

6. Ancells Farm Community Centre

- Hall hire income is expected to exceed budget. Expenditure is going to slightly exceed budget, due to overspends on car park, building maintenance and health & safety. These are spends which are largely out of the officer's control and cannot be avoided.

RECOMMENDATION: FOR NOTING

April	Hall Hire Income	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution
Neil Diamond	£ -	£ 3,115.00	78%	£ 2,150.00	£ 965.00	£ 1,122.40	£ 452.15	£ 670.25	£ 251.68	£ 4,237.40	£ 2,853.83	£ 1,383.57
Lunchtime Jazz	£ -	£ -	n/a	£ -	£ -	£ 188.16	£ 75.38	£ 112.78	£ -	£ 188.16	£ 75.38	£ 112.78
Comedy Club	£ -	£ 1,441.67	52%	£ 1,000.00	£ 441.67	£ 1,203.99	£ 488.86	£ 715.13	£ 223.08	£ 2,645.66	£ 1,711.94	£ 933.72
Jazz Club	£ -	£ 1,525.00	65%	£ 1,062.62	£ 462.38	£ 518.57	£ 208.66	£ 309.91	£ 77.22	£ 2,043.57	£ 1,348.50	£ 695.07
Roller Disco	£ 245.00	£ -	n/a	£ -	£ -	£ 397.07	£ 173.18	£ 223.89	£ 74.36	£ 642.07	£ 247.54	£ 394.53
Abba Fever	£ -	£ 4,451.67	100%	£ 1,350.00	£ 3,101.67	£ 2,420.99	£ 971.26	£ 1,449.73	£ 374.66	£ 6,872.66	£ 2,695.92	£ 4,176.74
The Jam'd	£ -	£ 3,716.67	50%	£ 1,500.00	£ 2,216.67	£ 2,722.83	£ 1,092.09	£ 1,630.74	£ 343.19	£ 6,439.50	£ 2,935.28	£ 3,504.22
Steve Harley	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Film Club x 2	£ 300.00	£ -	n/a	£ -	£ -	£ 294.91	£ 118.54	£ 176.37	£ 12.01	£ 594.91	£ 130.55	£ 464.36
Rock Choir x 2	£ 200.00	£ -	n/a	£ -	£ -	£ 29.00	£ 11.60	£ 17.40	£ -	£ 229.00	£ 11.60	£ 217.40
Ceroc x 4	£ 1,139.20	£ -	n/a	£ -	£ -	£ 462.99	£ 185.82	£ 277.17	£ 45.04	£ 1,602.19	£ 230.86	£ 1,371.33
TOTALS FOR APRIL	£ 1,884.20	£ 14,250.01		£ 7,062.62	£ 7,187.39	£ 9,360.91	£ 3,777.54	£ 5,583.37	£ 1,401.24	£ 25,495.12	£ 12,241.40	£ 13,253.72
May	Hall Hire Income	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution
John Lydon	£ -	£ 11,119.16	100%	£ 8,421.76	£ 2,697.40	£ 1,698.91	£ 681.98	£ 1,016.93	£ 291.74	£ 12,818.07	£ 9,395.48	£ 3,422.59
Johnny Cash Roadshow	£ -	£ 2,860.00	62%	£ 3,500.00	£ 640.00	£ 1,060.66	£ 426.45	£ 634.21	£ 234.52	£ 3,920.66	£ 4,160.97	£ 240.31
REM by Stipe	£ -	£ 2,171.67	54%	£ 1,500.06	£ 671.61	£ 1,103.74	£ 444.11	£ 659.63	£ 191.62	£ 3,275.41	£ 2,135.79	£ 1,139.62
Film Club x 1	£ 150.00	£ -	n/a	£ -	£ -	£ 138.82	£ 55.78	£ 83.04	£ -	£ 288.82	£ 55.78	£ 233.04
Jazz Club	£ -	£ 1,891.67	81%	£ 986.74	£ 904.93	£ 668.65	£ 268.74	£ 399.91	£ 128.41	£ 2,560.32	£ 1,383.89	£ 1,176.43
Roller Disco	£ 245.00	£ -	n/a	£ -	£ -	£ 515.74	£ 222.51	£ 293.23	£ 79.21	£ 760.74	£ 301.72	£ 459.02
Comedy Club	£ -	£ 1,113.33	42%	£ 1,000.00	£ 113.33	£ 1,077.90	£ 434.43	£ 643.47	£ 191.18	£ 2,191.23	£ 1,625.61	£ 565.62
Lunchtime Jazz	£ -	£ -	n/a	£ -	£ -	£ 156.66	£ 63.17	£ 93.49	£ -	£ 156.66	£ 63.17	£ 93.49
Rock Choir x 3	£ 300.00	£ -	n/a	£ -	£ -	£ 85.57	£ 35.30	£ 50.27	£ -	£ 385.57	£ 35.30	£ 350.27
Ceroc x 5	£ 1,424.00	£ -	n/a	£ -	£ -	£ 254.49	£ 103.48	£ 151.01	£ 48.04	£ 1,678.49	£ 151.52	£ 1,526.97
TOTALS FOR MAY	£ 2,119.00	£ 19,155.83		£ 15,408.56	£ 3,747.27	£ 6,761.14	£ 2,735.95	£ 4,025.19	£ 1,164.72	£ 28,035.97	£ 19,309.23	£ 8,726.74
June	Hall Hire Income	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution
Cheesy Bingo	£ -	£ 3,075.00	100%	£ 2,136.91	£ 938.09	£ 3,253.66	£ 1,309.45	£ 1,944.21	£ 343.20	£ 6,328.66	£ 3,789.56	£ 2,539.10
Purple Zepellin - rescheduled	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
90's Rewind	£ -	£ 7,450.00	100%	£ 3,050.00	£ 4,400.00	£ 6,904.08	£ 2,766.03	£ 4,138.05	£ 460.46	£ 14,354.08	£ 6,276.49	£ 8,077.59
Film Club x 2	£ 300.00	£ -	n/a	£ -	£ -	£ 312.66	£ 125.45	£ 187.21	£ -	£ 612.66	£ 125.45	£ 487.21
Jazz Club	£ -	£ 1,554.17	68%	£ 1,069.25	£ 484.92	£ 556.49	£ 223.81	£ 332.68	£ 90.80	£ 2,110.66	£ 1,383.86	£ 726.80
Comedy Club	£ -	£ 1,381.67	50%	£ 1,000.00	£ 381.67	£ 1,087.32	£ 438.55	£ 648.77	£ 131.12	£ 2,468.99	£ 1,569.67	£ 899.32
Roller Disco	£ 245.00	£ -	n/a	£ -	£ -	£ 255.57	£ 110.43	£ 145.14	£ 51.48	£ 500.57	£ 161.91	£ 338.66
Money for Nothing	£ -	£ 4,205.00	95%	£ 2,500.00	£ 1,705.00	£ 1,896.83	£ 763.02	£ 1,133.81	£ 291.72	£ 6,101.83	£ 3,554.74	£ 2,547.09
Ratrace	£ -	£ 2,325.00	45%	£ 975.00	£ 1,350.00	£ 1,919.74	£ 769.32	£ 1,150.42	£ 297.44	£ 4,244.74	£ 2,041.76	£ 2,202.98
Maet Live	£ -	£ 2,520.00	58%	£ 1,629.26	£ 890.74	£ 1,638.66	£ 657.89	£ 980.77	£ 286.00	£ 4,158.66	£ 2,573.15	£ 1,585.51
Lunchtime Jazz	£ -	£ -	n/a	£ -	£ -	£ 170.58	£ 68.76	£ 101.82	£ -	£ 170.58	£ 68.76	£ 101.82
Rock Choir x 4	£ 400.00	£ -	n/a	£ -	£ -	£ 114.41	£ 45.76	£ 68.65	£ -	£ 514.41	£ 45.76	£ 468.65
Ceroc x 4	£ 1,139.20	£ -	n/a	£ -	£ -	£ 235.90	£ 95.27	£ 140.63	£ 45.04	£ 1,375.10	£ 140.31	£ 1,234.79
TOTALS FOR JUNE	£ 2,084.20	£ 22,510.84		£ 12,360.42	£ 10,150.42	£ 18,345.90	£ 7,373.74	£ 10,972.16	£ 1,997.26	£ 42,940.94	£ 21,731.42	£ 21,209.52
July	Hall Hire Income	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution
Lunchtime Jazz	£ -	£ -	n/a	£ -	£ -	£ 126.75	£ 51.07	£ 75.68	£ -	£ 126.75	£ 51.07	£ 75.68
Starburst	£ 4,361.60	£ -	71%	£ -	£ -	£ 2,161.82	£ 882.69	£ 1,279.13	£ 660.66	£ 6,523.42	£ 1,543.35	£ 4,980.07
Film Club x 2	£ 300.00	£ -	n/a	£ -	£ -	£ 298.00	£ 119.65	£ 178.35	£ 15.01	£ 598.00	£ 134.66	£ 463.34
Jazz Club	£ -	£ 2,075.83	70%	£ 1,058.74	£ 1,017.09	£ 676.82	£ 272.14	£ 404.68	£ 93.80	£ 2,752.65	£ 1,424.68	£ 1,327.97
Roller Disco - cancelled	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Ultimate Retro Disco Party	£ -	£ 1,625.00	39%	£ 1,114.66	£ 510.34	£ 1,338.41	£ 536.16	£ 802.25	£ 257.25	£ 2,963.41	£ 1,908.07	£ 1,055.34

Ceroc x 3	£	854.40	£	-	n/a	£	-	£	-	£	177.82	£	71.25	£	106.57	£	45.76	£	1,032.22	£	117.01	£	915.21	
TOTALS FOR JULY	£	5,516.00	£	3,700.83		£	2,173.40	£	1,527.43	£	4,779.62	£	1,932.96	£	2,846.66	£	1,072.48	£	13,996.45	£	5,178.84	£	8,817.61	
August	Hall Hire Income	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution												
Music on the Views	£	-	£	-	47%	£	-	£	-	£	2,240.58	£	1,423.49	£	817.09	£	-	£	2,240.58	£	1,423.49	£	817.09	
Lunchtime Jazz	£	-	£	-	n/a	£	-	£	-	£	220.83	£	88.33	£	132.50	£	-	£	220.83	£	88.33	£	132.50	
Ceroc x 5	£	1,424.00	£	-	n/a	£	-	£	-	£	321.82	£	217.81	£	104.01	£	77.22	£	1,745.82	£	295.03	£	1,450.79	
TOTALS FOR AUGUST	£	1,424.00	£	-	£	0.47	£	-	£	-	£	2,783.23	£	1,729.63	£	1,053.60	£	77.22	£	4,207.23	£	1,806.85	£	2,400.38
September	Hall Hire Income	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution												
Sexbomb - Benidorm Tom	£	-	£	1,348.33	31%	£	1,000.00	£	348.33	£	585.83	£	235.10	£	350.73	£	137.28	£	1,934.16	£	1,372.38	£	561.78	
Floyd Effect - rescheduled	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-	
Roller Disco	£	245.00	£	-	n/a	£	-	£	-	£	329.66	£	144.13	£	185.53	£	85.80	£	574.66	£	229.93	£	344.73	
Lunchtime Jazz	£	-	£	-	n/a	£	-	£	-	£	221.49	£	89.89	£	131.60	£	-	£	221.49	£	89.89	£	131.60	
Time of our Lives	£	-	£	1,785.00	45%	£	1,191.67	£	593.33	£	948.66	£	381.40	£	567.26	£	271.70	£	2,733.66	£	1,844.77	£	888.89	
Comedy Club	£	-	£	1,826.67	67%	£	1,149.86	£	676.81	£	1,536.24	£	617.58	£	918.66	£	231.66	£	3,362.91	£	1,999.10	£	1,363.81	
Film Club x 2	£	300.00	£	-	n/a	£	-	£	-	£	230.91	£	92.86	£	138.05	£	-	£	530.91	£	92.86	£	438.05	
Jazz Club	£	-	£	1,812.50	80%	£	1,110.06	£	702.44	£	642.41	£	258.45	£	383.96	£	77.22	£	2,454.91	£	1,445.73	£	1,009.18	
Creedence Clearwater Review	£	-	£	3,893.33	95%	£	2,713.83	£	1,179.50	£	1,953.99	£	787.58	£	1,166.41	£	397.53	£	5,847.32	£	3,898.94	£	1,948.38	
Ceroc x 4	£	1,139.20	£	-	n/a	£	-	£	-	£	295.49	£	119.88	£	175.61	£	-	£	1,434.69	£	119.88	£	1,314.81	
TOTALS FOR SEPTEMBER	£	1,684.20	£	10,665.83		£	7,165.42	£	3,500.41	£	6,744.68	£	2,726.87	£	4,017.81	£	1,201.19	£	19,094.71	£	11,093.48	£	8,001.23	
October	Hall Hire Income	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution												
Lunchtime Jazz	£	-	£	-	n/a	£	-	£	-	£	252.08	£	101.45	£	150.63	£	-	£	252.08	£	101.45	£	150.63	
Voodoo Room	£	-	£	3,058.33	80%	£	1,861.60	£	1,196.73	£	1,253.32	£	505.51	£	747.81	£	306.01	£	4,311.65	£	2,673.12	£	1,638.53	
Roller Disco	£	245.00	£	-	n/a	£	-	£	-	£	271.74	£	114.62	£	157.12	£	74.36	£	516.74	£	188.98	£	327.76	
Jazz Club	£	-	£	1,550.00	68%	£	1,037.02	£	512.98	£	596.41	£	241.07	£	355.34	£	74.36	£	2,146.41	£	1,352.45	£	793.96	
Film Club x 2	£	300.00	£	-	n/a	£	-	£	-	£	243.57	£	97.49	£	146.08	£	-	£	543.57	£	97.49	£	446.08	
Comedy Club	£	-	£	1,472.50	54%	£	1,000.00	£	472.50	£	1,351.49	£	544.32	£	807.17	£	223.08	£	2,823.99	£	1,767.40	£	1,056.59	
Cheesy Bingo	£	-	£	3,062.50	100%	£	2,128.10	£	934.40	£	2,879.49	£	1,159.56	£	1,719.93	£	391.82	£	5,941.99	£	3,679.48	£	2,262.51	
Ceroc x 5	£	1,424.00	£	-	n/a	£	-	£	-	£	331.99	£	133.96	£	198.03	£	45.04	£	1,755.99	£	179.00	£	1,576.99	
TOTALS FOR OCTOBER	£	1,969.00	£	9,143.33		£	6,026.72	£	3,116.61	£	7,180.09	£	2,897.98	£	4,282.11	£	1,114.67	£	18,292.42	£	10,039.37	£	8,253.05	
November	Hall Hire Income	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution												
Kast Off Kinks	£	-	£	4,000.00	87%	£	2,789.04	£	1,210.96	£	1,761.33	£	707.93	£	1,053.40	£	274.56	£	5,761.33	£	3,771.53	£	1,989.80	
Stewart Copeland	£	-	£	12,366.67	100%	£	9,273.83	£	3,092.84	£	1,428.49	£	574.68	£	853.81	£	314.60	£	13,795.16	£	10,163.11	£	3,632.05	
Lunchtime Jazz	£	-	£	-	n/a	£	-	£	-	£	254.99	£	103.11	£	151.88	£	-	£	254.99	£	103.11	£	151.88	
Nine Below Zero / Dr Feelgood	£	-	£	5,785.42	92%	£	3,802.12	£	1,983.30	£	2,513.83	£	1,007.21	£	1,506.62	£	291.72	£	8,299.25	£	5,101.05	£	3,198.20	
Buble Meets Sinatra	£	-	£	3,208.33	65%	£	3,000.00	£	208.33	£	1,296.33	£	520.92	£	775.41	£	234.52	£	4,504.66	£	3,755.44	£	749.22	
Film Club x 2	£	300.00	£	-	n/a	£	-	£	-	£	245.58	£	98.88	£	146.70	£	-	£	545.58	£	98.88	£	446.70	
Jazz Club	£	-	£	2,054.17	87%	£	1,067.62	£	986.55	£	706.91	£	284.72	£	422.19	£	71.50	£	2,761.08	£	1,423.84	£	1,337.24	
Roller Disco	£	245.00	£	-	n/a	£	-	£	-	£	368.08	£	157.00	£	211.08	£	79.21	£	613.08	£	236.21	£	376.87	
Comedy Club	£	-	£	1,281.67	46%	£	1,000.00	£	281.67	£	1,085.16	£	440.16	£	645.00	£	265.40	£	2,366.83	£	1,705.56	£	661.27	
Shaun Ryder	£	-	£	3,883.33	42%	£	2,895.06	£	988.27	£	794.50	£	319.65	£	474.85	£	211.64	£	4,677.83	£	3,426.35	£	1,251.48	
Purple Zepellin	£	-	£	4,225.67	100%	£	2,792.82	£	1,432.85	£	2,490.57	£	1,001.21	£	1,489.36	£	351.78	£	6,716.24	£	4,145.81	£	2,570.43	
80's Rewind	£	-	£	8,176.67	100%	£	3,300.00	£	4,876.67	£	6,235.83	£	2,497.54	£	3,738.29	£	626.34	£	14,412.50	£	6,423.88	£	7,988.62	
80's Rewind	£	-	£	8,213.33	100%	£	3,300.00	£	4,913.33	£	6,402.75	£	2,562.01	£	3,840.74	£	503.36	£	14,616.08	£	6,365.37	£	8,250.71	
Ceroc x 4	£	1,139.20	£	-	n/a	£	-	£	-	£	344.16	£	139.49	£	204.67	£	45.04	£	1,483.36	£	184.53	£	1,298.83	
TOTALS FOR NOVEMBER	£	1,684.20	£	53,195.26		£	33,220.49	£	19,974.77	£	25,928.51	£	10,414.51	£	15,514.00	£	3,269.67	£	80,807.97	£	46,904.67	£	33,903.30	
December	Hall Hire Income	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution												
Jazz Club	£	-	£	3,629.17	100%	£	1,566.60	£	2,062.57	£	678.49	£	272.40	£	406.09	£	117.26	£	4,307.66	£	1,956.26	£	2,351.40	
Mainly Madness	£	-	£	7,535.00	100%	£	4,811.32	£	2,723.68	£	4,715.41	£	1,890.56	£	2,824.85	£	408.98	£	12,250.41	£	7,110.86	£	5,139.55	
Comedy Club	£	-	£	3,153.33	100%	£	1,700.81	£	1,452.52	£	2,446.61	£	987.56	£	1,459.05	£	337.48	£	5,599.94	£	3,025.85	£	2,574.09	

Panto	£	18,602.84	£	-	72%	£	-	£	-	£	13,684.24	£	5,918.88	£	7,765.36	£	4,886.81	£		£	32,287.08	£	10,805.69	£		£	21,481.39
TOTALS FOR DECEMBER	£	18,602.84	£	14,317.50		£	8,078.73	£	6,238.77	£	21,524.75	£	9,069.40	£	12,455.35	£	5,750.53	£		£	54,445.09	£	22,898.66	£		£	31,546.43
January	Hall Hire Income		Ticket sales		% of capacity	Perf costs		Contribution		Ancillary sales		Cost of stock		Contribution		Casual Staffing				Total performance income		Total performance costs				Total performance contribution	
Adult Panto x 2	£	-	£	13,927.50	100%	£	10,696.33	£	3,231.17	£	3,071.07	£	1,241.96	£	1,829.11	£	584.43	£		£	16,998.57	£	12,522.72	£		£	4,475.85
Film Club x 2	£	300.00	£	-	n/a	£	-	£	-	£	335.41	£	134.22	£	201.19	£	-	£		£	635.41	£	134.22	£		£	501.19
Jazz Club	£	-	£	1,787.50	76%	£	1,165.89	£	621.61	£	628.24	£	252.83	£	375.41	£	79.64	£		£	2,415.74	£	1,498.36	£		£	917.38
Roller Disco	£	245.00	£	-	n/a	£	-	£	-	£	472.65	£	200.86	£	271.79	£	87.94	£		£	717.65	£	288.80	£		£	428.85
Comedy Club	£	-	£	2,690.00	100%	£	1,717.94	£	972.06	£	1,909.41	£	766.78	£	1,142.63	£	379.94	£		£	4,599.41	£	2,864.66	£		£	1,734.75
AC/DC UK	£	-	£	7,500.00	100%	£	4,473.70	£	3,026.30	£	4,340.83	£	1,738.31	£	2,602.52	£	374.37	£		£	11,840.83	£	6,586.38	£		£	5,254.45
Ceroc x 5	£	1,424.00	£	-	n/a	£	-	£	-	£	129.46	£	52.53	£	76.93	£	-	£		£	1,553.46	£	52.53	£		£	1,500.93
TOTALS FOR JANUARY	£	1,969.00	£	25,905.00		£	18,053.86	£	7,851.14	£	10,887.07	£	4,387.49	£	6,499.58	£	1,506.32	£		£	38,761.07	£	23,947.67	£		£	14,813.40
February	Hall Hire Income		Ticket sales		% of capacity	Perf costs		Contribution		Ancillary sales		Cost of stock		Contribution		Casual Staffing				Total performance income		Total performance costs				Total performance contribution	
T Rextasy	£	-	£	4,941.67	98%	£	3,500.00	£	1,441.67	£	2,155.82	£	867.13	£	1,288.69	£	325.75	£		£	7,097.49	£	4,692.88	£		£	2,404.61
Lunchtime Jazz	£	-	£	-	n/a	£	-	£	-	£	142.66	£	57.81	£	84.85	£	-	£		£	142.66	£	57.81	£		£	84.85
The Ultimate Tribute Show	£	-	£	3,396.67	60%	£	2,500.00	£	896.67	£	2,745.00	£	1,098.31	£	1,646.69	£	300.01	£		£	6,141.67	£	3,898.32	£		£	2,243.35
Comedy Club	£	-	£	1,779.17	66%	£	1,118.61	£	660.56	£	1,507.99	£	609.51	£	898.48	£	317.02	£		£	3,287.16	£	2,045.14	£		£	1,242.02
Film Club x 2	£	300.00	£	-	n/a	£	-	£	-	£	319.99	£	128.60	£	191.39	£	-	£		£	619.99	£	128.60	£		£	491.39
Jazz Club	£	-	£	2,383.33	100%	£	1,341.51	£	1,041.82	£	780.99	£	314.84	£	466.15	£	85.65	£		£	3,164.32	£	1,742.00	£		£	1,422.32
Roller Disco	£	245.00	£	-	n/a	£	-	£	-	£	564.33	£	240.11	£	324.22	£	87.94	£		£	809.33	£	328.05	£		£	481.28
Hayseed Dixie	£	-	£	8,174.58	100%	£	5,411.48	£	2,763.10	£	4,682.58	£	1,878.01	£	2,804.57	£	403.11	£		£	12,857.16	£	7,692.60	£		£	5,164.56
ELO Encounter	£	-	£	4,670.00	100%	£	3,043.96	£	1,626.04	£	1,870.32	£	752.39	£	1,117.93	£	377.08	£		£	6,540.32	£	4,173.43	£		£	2,366.89
P P Arnold	£	-	£	2,039.58	40%	£	1,500.74	£	538.84	£	554.66	£	222.56	£	332.10	£	99.23	£		£	2,594.24	£	1,822.53	£		£	771.71
Cheesy Bingo	£	-	£	3,499.17	100%	£	2,435.95	£	1,063.22	£	3,034.16	£	1,223.37	£	1,810.79	£	348.92	£		£	6,533.33	£	4,008.24	£		£	2,525.09
Ceroc x 4	£	1,139.20	£	-	n/a	£	-	£	-	£	197.16	£	79.31	£	117.85	£	-	£		£	1,336.36	£	79.31	£		£	1,257.05
TOTALS FOR FEBRUARY	£	1,684.20	£	30,884.17		£	20,852.25	£	10,031.92	£	18,555.66	£	7,471.95	£	11,083.71	£	2,344.71	£		£	51,124.03	£	30,668.91	£		£	20,455.12
TOTALS	£	40,620.84	£	203,728.60		£	130,402.47	£	73,326.13	£	132,851.56	£	54,518.02	£	78,333.54	£	20,900.01	£		£	377,201.00	£	205,820.50	£		£	171,380.50



7. CEMETERY EXTENSION

1. PURPOSE OF REPORT

- To inform members of the need to extend Fleet Cemetery to accommodate future burial interment requirements.
- To outline the background and rationale for the proposed extension, building upon previous developments.
- To identify potential funding sources for the project.
- To highlight the potential revenue generation from additional burial plots.
- To seek approval to proceed with the necessary planning and design stages, including commissioning a layout plan and cost estimate.

2. BACKGROUND

The most recent extension to Fleet Cemetery was completed in 2022, following the strategic need identified in a 2014 report.

The 2014 report acknowledged that cremation was the most common choice for burials and highlighted the growing demand for ashes plots. It recommended expanding the ashes burial area and developing a long-term strategy for a Garden of Remembrance and further cemetery expansion.

At that time, plans were made to engage a Landscape Architect to design a strategic layout for future development. The 2022 extension provided approximately 100 new burial plots, of which 38 have since been sold. Based on the current rate of purchase, the remaining plots are expected to be fully allocated within 3–5 years. The existing layout is sufficient to accommodate ashes burials for the foreseeable future.

Given the ongoing demand for burial plots, a further extension is now required. The attached map outlines the proposed extension area, which is expected to provide at least as many plots as the previous expansion.

Hart District Council has been consulted regarding the availability of Section 106 (S106) contributions to support the project. However, the only potential S106 funding (from the Hartland Village development) is restricted to a Garden of Remembrance, meaning it cannot be used for full body burial provision. As a result, this extension project does not meet the funding criteria.

3. AIM OF THE PROJECT

- To provide additional burial plots to ensure Fleet Cemetery can continue to meet local demand in the coming years.
- To ensure that any extension aligns with best practices for accessibility, visitor experience, and respectful memorialisation.

4. POTENTIAL COSTS

The overall cost of the cemetery extension will depend on several factors, including site preparation, landscaping, and infrastructure work.

The previous 2014 report allocated £15,000 for an ashes area extension, but the scale of the current required expansion is greater, and costs are likely to be significantly higher.

Estimated costs will need to be determined following consultation with a Landscape Architect and review of site conditions.

The cemetery extension will need to be funded from future budget allocations or from earmarked reserves.

5. POTENTIAL REVENUE GENERATION

The number of additional burial plots that could be provided through the extension has not yet been determined. However, conservative estimates of at least 100 plots at current prices would result in an income stream of approximately £154,000 to £308,000 (not including interment fees).

Further financial modelling will be required once the design and capacity details are confirmed.

6. NEXT STEPS

1. Engage a Landscape Architect to develop a strategic layout plan and cost estimate.
2. Assess potential revenue generation based on available burial plot capacity.
3. Present a detailed project plan to Full Council for approval and budget allocation.

7. RECOMMENDATIONS

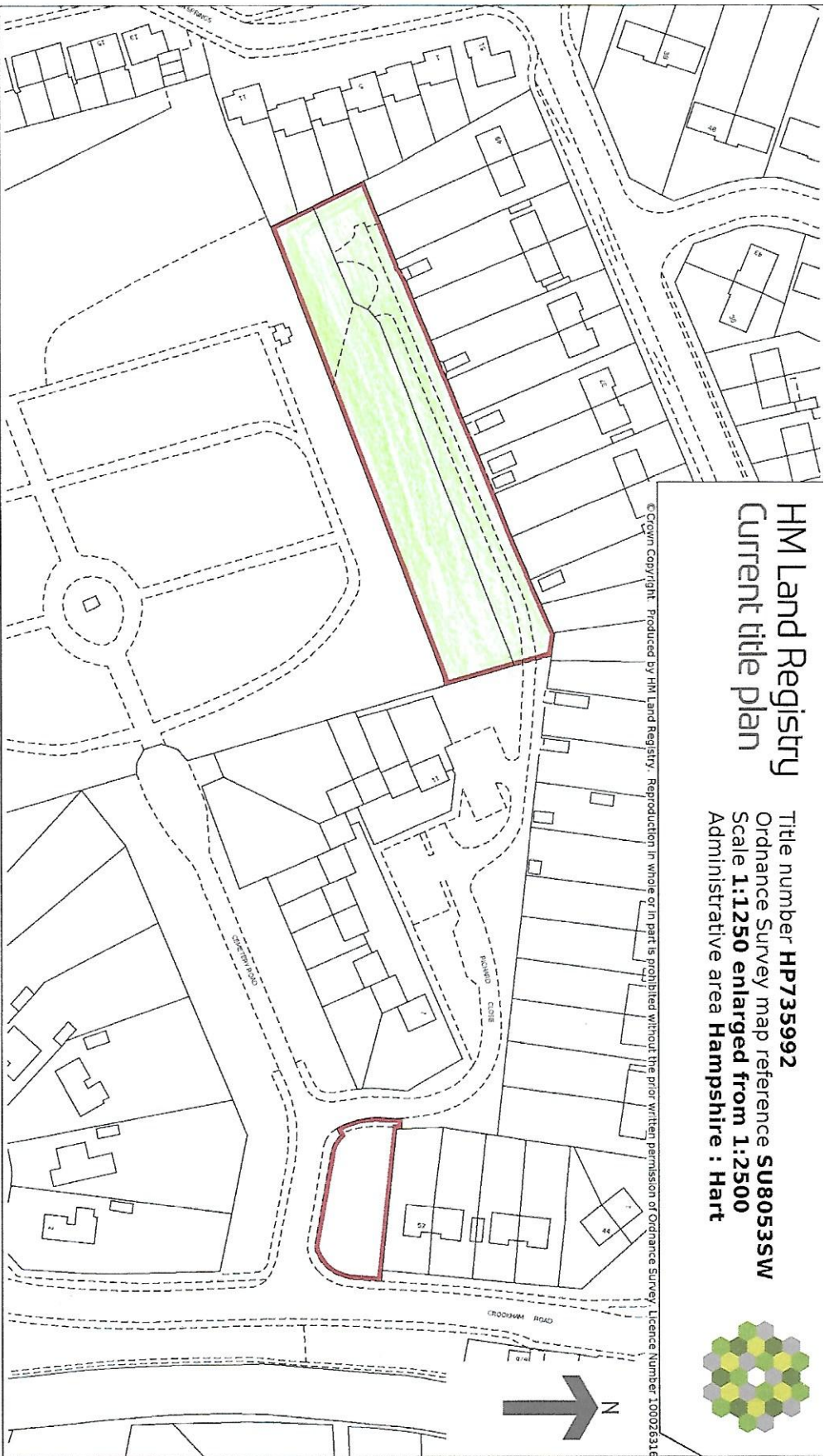
- a) That the Committee notes the need for a cemetery extension and supports the principle of further development.
- b) That officers be authorised to commission a Landscape Architect to develop a layout plan and cost estimates.
- c) That a further report be brought to the Committee once additional details,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

HM Land Registry Current title plan

Title number **HP735992**
Ordnance Survey map reference **SU8053SW**
Scale **1:1250 enlarged from 1:2500**
Administrative area **Hampshire : Hart**



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This title is dealt with by HM Land Registry, Weymouth Office.



Fleet Town Council
The Harlington
236 Fleet Road
Fleet
Hampshire GU51 4BY

APPLICATION FOR A MONUMENT AND INSCRIPTION IN PARKS AND OPEN GREEN SPACES

I (we) hereby make application for permission to erect a monument (including tree, bench or memorial plaque) with inscription as particulars of design, materials and inscription given on page 3.

Name of Deceased William Anthony Barrell

Evidence of deceased
being Fleet resident
(please attach copy to
application) The Gazette, Deceased Estate

Location of park or
open green
space Calthorpe Park, Fleet, Hampshire

Location and type
of memorial
requested TBC, Bench

The Fee/Donation of £TBC is enclosed herewith,
(please check current fees with FTC office)

Name of next
of kin or executor Leanne Walmsley, Chairman, Fleet & District Carnival

Address (please inform council of any subsequent changes of address)

[REDACTED]

Tel No [REDACTED]

Memorial Trees and plaques

Plant species shall be from the approved list maintained by the Council. A memorial plaque shall have a maximum size of 150mm wide by 100 mm high. It shall state in Latin and English the Genus/Species/Variety of tree, the person's name and inoffensive text. Plaques shall be made from cast bronze or similar approved suitable for fixing to a concrete block. The final wording is to be approved by the appointed representative of Fleet Town Council.

Memorial Benches or plaques

Benches or picnic benches shall be of the type approved by Fleet Town Council. The Council will maintain a register of approved benches. Memorial plaques shall be a maximum size of 175mm wide x 75mm high fixed to the centre of the upper most rail of the back of the bench. The size of plaque shall be determined by the design of the bench. The inscription on the plaque shall be inoffensive. The final wording is to be approved by the appointed representative of Fleet Town Council.

No additional mementoes such as vases, statues, balloons, wind chimes etc. shall be allowed

I have read the Councils memorial policy and I agree to all conditions therein

Signature of next of kin or executor

Signed  _____

Date 8th January 2025 _____

Design (include Photographs/Drawing/Dimensions) - Proposed Inscription
if tree, please state species

In loving memory of William Anthony Barrell, a vital part of the Fleet & District Carnival from 1989 - 2023. An integral member of the committee, and may long it flourish, continuing his legacy.

Materials (include colours)



Winchfield Station

On the instruction of SWR
Retail Premises To Let

Winchfield Station, RG27 8BX Retail Premises

Winchfield station is located on the South West Main line between Fleet and Hook. The station provides South Western Railway services to Basingstoke and London Waterloo. Passenger data from the Office of the Road and Rail Regulator states that in 2021/22 the station had just over 163,000 passenger entries and exits.



Location

The premises are located on platform 1 which provides the train services to London Waterloo and Ascot.

Description

The premises traded as a café for many years and have the following approximate floor areas, measured on a net internal basis:

- Total Area 11.26 sq m 121 sq ft

Lease Details

A 6-year tripartite lease is being offered and will be subject to a landlord's option to break on six months' notice or 28 days in case of urgent station works. The lease will be excluded from the security of tenure provisions of the 1954 Landlord & Tenant Act. There will be a rent review on the third anniversary of term commencement. Standard Railway Lease Terms will apply. The incoming tenant will be expected to pay approximately £3,200 plus VAT for landlord and superior landlords costs associated with the grant of this lease.

Minimum Guaranteed Rent

We are inviting offers in the region of £2,000.00 per annum

Other Costs

The tenant will be responsible for all utilities, business rates and insurance. Building

Insurance is currently £410.00 per annum plus vat.

Business Rates

The payment of business rates will be the responsibility of the tenant. The Valuation Office Agency advise that the premises are Local authority reference 20380369. The rates liability for the property is as follows: -

Rateable Value: £3,900.00

Based on the current multiplier of 0.512 for 2021/22 Rates Payable 21/22 rate year: £1,996.80

*An incoming tenant may benefit from Small Business Rates Relief. Interested parties are to make their own enquiries in this regard.

Fit Out Plans

The ingoing tenant is required to provide detailed annotated plans pack demonstrating proposed works, use of materials, compliance with legislation and Network Rail Electrical requirements. Shopfit must be of high quality with use of energy efficient equipment.

Energy Performance Certification Rating E

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CAFE SHOP Winchfield Railway Station Station Hill Winchfield HOOK RG27 8BX		Energy rating E
Valid until 6 December 2028	Certificate number 9788-3040-0187-0592-5495	

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 Registered address Chancery Exchange, 10 Furnival Street, London, EC4A 1AB | 020 7921 2930 | tpt.amey.co.uk



On the instruction of SWR

Retail Premises To Let



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For further details relating to this property please contact us:

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Email: eva.puchowska@amey.co.uk

Tel: 07395 883 599

Ian Chalmers – Portfolio Manager

Email: ian.chalmers@amey.co.uk

Tel: 0207 921 2935

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enquiriesTPT@amey.co.uk

020 7921 2930

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Amey



Hook Station

On the instruction of SWR
Retail Premises to Let

South Western
 Railway

020 7921 2930
tpt.amey.co.uk

HOOK, RG27 9HS

Hook Station is located on the South Western Main Line from London Waterloo to Basingstoke. Passenger figures from the Office of the Rail Regulator state that Aldershot Station had 0.318 million passenger entries and exits in 2021/22.



Location

The premises located on Platform 1 of the station which operates regular services to London Waterloo. Trains typically run every 30 minutes in each direction between Waterloo and Basingstoke.

Description

The property is located on Platform 1 of the station. Most recently, the premises traded as a coffee shop and have the following approximate floor areas, measured on a net internal basis:

- Total Area 12.5 sq m 134.55 sq ft

Lease Details

Subject to the consent of Network Rail Infrastructure Limited the premises are being offered by way of a new 6 or 9 year lease, subject to a rent review at the end of the third and sixth year. The lease will be excluded from the security of tenure provisions of the Landlord & Tenant Act 1954.

Standard railway lease terms will apply. The lease will not permit assignment or sub-letting.

The incoming tenant will be expected to pay the landlord and superior landlords costs associated with the grant of this lease.

Fit Out Plans

Shopfit works will need to be undertaken by professional qualified contractors. The incoming tenant will be required to provide detailed annotated shop fit plans and signage proposals demonstrating a high quality shopfit for the Superior Landlord and Landlord's approval. The plans packs must demonstrate compliance with Building Regulations. AMTECH reports or equivalent will be required as part of the plans submission.

Energy Performance

RETAIL PREMISES PLATFORM 1 STATION APPROACH HOOK RG27 9HS	Energy rating E
Valid until 1 July 2031	Certificate number 9273-7861-2606-6234-9905

Minimum Guaranteed Rent

Offers in the region of £4,000.00 per annum. Subject to the landlord's formal approval, a rent free period may be available for the period of shopfit.

Business Rates

The payment of business rates will be the responsibility of the tenant. The Valuation Office Agency advise that the premises are Local authority reference 21075157. The rates liability for the property is as follows: -

Rateable Value: £9,700

Based on the current multiplier of 0.512 for 2022/23 Rates

Payable 23/24 rate year: £4,966.40

*An incoming tenant may benefit from Small Business Rates Relief. Interested parties are to make their own enquiries in this regard.

Building Insurance

The tenant will be responsible for Building Insurance, currently £410.00 per annum plus Vat.

User

The landlord wishes to provide their customers and the community that the railway serves with an exceptional quality retail offer. Interested parties should send information on their organisation along with a brief outline of their business and the products they sell.

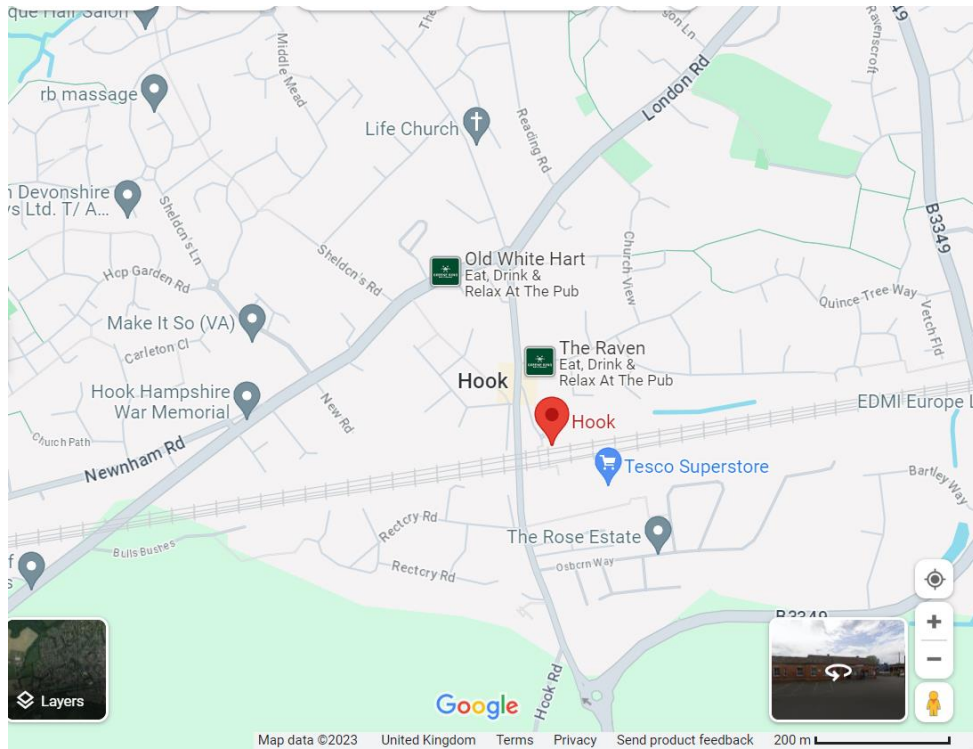
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For further details relating to this opportunity please contact us:

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Tel: 07808 395714

Ian Chalmers – Account Manager

Email: ian.chalmers@amey.co.uk

Tel: 020 7921 2935

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Milford Station

On the instruction of SWR
Retail premises to let

Milford Station Station Lane GU8 5AD RETAIL PREMISES TO LET

Milford Station is located in Surrey and provides frequent services to London Waterloo via Guildford and south to Portsmouth Harbour. Passenger figures from the Office of the Rail Regulator state that Milford Station had in just in excess of 172 thousand passenger entries and exits and 0.255 in 2022/23.



Location

First MTR South Western Trains Limited are the Station Facility Owner and leaseholder of Milford Station. The train operator wishes to ensure that stations have a high-quality retail offer for their passengers' benefit. The premises are located on Platform 1, the London bound platform of the station.

Description

The unit currently trades as a coffee shop and provides a weekly pizza offer to local residents and station users. The premises has the following approximate floor areas, measured on a net internal basis:

- Total Area 26.8 sq. m 288 sq ft

Lease Details

The premises are being offered by way of a new 6-year tripartite lease commencing after 18th August 2024. The lease will be contracted out of the security of tenure and provisions of the 1954 Landlord & Tenant Act. Standard Railway Lease Terms will apply. The lease will not permit assignment or sub-letting.

The incoming tenant will be expected to pay the landlord and the superior landlords costs associated with the grant of this lease.

User

The landlord is seeking a high quality coffee retailers. In order for a letting to proceed, the landlord will need to approve the proposed tenant's references as part of the letting process. Amey TPT makes a non-refundable reference charge of £75 plus VAT

Minimum Guaranteed Rent

Offers in the region of £3,000 per annum

Building Insurance

Building Insurance is currently £410.00 per annum plus vat.

EPC

Retail Unit on Platform 1 Milford station Station Lane MILFORD GU8 5AD	Energy rating B
Valid until 26 October 2032	Certificate number 2130-8938-4169-9927-3297

Service Charge

There is currently no service charge for the premises but the landlord reserves the right to introduce any service charge in the future.

Utilities

The tenant will be responsible for all utilities. Should the landlord permit use of the station bins then the tenant will pay towards the costs of refuse collection.

Fit Out Works

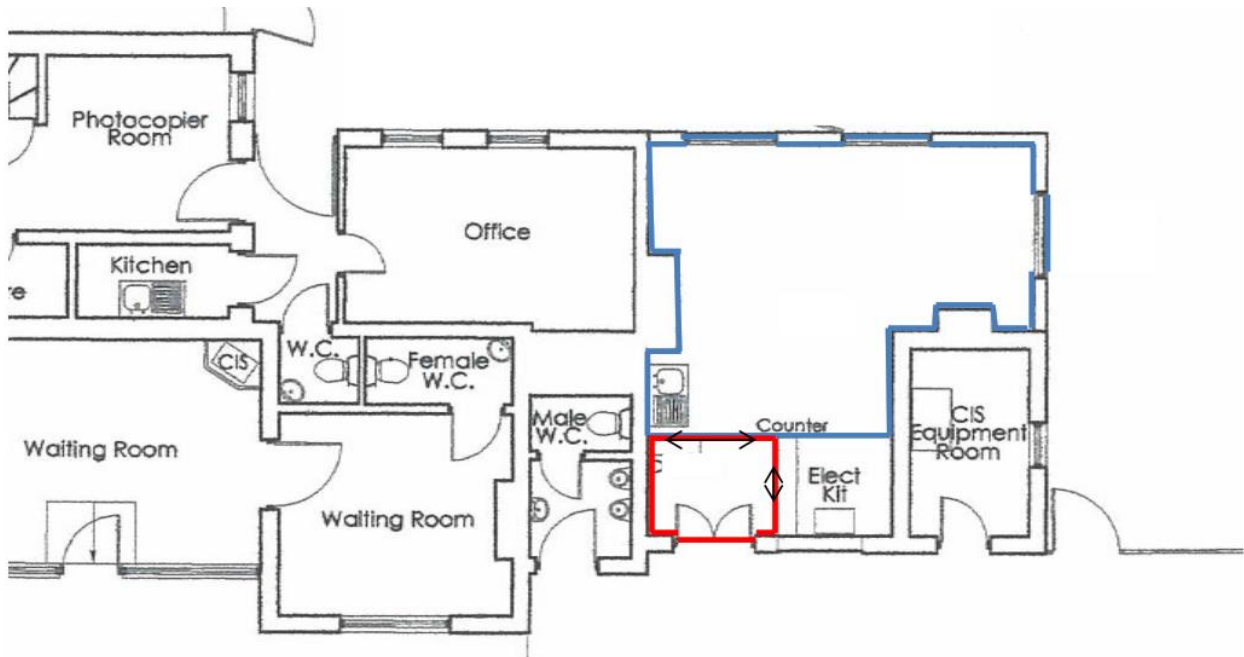
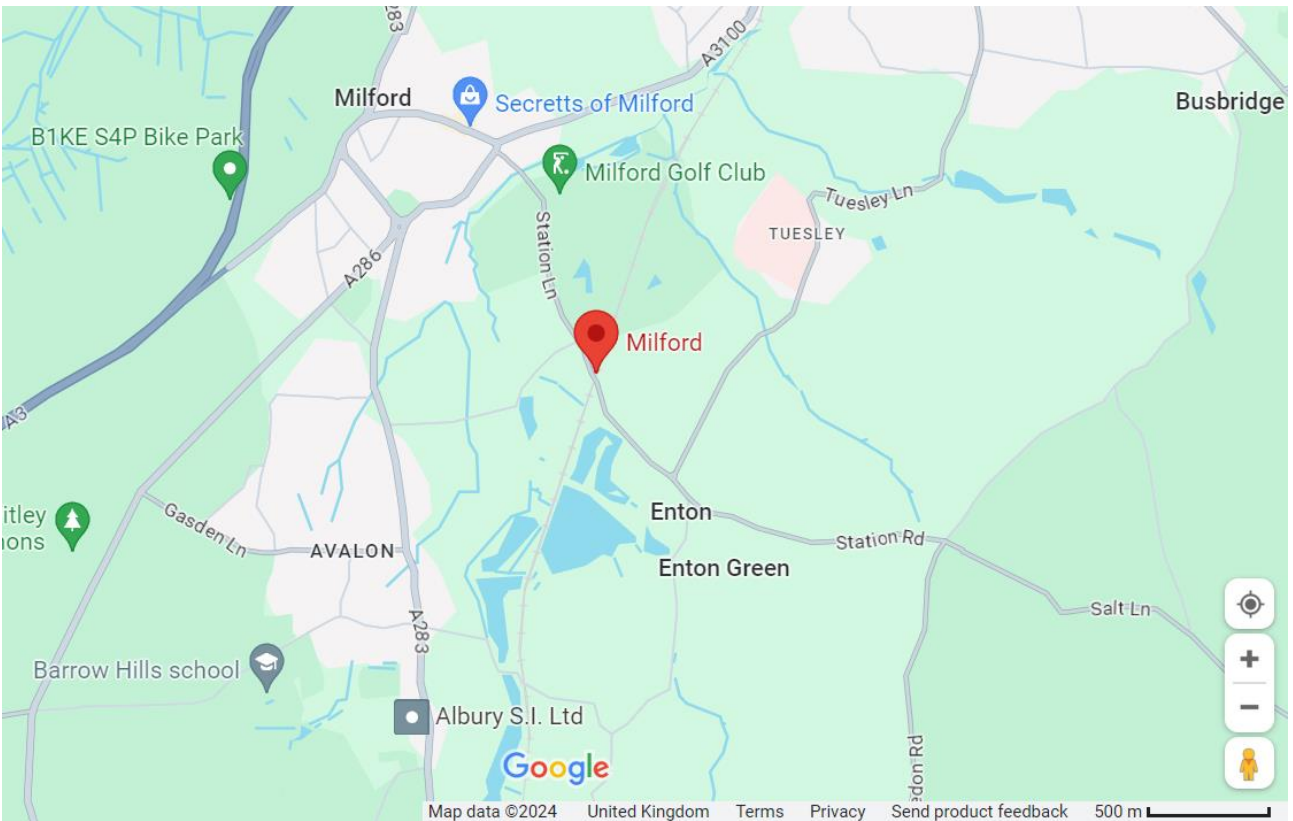
Shopfit works will need to be undertaken by professional qualified contractors. The incoming tenant will be required to provide detailed annotated shop fit plans and signage proposals demonstrating a high quality shopfit. The works and signage will require the Landlord's consent and technical consent of the Superior Landlord, Network Rail Infrastructure Limited.

Business Rates

The payment of business rates will be the responsibility of the tenant. The Valuation Office Agency advise that the premises are Local authority (Waverly) reference 1913651662 <https://www.tax.service.gov.uk/business-rates-find/valuations/start/13653868000#valuation-tab> Interested parties are required to make their own enquiries with the Local Authority regarding the rates liability for the property.

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The landlord retains rights over the area edged red.

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Event Application Form

Name of event - Fleet Phoenix Summer project 2025	
Event location – The Views	
Event date – Summer project - Thursdays 24 th July – 28 th August (inclusive)	

For Official use only	
Event Reference Number	
Booking Reference:	
Date processed	

Section 1 – Organiser Details

Name of organisation	Fleet Phoenix	
Name of applicant ⁽¹⁾	Charlotte Tickner	(1) Over 18 years
Position <i>(if applicable)</i>	Managing Director	
Contract Address	The Point Youth Centre Harlington Way Fleet Hants <div style="text-align: right; margin-top: 10px;">Post Code: GU51 4BP</div>	

Is the above address to be used for invoices? YES/NO – if NO please provide details on a separate sheet

Personal Contact Details	Home	
	Work	[Redacted]
	Mobile	[Redacted]
	Email Address	[Redacted]

Event Public Tel. Enquiry No.	<input type="text"/>
Event Web Site Address	<input type="text"/>

Section 2 – Event Details

<p>Description of Proposed Event</p> <p>1. Evening diversionary activities throughout the summer holidays for young people of Fleet which will include outdoor games, issue-based activities, inflatable, and BBQ.</p>

Please indicate the type of Event

- | | | | |
|------------------------------|-------------------------------------|-----------------|-------------------------------------|
| Charity Event ⁽¹⁾ | <input checked="" type="checkbox"/> | Fund Raising | <input type="checkbox"/> |
| Non-commercial | <input checked="" type="checkbox"/> | Community Event | <input checked="" type="checkbox"/> |
| Commercial | <input type="checkbox"/> | | |

(1) Name of Charity – Fleet Phoenix
Charity Registration Number <input type="text"/>

Will all proceeds from the Event go to the Charity concerned? YES NO

If NO please give details:

N/A free event for young people

Timings

Date/time to enter site for preparation – As below

Date/time to vacate the site after the Event – As below

Thursday sessions – 6.30pm to 8pm

Charges

Is the Event free? YES NO

If NO what are the approximate admission price?

Adults

Children (include any age ranged)

Concessions

Will programmes be available? YES NO

If YES, what is the proposed price?

Approximate number of people expected to attend?

If over 500 people are expected please give details of security / stewarding.

Thursday evening sessions – 30-40 young people

Do you intend to utilise or permit any of the following attractions at the event? If so, please tick the appropriate boxes (some of these may not be permitted at all sites):-

- | | | | |
|------------------------------------|--------------------------|----------------------------------------------------------------------------|--------------------------|
| Fireworks/pyrotechnics | <input type="checkbox"/> | Live Music ⁽¹⁾ | <input type="checkbox"/> |
| Carnival procession ⁽¹⁾ | <input type="checkbox"/> | Live Entertainment ⁽¹⁾ | <input type="checkbox"/> |
| Fairground equipment | <input type="checkbox"/> | Lost children point | <input type="checkbox"/> |
| Aircraft | <input type="checkbox"/> | Barrier/Fencing | <input type="checkbox"/> |
| Parachutists | <input type="checkbox"/> | Marquees | <input type="checkbox"/> |
| Balloon launch | <input type="checkbox"/> | Portable generator ⁽²⁾ –
Diesel generator for
inflatables | <input type="checkbox"/> |
| Hot Air Balloons | <input type="checkbox"/> | Power supply | <input type="checkbox"/> |
| Horses/donkeys/other animals | <input type="checkbox"/> | Toilets | <input type="checkbox"/> |
| Motorcycles | <input type="checkbox"/> | Alcohol ⁽³⁾ | <input type="checkbox"/> |
| Other motor vehicles | <input type="checkbox"/> | Food/drink concessions | <input type="checkbox"/> |
| Coconut shy | <input type="checkbox"/> | On site communications | <input type="checkbox"/> |

Inflatables (e.g bouncy castle)	<input checked="" type="checkbox"/>	Market stalls	<input type="checkbox"/>
Portable staging	<input type="checkbox"/>	Re-enactment groups	<input type="checkbox"/>
P.A. System	<input checked="" type="checkbox"/>	Living history or other	<input type="checkbox"/>
Stewarding/Security	<input type="checkbox"/>	Other - FREE BBQ	<input checked="" type="checkbox"/>

NOTES:

- (a) Please supply as much information as possible on all the items above
- (b) Following submission of this application, no additional items may be included without the express consent of the appropriate department.
- (1) A Temporary Event Notice (TEN) may be required if the Event involves, music, dancing, singing or similar.
- (2) Generators are not permitted on the highway and must be diesel only.
- (3) A Temporary Event Notice (TEN) will be required for the sale of alcohol.
- (4) If a TEN application is submitted to Hart District Council, permission will be obtained from FTC before the TEN will be granted.

CAR PARKING

Will vehicles require access to the venue? YES NO

If yes, when and for how long?

NOTE: Parking is NOT allowed on footpaths or the grassed areas of the Council's Parks and Open Spaces. Access to council buildings & Facilities must be left accessible to vehicles at all times unless otherwise arranged with FTC.

If you have ticked yes above, please provide more details

Inflatable needs access to field to set up and dismantle.

Team needs vehicle access to unload equipment.

Will you require Car Park space for Event Staff YES NO

And/or the general public

YES

NO

If you have replied YES to either option, please indicate below the proposed car parking arrangements (including any stewarding), the approximate number of vehicles attending the event and how you intend to manage the parking of those vehicles. Please note that parking is not permitted on grassed areas or footpaths.

Facilities

You will be required to ensure that the toilet facilities are adequate. Please submit details of your proposals to include method of disposal and if toilets are hired, the name and address of the hire company.

We will use the facilities in The Point.

Please identify the method to be used in order to maintain the area free of litter and refuse:

The young people are encouraged to litter pick in return for their desert after the BBQ. There are several bins around the park and additional bins we will provide.
Site is checked prior to exit.

Notes:

1. The event organiser should ensure that the site is regularly litter-picked during the event and at the end of each. In the event that the organiser fails to do this then the Council reserves the right to carry out the works in default and charge the event organiser the cost incurred.
2. It is the event organiser's responsibility to arrange removal of all rubbish from the site. You will not be permitted to use any on-site skip/litter bins or any bins in the vicinity of the site, etc for disposal.
3. Where permanent catering facilities are available in the vicinity of the site where the event will take place, the organisers must advise the caterers at least one month before the event takes place of the refreshments they will be providing.

UTILITIES

If available, do you require the use of on-site electricity and water?

Note: In parks such as The Views, Standpipe meters can be obtained from Aquam Water Services Ltd
0844 984 1589
southeastwater@waterservicesltd.com

Electricity Water

Please take meter readings before and after the event.

<p>Please explain your requirements ie, when will this be required and for how long? N/A</p>

Bad Weather Plan

Will unexpected rain or high winds affect the event? YES NO
Will the event be; Cancelled Postponed Continue

Please give details if Cancelled or Postponed:

Cancelled or postponing will be dependent on how bad the weather is.

Staff will make dynamic risk assessment at the time.

If the event will continue, please give details of what plans are in place to deal with bad weather situations and please provide details on the Risk Assessment.

Event/s will be postponed if not safe to continue.

Section 3 - Insurance

Event Organisers are required to hold a current policy of insurance in respect of Public Liability or Third Party risks (including products' liability where appropriate). The relevant limit of indemnity shall be an amount approved by the Council's Head of Finance. Under no circumstances shall this be less than £5 million and the Council reserves the right to require a higher limit if deemed necessary.

Organisers will be required to produce evidence of their insurance cover, and may be requested to produce copies of insurance for any of the exhibitors, band/dance group, Fairground, sub-contractor, caterer, etc. whom they have instructed/authorised to appear at the Event.

NOTE: All documentation must be produced at least 28 days before the Event. Failure to comply may result in the Council refusing to grant final permission for holding the Event.

Section 4 – Emergency Services

Please supply details of the first aid cover to be provided.

All Fleet Phoenix staff attending are first aid qualified and have immediate access to first aid equipment.

The staff team take mobiles with them to ensure services can be called immediately if required.

SECTION 5 – BOND

When hiring one of the parks or Open Spaces, a bond /cheque is required to be held in case of any damage to park, facilities etc. The amount required will depend on the type and duration of the event. Please confirm details below

Name of person / organisation supplying the bond /cheque

Name – Fleet Phoenix

Address – The Point Youth Centre, Harlington Way, Fleet, Hants. GU51 4BP

Tel No 01252 812308 Email Address charlotte.tickner@fleetphoenix.co.uk

Fleet Town Council will refund the value of the cheque within 7 days of the event. However, if any damage has been caused to the Open Space / Park then an amount will be deducted to cover the cost of repairs.

Please note that loss or damage to keys, locks or padlocks may be deducted to cover costs.

Keys - £15 each

Padlocks - £65 Each

Locks - £45 each

SECTION 6 – ADDITIONAL REQUIREMENTS

1. Where appropriate a detailed site plan showing the positions of stalls, marquees, arena, exhibition units, car parking, etc. and a list of programme items should be attached to the Event Application Form.
2. In respect of races, etc. a detailed route plan showing the location of route marshals must be provided.

NB: The application must be submitted to the Council at least 10 weeks prior to the Event.

I hereby agree to comply with the conditions set out in this form, including any terms and conditions of hire and all reasonable instructions given by any authorised Officer of the Council should this event be granted approval.

Signed:

Please send the completed form, together with the required supporting documentation to:-

**The Executive Officer
Fleet Town Council
The Harlington
236 Fleet Road
Fleet
Hampshire
GU51 4BY**

Tel: 01252 625246

Email: executive.officer@fleet-tc.gov.uk

I have enclosed, where necessary, the following:-

Please note that new / first time applications need to be approved by the Fleet Town Council, Recreational, Leisure & Amenities Committee before an application will be accepted.

Please check dates of the next meeting and ensure that all documentation is handed in no less than 10 days prior to the meeting date.

(* these documents are required for all applications)

Documentation	YES	NO	Evidence of Insurance	YES	NO
Site Plan/Route Plan *	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Insurance for event organiser *	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Risk Assessment *	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Individual participants	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Stewards Briefing Pack	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Addition Information if required	<input type="checkbox"/>	<input type="checkbox"/>

If you have answered NO to any of the above, please explain why?

Steward pack not appropriate for these events.

FTC already have a copy of our insurance. This is due for renewal before the event (end of Feb) I will get a copy over to you when we renew.

Additional

Any additional information:

Fleet Phoenix have extensive experience in running these events with no previous issues.



Main Events User Agreement

Conditions of Use

The hirer agrees to abide by the following terms and conditions:

- All relevant paperwork is to be submitted prior to the event. This includes risk assessments, site plans, insurance and bond.
- Noise levels will be kept to a minimum.
- The hours the event takes place will only be those set within the event application.
- Music will be turned off at times specified in the event application.
- Appropriate parking arrangements will be made.
- Appropriate toilet facilities will be managed and maintained as specified in the event application.
- Anything that becomes of nuisance or annoyance to local residents will be dealt with as soon as possible.
- No litter is to be left behind and the site is to be left in a clean state.
- The Council reserves the right to cancel an event in the absence of the applicant's wet weather plan.

Name (Authorised Signatory from Organisation)	Charlotte Tickner
Signature	
Date	6 th January 2025
Event and Date	Summer project - Thursdays 24 th July – 28 th August 2025
Organisation Name	Fleet Phoenix