



## THE FLEET TOWN COUNCIL NOTICE OF MEETING

Notice is hereby given of

### THE VIRTUAL MEETING OF THE RECREATION, LEISURE & AMENITY COMMITTEE

on

**Wednesday 17<sup>th</sup> June 2020 at 7pm**

All Committee members are summoned to attend

***Any members of the public wishing to attend the virtual meeting will need to contact Charlotte on [charlotte.benham@fleet-tc.gov.uk](mailto:charlotte.benham@fleet-tc.gov.uk) by midday on Tuesday 16<sup>th</sup> June 2020.***

**To Councillors:** G. Carpenter, G. Chenery, P. Einchcomb, L. Holt, K. Jasper,  
B. Schofield, S. Tilley, S. Wheale, P. Wildsmith, G. Woods, J. Wright.

SIGNED:

Janet Stanton

Town Clerk  
9<sup>th</sup> June 2020

### AGENDA

#### 1. ELECTION OF CHAIRMAN

To elect the Chairman of the Committee for the local Government year 2020/2021.

#### 2. ELECTION OF VICE CHAIRMAN

To elect the Vice-Chairman for the local government year 2020/2021.

#### 3. 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.

#### 4. 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

## 5. QUESTIONS FROM THE PUBLIC (3 min per person max 15 minutes)

To receive questions and statements from members of the public.

**Any member of the public wishing to ask a question at the virtual meeting, should contact and provide a written copy of the question to Charlotte on [charlotte.benham@fleet-tc.gov.uk](mailto:charlotte.benham@fleet-tc.gov.uk) by midday on Tuesday 16<sup>th</sup> June 2020.**

## 6. MINUTES OF THE PREVIOUS MEETING

To receive and approve as a correct record the minutes of the RLA Committee held on Wednesday 18<sup>th</sup> March 2020 (*copy attached*).

### **Part 1 – ITEMS FOR DECISION**

## 7. THE CEMETERY OFFICER'S REPORT

To receive the Cemetery Officer's report (*copy attached*).

### **RECOMMENDATION**

1. To note the report of the Cemetery Officer's report.
2. Members to choose between option 1 and option 2 and approve the design for the new cemetery signage, to only be purchased when the Clerk confirms the budget is available.

## 8. FACILITIES AND OPEN SPACES MANAGER'S REPORT

To consider the Facilities and Open Spaces Manager's Report (*copy attached*).

### **RECOMMENDATION**

To note the report of the Facilities and Open Spaces Managers report.

## 9. 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 (*copy attached*).

### **RECOMMENDATION**

To note the report of the Operations Manager.

### **Part 2 – ITEMS TO NOTE**

## 10. FUTURE EVENTS

19 <sup>th</sup> - 22 <sup>nd</sup> June 2020	The Views	Food Festival – CANCELLED
4 <sup>th</sup> July 2020	Calthorpe Park/Fleet Road	Fleet Carnival – CANCELLED
18 <sup>th</sup> July 2020	Basingbourne Park	Fun Run – CANCELLED
19 <sup>th</sup> – 22 <sup>nd</sup> June 2020	The Views	Food Festival – CANCELLED
July / August 2020	The Views	SCAMJAM
29 <sup>th</sup> August 2020	The Views	Open Air Cinema
13 <sup>th</sup> September 2020		RIDE 20
7 <sup>th</sup> November 2020	Calthorpe Park	Fireworks
8 <sup>th</sup> November 2020	The Harlington	Remembrance Sunday

## **11. CLERKS REPORT**

To receive an update report from the Clerk (*copy attached*).

## **12. DATE AND TIME OF NEXT MEETING**

The next proposed virtual meeting of the Recreation, Leisure and Amenities Committee will be held on Wednesday 16<sup>th</sup> September 2020 at 7pm.



## **FLEET TOWN COUNCIL**

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

**Wednesday 18<sup>th</sup> March 2020 at 7pm**

**The Harlington**

#### **PRESENT**

**Councillors:** P. Einchcomb (Chairman), G. Chenery, L. Holt, B. Schofield, G. Woods, J. Wright.

#### **Also Present**

Councillor Alan Hope  
Ben Crane - Facilities and Open Spaces Manager  
Alex Robins - General Manager, The Harlington  
Janet Stanton - Town Clerk  
Sian Taylor - Cemetery Officer  
Susanna Walker - Committee Clerk  
Representative of Friends of Basingbourne Park

#### **RLA March 2020 ITEM 1    APOLOGIES FOR ABSENCE**

There were apologies for absence from Councillor Ashworth and Councillor Tilley.

#### **RLA March 2020 ITEM 2    DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **RLA March 2020 ITEM 3    QUESTIONS FROM THE PUBLIC**

With reference to RLA December 2019, Item 9, a representative of Friends of Basingbourne Park (FoBP) requested that the following resolution be added:

- To approve the installation of a key safe at the home of a representative of FoBP, allowing members to pick up a Pavilion key if the key holder is away.

#### **RLA March 2020 ITEM 4    MINUTES OF PREVIOUS MEETING**

With the addition of the resolution to Item 9, the minutes of the meeting of the RLA committee held on Wednesday 18th December 2019 were approved and signed by the Chairman as a correct record.

Members noted that football, at all levels, has been cancelled. They also noted that FTC has received the market lease from HDC, which will need signing.

## **RLA March 2020 ITEM 5 THE CEMETERY OFFICER'S REPORT**

The members considered a report from the Cemetery Officer, which provided an update on a number of items. The following matters were discussed:

- The Cemetery has approximately 70 full burial plots available.
- Due to the current pandemic, a plan is in place should the Cemetery Clerk be unable to work.
- The Transfer of Ownership of existing burial plots is a complicate legal process, and as no guidance has been received from the Government on working practises, FTC are advised not to deviate from the normal legal process.
- FTC is unable to fast track any planning applications for any earmarked land to be used as an additional burial site.
- Members discussed whether during the pandemic, that burials be limited to Fleet Resident's only?
- Members were made aware that burial plots can only be reused after 99 years, and the oldest plot in the Cemetery is from 1929.
- Members noted the designs of signs for the Cemetery and agreed that there should be two sets of signs:
  - 1 set would be facing up and down Crookham Road and would have signs to the Cemetery on them.
  - 1 set would be gates further down Richard Close towards the Cemetery.

### **RESOLVED**

- To note the report of the Cemetery Officer.
- To approve the purchase of a sign carrier for each side of the entrance to Cemetery Road and for the purchase of a set of gates for each side of the road.

## **RLA March 2020 ITEM 6 FACILITIES AND OPEN SPACES MANAGER'S REPORT**

Members received the report of the FOSM for the December 2019 – February 2020 quarter. The following matters were discussed:

- An additional path, not shown on the Development Plan, has been created in Basingbourne Woodland, due to the original path being waterlogged and difficult to use. This has raised health and safety concerns. Due to the potential for trees to be classed as high risk, additional tree survey and maintenance costs will be incurred.
- FTC assumes liability if a new path has been created and there is not the budget to maintain two paths in the area of Basingbourne Woodland.
- It was suggested that the original path be closed off, allowing the new path to be maintained.
- A concern was raised that a number of trees had marks on them, following on from the current tree survey. Members were reassured that the marks were either for trees to be felled or trees to be pruned. It was reiterated that tree surveyors would only mark trees to be felled if they were deemed to be dangerous or diseased and need to be made safe.
- Members were asked if a second opinion could be obtained, with regards to the tree survey. They were reassured again that a professional qualified arboriculturist survey is employed and that before any tree work is done, the work goes out to tender and a further three tree surgeons review the tree survey. It was impressed upon members that the company who do the tree survey do not carry out the work.
- Members agreed that the FoBP are very good at maintaining the park space and thanked them for all their effort and hard work.
- Calthorpe Park Upper Field - Members discussed the estimated cost to level this area and noted that the £100,000 did not include any drainage works. The estimated cost had been obtained to put forward to the Hampshire FA, should they be able to contribute to any future works.

- A concern was raised about lights being left on at The Point overnight, originally a request from The Point users. The lights timer will be checked to make sure the lights are coming on and off at the correct times.

#### **RESOLVED**

- To note the report of the FOSM.

#### **RLA March 2020 ITEM 7**

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

The report of the General Manager of the Harlington for the period December 2019 – February 2020 and the performance summaries for this period were presented. Due to the current coronavirus situation in the country, the reports were discussed with the following matters in mind:

- All shows until mid-April 2020 are cancelled at The Harlington.
- Shows are being rebooked for August 2020 onwards.
- All ticket holders are being contacted by The Harlington and are being given the option as to whether they would like a refund or keep hold of their tickets for the rescheduled show.
- The Harlington is remaining open to any existing user group that wishes to continue, until the government states otherwise. Given that the government have shut all schools from Friday 20<sup>th</sup> March 2020, there is a possibility that there will be no groups or shows in the building at all.
- The Harlington building including the café is now shut to the public, and only staff are allowed in and out of the building.
- The access from the Harlington through to the library is closed.
- Due to the cancellation of shows, FTC are in liaison with the insurance company, with regards to any possible claims on the insurance policy. If The Harlington cancels show without government advice, insurance cannot be claimed.
- Members were advised that there will be a shortfall of approximately £20,000 a month to run The Harlington in the current climate, taking into consideration the loss of income against the savings made.
- The next Harlington programme is on hold, due to the uncertainty of the current situation.
- There is a discussion with NHS Blood Service, as to whether they are able to run more sessions at the Harlington.
- Members noted that due to the Harlington being shut, some user groups were booking the Calthorpe Park tennis courts instead to run exercise groups outdoors.

#### **RESOLVED**

- To note the report of the General Manager and support the Harlington during this uncertain period.

#### **RLA March 2020 ITEM 8**

#### **ANCELLS FARM SITE SECURITY**

It was proposed that this item be moved to a Working Group outside of the RLA Meeting. A Parks and Open Spaces Working Group was agreed, with Councillors Wright, Schofield, Woods and Holt agreeing to be members of this group.

#### **RESOLVED**

- That the Parks and Open Spaces Working Group review and report back to Policy and Finance.

**RLA March 2020 ITEM 9****BASINGBOURNE PARK**

Members were asked to consider the installation of a wide link chain fence behind the kick wall at Basingbourne Park.

Members noted that the FoBP would donate the fence to FTC, who would then be responsible for the maintenance. It was recommended that plants are not grown up this fence, due to the size of the fence.

**RESOLVED**

- To approve receipt of the donation to Fleet Town Council (FTC) from the Friends of Basingbourne Park to cover the cost of the installation of a chain link fence behind the kick wall.
- That FTC takes ownership and maintenance responsibilities of this fence.

**RLA March 2020 ITEM 10****OAKLEY PARK PAVILION DECORATION REPORT**

It was proposed that this item would also be considered at the Parks and Open Spaces Working Group outside of the RLA Meeting.

**RESOLVED**

- That the Parks and Open Spaces Working Group consider this item and report back to Policy and Finance.

**RLA March 2020 ITEM 11****BASINGBOURNE PARK FUN RUN**

Members noted that further to the Minutes of the RLA Committee Meeting in December 2019, Friends of Basingbourne Park have changed the proposed date for the Fun Run to Saturday 18th July 2020. Members were assured that all other conditions set out at this meeting had been adhered to.

**RLA March 2020 ITEM 12 FUTURE EVENTS**

Members noted the following future events:

15 <sup>th</sup> March 2020	Calthorpe Park	Fleet Half Marathon - <b>POSTPONED</b>
24 <sup>th</sup> March 2020	The Harlington	Annual Resident's Meeting – <b>TO BE POSTPONED</b>
8 <sup>th</sup> May 2020	The Harlington	VE75 Celebrations – <b>CANCELLED</b>
16 <sup>th</sup> May 2020	The Views	Open Air Cinema
16 <sup>th</sup> May 2020	The Harlington	Action Day – <b>CANCELLED</b>
3 <sup>rd</sup> – 7 <sup>th</sup> June 2020	The Views	Circus
4 <sup>th</sup> July 2020	Calthorpe Park/Fleet Road	Fleet Carnival
18 <sup>th</sup> July 2020	Basingbourne Park	Fun Run
July / August 2020	The Views	SCAMJAM
29 <sup>th</sup> August 2020	The Views	Open Air Cinema - Double
13 <sup>th</sup> September 2020	Starts in Calthorpe Park	RIDE 20
7 <sup>th</sup> November 2020	Calthorpe Park	Fireworks
8 <sup>th</sup> November 2020	The Harlington	Remembrance Sunday

**RLA March 2020 ITEM 13 CLERK’S REPORT**

Members received a verbal update from the Clerk, and noted the following. As a result of the coronavirus:

- The Fleet Half Marathon has been postponed, with the option to reschedule for a date in September 2020.
- FTC’s Action Day on 16<sup>th</sup> May 2020 has been cancelled.
- VE75 Celebrations on 8<sup>th</sup> May 2020 have been cancelled.
- There is a potential for more events to be cancelled or postponed due to the current situation.
- FTC and the Harlington staff are being given the opportunity for flexible working, with the potential to work from home or in the evenings.
- There will be a team of people in the office, additional IT and phone equipment available for staff working from home.
- A decision about the Annual Resident’s Meeting, due to take place on Tuesday 24<sup>th</sup> March 2020, will be made at the extraordinary Council meeting on Friday 20<sup>th</sup> March 2020.
- Members noted that there is a potential for the Cemetery to become busy during this period, and staff support is being given to the Cemetery Officer at this time.

**RLA March 2020 ITEM 14 DATE AND TIME OF NEXT MEETING**

The next meeting of the Committee will be held on Wednesday 17th June 2020 at the Harlington at 7pm

There being no further business the meeting closed at 9.11pm.

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



### **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**

#### **RLA March 2020 ITEM 15 CCTV IN FLEET TOWN COUNCIL'S FACILITIES AND PARKS/OPEN SPACES**

Members received a report on CCTV in FTC's Facilities and Parks / Open Spaces.

Members noted that there is a delay to the work at Calthorpe Park Playground, due to the manufacturer's factory being closed during the pandemic.

Members noted that FTC would like a monitored CCTV camera at the new Calthorpe Park Playground and were advised that there is no extra capacity to acquire an additional camera with Rushmoor CCTV. As a result of this, members were asked to consider the removal of one monitored CCTV cameras at the Pavilion at Oakley Park and move it to Calthorpe Park.

It was agreed that the removal of the CCTV camera from Oakley Park was in the early stages, and that utilities like power and internet linkage to the new camera at Calthorpe Park still need to be researched and looked into.

#### **RESOLVED**

- That FTC can remove a monitored CCTV camera from Oakley Park and reinstall in at Calthorpe Park at a suitable time.

**Officer Report  
RLA June 2020**

**OFFICER:** Sian Taylor – Cemetery Clerk  
**DATE:** 1<sup>st</sup> June 2020  
**SUBJECT:** Cemetery Report

**Pandemic plan**

The cemetery is noticeably quiet despite the current pandemic. There have only been 4 burials and none are known to have been from Covid-19.

**Headstone stability testing**

This is now complete. Most of the memorials which have failed do not have up to date contact details. The memorials have been made safe either by laying down or staking. Each memorial has a sign to contact the cemetery clerk.

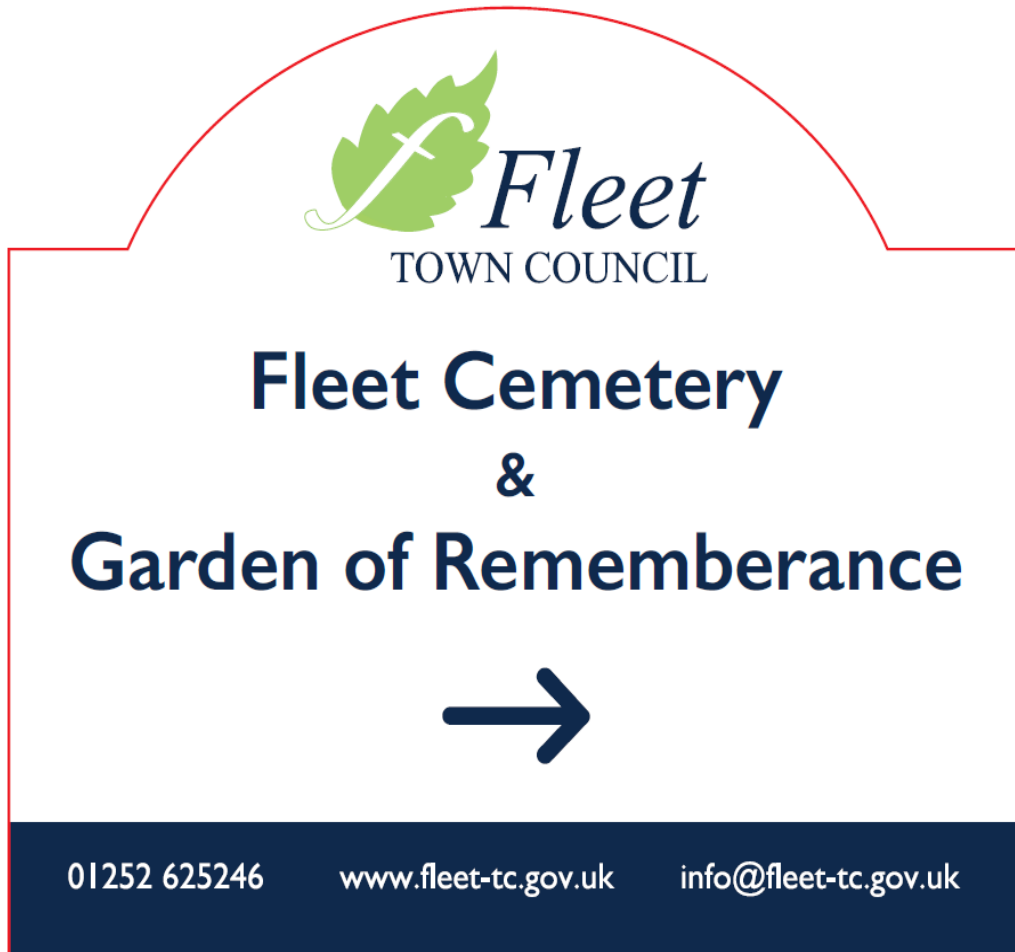
**Proposed cemetery entrance signage on Cemetery Road**

See separate document

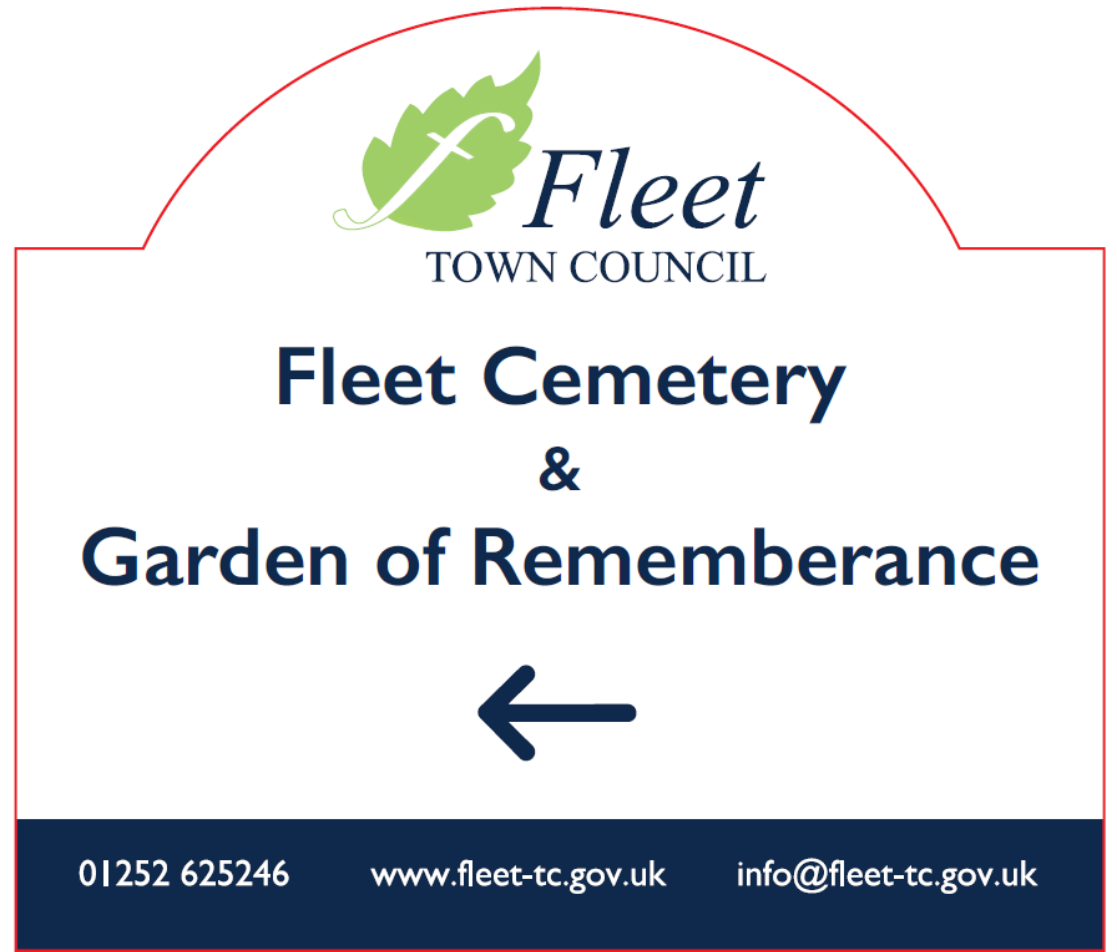
**RECOMMENDATION:**

Members to choose between option 1 and option 2 and approve the design for the new cemetery signage, to only be purchased when the Clerk confirms the budget is available.

Crookham Road signage on 3000mm long poles



1200 x 1040mm.  
Mounted to new posts.



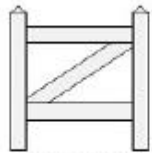
1200 x 1040mm.  
Mounted to new posts.

Richard Close, Cemetery Road signage – one on each side of road

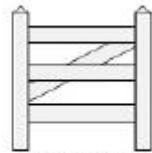
Either mounted on Glasdon gate 1.3m high x 1.5m wide or 3000mm long poles



### Gate choices



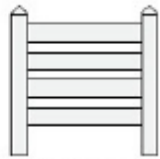
183/0019  
£607.92



183/0020  
£706.18



183/0021  
£804.42



183/0018  
£700.04

**Fleet**  
TOWN COUNCIL

**Fleet Cemetery  
&  
Garden of Remembrance**

Cemetery Road  
PRIVATE ROAD

01252 625246    [www.fleet-tc.gov.uk](http://www.fleet-tc.gov.uk)    [info@fleet-tc.gov.uk](mailto:info@fleet-tc.gov.uk)

1500 x 1300mm.

# Hampshire signs option 1

## Cemetery Road signage mounted on Glasdon Gateways

Pre-Press: Create artwork based upon client brief.

Proofing: EProof

Spec: 2 off shaped aluminium sign, 1500x1300mm  
Vertical channel to rear, radius corners.  
Printed in full colour to one side with anti-graffiti laminate.  
Fitted to Glasdon Gateway onsite with bolts, aluminium angle  
and screws/rivets.

2 off shaped aluminium signs, 1200x1040mm.  
Channel to rear, radius corners.  
Printed in full colour to one side with anti-graffiti laminate.  
Supplied with x4 76mm dia grey 3000mm long posts and fixings

Delivery: Installation for the above in Fleet during normal working hours  
(assuming soft ground).

Price: £2,393.00

# Hampshire signs option 2

## All signage mounted on 3000mm poles

Pre-Press: Create artwork based upon client brief.

Proofing: EProof

Spec: 2 off shaped aluminium sign, 1500x1300mm  
Vertical channel to rear, radius corners.  
Printed in full colour to one side with anti-graffiti laminate.  
Supplied with x4 76mm dia grey 3000mm long posts and fixings

2 off shaped aluminium signs, 1200x1040mm.  
Channel to rear, radius corners.  
Printed in full colour to one side with anti-graffiti laminate.  
Supplied with x4 76mm dia grey 3000mm long posts and fixings

Delivery: Installation for the above in Fleet during normal working hours  
(assuming soft ground).

Price: £3,028.00

# Total cost

## Option 1

Hampshire signs

£2,393.00

Glasdon Gateway 2 x 1.3m x 1.5m wide, 4 bar with diagonal @ £804.42 each

£1,608.84

Installation of Glasdon Gateways and fixing of signs

£500.00 approx

Total

**£4,501.00**

## Option 2

Hampshire signs – all signs on poles - supply and installation

**£3,028.00**

**Officer Report****RLA Committee****Wednesday 17<sup>th</sup> June 2020****OFFICER: Facilities & Open Spaces Manager (FOSM)****DATE: 8<sup>th</sup> June 2020****SUBJECT: General Report.****1. Ancells Farm Community Centre**

- Flooring works will be starting by the 18<sup>th</sup> July. The wooden floor will be sanded back and resealed.

**2. Ancells Pavilion**

- Replacement aluminium guttering is due to be installed on the 22<sup>nd</sup> June and will take approx. two days to complete.

**3. Calthorpe Park Play Area**

- The Calthorpe Park Play Area build begun on the 19<sup>th</sup> May.
- There have been challenges with implementing CCTV. Quotes have been obtained for the supply and installation of equipment; however we have been met with challenges with regards to the supply of power and Broadband services. Conversations are taking place with Hart and Rushmoor to see if any assistance can be offered to FTC to overcome these.

**4. Harlington**

- With majority of staff on Furlough, the FOSM has also been the building's Duty Officer. This has included the 3 x Blood Donor Sessions, being in the building when suppliers have required access and taking over the responsibility for the Legionella water temperature testing regime and weekly flushing, weekly fire alarm testing with the library all the building's health and safety checks and liaising with Fleet Phoenix over the use of the Point and RVS for their COVID19 work.
- Exploratory works have started in the Auditorium.
- Minor repairs have been carried out around the building.

**5. The Views**

- During the lock-down, there have been a number of concerns from the public regarding usage of the Skate Park. Although the gates have remained "locked" and signage has been put up informing users of its closure, there have still been users climbing over the fence in order to use it.



## **6. Additional**

### **Trees**

- The annual tree survey has been received. All Priority 1 trees have already received attention.
- (The full report will be made available to view in the Fleet Town Council Office by appointment and following Covid 19 government guidelines).
- The tree surveys have been completed by a qualified surveyor (BSc (HONS) DipArb L4) and quality checked.
- Quotes are currently being obtained to carry out required works. Quotes have been delayed due to Covid 19.

### **Health & Safety**

- Health & Safety walk rounds of all buildings and open spaces are being carried out and safety checks completed.

### **Events**

- A number of events such as, Fleet Carnival and Open air Cinema have been cancelled until 2021.

### **Football Pitches**

- All pitch renovation works have been started across all sites.

### **Open Spaces**

- During lock-down regular maintenance of all open spaces has been kept up to date including grass cutting, general ground maintenance and tree maintenance.
- There has been a high importance to ensure all the open spaces are being maintained to the usual high standard to continue to allow the public access during lock-down.
- Signage has been put up in all Open Spaces and has been updated regularly in accordance with Government guidelines.
- At the beginning of lock-down, all benches and picnic benches were taped up to discourage sitting and social gathering.
- Regular visits to each site have been taking place to ensure Open Spaces are being used correctly and safely.
- As the Fleet Action Day was cancelled due to COVID19, benches along the high-street have been refurbished by the Grounds Team.

### **Play areas**

- All play areas have been kept closed following government guidelines.
- During “lock-down” all regular maintenance of play areas has been kept up to date including grass cutting and general ground maintenance.
- Play area repair works have been completed during lock-down. Repairs on swing seats, wet pour and nuts and bolt etc. have taken place in all play areas eliminating all medium and high risk items raised in the monthly park reports as of the end of January 2020.
- Re-painting has begun on all play areas.
- Moveable parts such as swings and cable way seats have been removed to deter usage by general public during COVID19

### **SID's (Speed indicator Devices)**

- Permission to erect a SID in various locations has been sent to both Hampshire Highways and SSE. Once this request has been approved, officers will arrange for the device to be installed at the first location along Ancells Road.
- The requests to HCC & SSE were made in February 2020 for the unit to be installed.
- We are currently waiting on a reply from HCC for approval. Once this has been obtained, permission can be given from SSE.
- Due to COVID 19, there has been a delay in operations from HCC, however they have assured that services will be picking back up shortly.

**South & Southeast in Bloom**

- The S&SEIB 2020 competition will still be going ahead, however due to Covid 19, the competition will be conducted remotely. All information on improvements made since the 2019 competition will be sent to the judges and scores will be based on last year's results plus any additional points added on top.
- A portfolio for each open space will need to be produced and emailed to S&SEIB for judges to assess.

**RECOMMENDATION**

- That the contents of the report be noted.

**DATE:** RLA meeting 17<sup>th</sup> June 2020

**OFFICER:** Alex Robins – General Manager

**REPORT COVERING:** April - May 2020

**1. General overview**

- Sadly due to the current Covid-19 situation, there is very little to report on in terms of activities and business. The main focus therefore is primarily on re-scheduling, damage limitation, forward planning and preparation, a lot of which can only be put into action when more information is available from Government. The worst case financial forecast has been presented to Council, however the officer will be aiming to begin to create income as soon as possible to avoid the need to utilise reserves as far as is practicable.

**RECOMMENDATION: FOR NOTING**

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

- Space. Cancelled

**RECOMMENDATION: FOR NOTING**

- Stevie Nimmo Trio. Cancelled

**RECOMMENDATION: FOR NOTING**

- Comedy Club. Cancelled April & May

**RECOMMENDATION: FOR NOTING**

- Jazz Club. Cancelled April & May

**RECOMMENDATION: FOR NOTING**

- ELO Encounter. Re-scheduled

**RECOMMENDATION: FOR NOTING**

- Clare Teal. Re-scheduled

**RECOMMENDATION: FOR NOTING**

- Purple Zeppelin. Re-scheduled

**RECOMMENDATION: FOR NOTING**

- The Stumble. Re-scheduled

**RECOMMENDATION: FOR NOTING**

### **3. Hall hire**

Only blood donors has remained as a hire during the period. This was one of the essential services that Government has allowed community buildings to open for as a vital service. Extra cleaning has needed to be put in place to ensure everybody's safety during the pandemic.

At the time of compiling this report, the pre-school situated in the Point has now also re-started. Fleet Phoenix was operating a food bank from the Point building, so they have been re-located in the RVS building in order that they can carry out the service at such an important time. FTC has waived any hire charges. Both buildings have also required cleaning services to be re-introduced.

Whilst the opportunity presents itself, work is being carried out in the auditorium to check the condition of the main roof beams, steel joists and false ceiling hangers and any necessary works carried out. This will ensure health & safety procedures are kept up to date. As the work involves a full scaffold structure to be built inside the auditorium, it would have been difficult to schedule without disrupting the programme of events, but this isn't a major issue at this time!

### **4. Ticket Sales**

Financial successes (over £1,000) April/May (based on net ticket sales v performance costs)  
None

Financial losses April/May (based on net ticket sales v performance costs)  
None

### **5. Bars**

- No bar sales during the period. A full close down of the bar was put into place to include all beer and soft drink lines. The auditorium bar has been completely stripped and painted, including the bar top sanded and re-painted. The Function bar has been partly decorated and will be completed if time permits before re-opening. All bar areas will be re-cleaned and re-stocked prior to opening. The bar and catering manager, together with the duty managers, is currently furloughed.

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

- No ancillary sales during the period.

### **7. Coffee shop**

- No coffee shop sales during the period. The area has been cleaned and closed off. It will be thoroughly cleaned again before re-opening.

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

- No income during this period. The centre has remained locked down apart from a brief period where the pre-school remained open for vulnerable children. The pre-school, however, has returned as of 1<sup>st</sup> June. As a result the cleaning service has also needed to be re-introduced.
- The hall floor is due to be sanded, sealed and fixed where appropriate during July. This was scheduled to fit in with the enforced closure.

**RECOMMENDATION: FOR NOTING**



## RLA MEETING Wednesday 17 June 2020

**OFFICER:** Janet Stanton  
**DATE:** 9 June 2020  
**SUBJECT:** Clerk's Report

### 1. COVID 19

#### a. Usage of Parks and Open Spaces

During the COVID19 Pandemic, there have been more people accessing all the parks and open spaces initially for their daily exercise but now to socially meet up with friends and family outside of their household. In most cases the public have followed Government Guidance but there are always a few people who take no notice. It has been good to see families out playing football, throwing frisbees, flying their kites, cycling or enjoying a picnic. However, with all these extra people, comes a great deal of extra litter and rubbish but I am pleased to say that our Grounds Maintenance Team have done an excellent job in keeping the parks clean.

#### b. Tennis

During this pandemic, tennis has become extremely popular with 99 new family memberships being taken out since April compared to 18 during the same period last year. Initially when the courts were opened, the advice to maintain social distancing was to only hire out every other court. This resulted in 3 of the 6 courts being fully booked from 9am – 8pm and, as there were so many people wanting to play tennis, we also had to restrict hires to one hour only.

However, after a few weeks new advice was received from the LTA stating that not only could we use all our courts but doubles tennis would also be allowed provided the players socially distanced. As a result we have been able to open up all 6 courts which are being played upon most of the day.

### 2. Floral Displays

The Hanging baskets have now all been installed along Fleet Road. However, to assist with social distancing, the large floral containers outside Costa and McDonalds will need to be moved before 15 June when the parking bays along the high street are taken out of action and become pedestrianised.