



Notice is hereby given of

**THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING**

On

**Wednesday 15<sup>th</sup> June 2022 at 7pm**

**All Committee members are summoned to attend.**

**To Councillors:** G. Chenery, P. Einchcomb, R. Fang, L. Holt, S. Johnson, E. May, A. Oliver, R. Richmond, R. Schofield, S. Sharma Krishnamurthy, S. Tilley, P. Wildsmith, B. Willcocks, G. Woods.

SIGNED:

*Janet Stanton*

Janet Stanton  
Town Clerk  
Date: 9<sup>th</sup> June 2022

**AGENDA**

**1. ELECTION OF CHAIRMAN**

To receive nominations for and to elect a chairman of the RLA Committee for the local government year 2022/2023.

**2. ELECTION OF VICE CHAIRMAN**

To receive nominations for and to elect a vice-chairman of the RLA Committee for the local government year 2022/2023.

**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.

## 6. MINUTES OF THE PREVIOUS MEETING

To receive and approve as a correct record the minutes of the RLA Committee held on Wednesday 16<sup>th</sup> March 2022 (*copy attached*).

### **Part 1 – ITEMS FOR DECISION**

## 7. THE CEMETERY OFFICER'S REPORT

To consider the Cemetery Clerk's Report (*copy attached*).

### **RECOMMENDATION**

- a. To consider if funding is available to repair pathways in the Cemetery.
- b. To note the report of the Cemetery Clerk.

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

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

### **RECOMMENDATION**

#### **a. Ancells Farm – Green Gym**

To consult with the Friends of Ancells Farm and determine if a green gym should be added to the capital expenditure list.

#### **b. BBQ Sites – Calthorpe Park**

To advise whether BBQ sites should be installed within Calthorpe Park.

#### **c. Oakley Park – Footpaths**

To approve repairs to the damaged areas of the paths on both sides of the park.  
To accept the donation from the Friends of Oakley Park.

#### **d. Leawood Road – amenity land**

To approve the improvement works to the existing pathway.  
To decide which materials to use from the options provided.  
To agree how the path could be funded.

- e. To note the report of the Facilities and Open Spaces Manager.

## 9. THE VIEWS - SENSORY GARDEN REPORT

To receive and consider the attached report (*copy attached*).

### **RECOMMENDATION**

Members are asked to consider:

- Whether planting of the trees in the Summer/Autumn is required rather than waiting for the usual tree planting season, Autumn/Winter.
- To approve the order being placed for trees to be delivered during the planting season (Nov/Dec).
- To approve and progress the proposal for the Orchard Ground Works (item 9).
- To approve and progress the proposal for The Views, Cherry Tree Walkway.

## 10. THE HARLINGTON AND ANCELLS FARM COMMUNITY CENTRE REPORT

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

### RECOMMENDATION

To note the report of the Operations Manager.

## 11. REVIEW OF CAPITAL PROJECTS PROGRAMME

Members to receive and review the existing capital works programme, dated 14.09.2021, with a view to producing a new /revised programme for the next 4 years. The proposal to be taken to council for approval (*copy attached*).

### RECOMMENDATION

That a date for a meeting of the Parks and Open Spaces Working Group is set up to produce a new / revised Capital Projects Programme for the next 4 years.

## 12. TRIM TRAIL - OAKLEY PARK

Members are asked to consider and approve FTC applying for S106 funding for a Trim Trail in Oakley Park. Although the park does have a playground for the under 12 age group and a few pieces of equipment for teenagers, currently there is no exercise equipment suitable for adults. Exercise equipment has been requested by the local residents and is fully supported by The Friends of Oakley Park. The proposed trim trail equipment would be made of wood at an approximate cost of £11,300 +VAT.

### RECOMMENDATION

- a. To approve the installation of a Trim Trail in Oakley Park.
- b. To approve progressing an S106 application for the funding for a Trim Trail.

## 13. LENGTHSMAN SCHEME 22/23

To receive and consider a report on the Lengthsman Scheme (*copy attached*).

### RECOMMENDATION

To determine the projects to be undertaken within the Lengthsman Scheme.

## Part 2 – ITEMS TO NOTE

## 14. FUTURE EVENTS

25 <sup>th</sup> June 2022	Ancells Farm	Table Tennis Event
2 <sup>nd</sup> July 2022	Calthorpe Park	Fleet Carnival
10 <sup>th</sup> July 2022	The Views Skate Park	Scam Jam competition
16 <sup>th</sup> July 2022	Oakley Park	Summer Fete
29 <sup>th</sup> July 2022	The Views	Open Air Cinema
10 <sup>th</sup> July 2022	The Views Skate Park	Scam Jam Event
25 <sup>th</sup> July – 28 <sup>th</sup> August 2022 <i>every Thursday</i>	The Views Skate Park	Phoenix Summer Project
10 <sup>th</sup> September 2022	The Views	Open Air Cinema
5 <sup>th</sup> November 2022	Calthorpe Park	Fleet Lions Fireworks
13 <sup>th</sup> November 2022		Remembrance Sunday
23 <sup>rd</sup> November 2022	Fleet	Fleet Christmas Festivities
25 <sup>th</sup> December 2022	The Harlington	Christmas Day Lunch
26 <sup>th</sup> March 2023	Calthorpe Park	Fleet Half Marathon

## **15. CLERKS REPORT**

To receive any verbal updates from the Clerk.

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

The next meeting of the Recreation, Leisure and Amenities Committee will be held on Wednesday 21<sup>st</sup> September 2022 at 7pm in 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 items**



## FLEET TOWN COUNCIL

### MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING

Wednesday 16<sup>th</sup> March 2022 at 7pm

#### PRESENT

**Councillors:** P. Einchcomb, R. Fang, L. Holt, K. Jasper, A. Oliver, R. Richmond, S. Tilley, G. Woods.

**Also Present:** Janet Stanton - Town Clerk  
 Susanna Walker - Committee Clerk  
 Alex Robins - Harlington General Manager  
 Ben Crane - Facilities and Open Spaces Manager  
 Sian Taylor – Cemetery Officer  
 Mike Bye – Friends of Oakley Park

#### RLA March 2022 ITEM 1 APOLOGIES

Members received and accepted the apologies from Councillor Chenery due to health reasons, Councillor Schofield due to being on holiday and Councillor Wright due to work commitments.

#### RLA March 2022 ITEM 2 DECLARATIONS OF INTEREST

There were no declarations of interest.

#### RLA March 2022 ITEM 3 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from the public. Mike Bye, Chairman of Friends of Oakley Park (FOBP) made members aware that the public footpath in Oakley Park, from Albany Road to Burnside is deteriorating and there has been one reported incident of a member of public falling on the path. A short discussion followed, where members discussed funding for the repair of the path.

#### RLA March 2022 ITEM 4 MINUTES OF PREVIOUS MEETING

Members received and approved as a correct record the minutes of the Recreation, Leisure & Amenities Committee meeting held on Wednesday 8<sup>th</sup> December 2021. The Chairman signed the minutes as a true record of the meeting.

#### RLA March 2022 ITEM 5 THE CEMETERY OFFICER'S REPORT

Members received the report of the Cemetery Officer, which included the Cemetery and Garden of Remembrance Fees for each structure for 2022/2023. The following matters were discussed:

- **New Burial Area**
  - The contractor is on track to start the work on 1<sup>st</sup> May 2022.
  - There are currently 8 plots remaining.
  - The new burial area will provide approximately 70 new plots.
  - Between 5 – 20 plots are sold each year.

- **Cemetery Fees**

- Prices have not increased for the past 3 years.
- The new fees are increased by 4%.
- The cost for a Sanctum is greater, due to the installation cost. These prices are in line with Aldershot Crematorium.
- There has been a proposed increase in costs for the Garden of Remembrance for non-Fleet residents.
- Members noted that the difference in costs for a resident and non-resident was £100.00, which covered the cost of grounds maintenance at the Cemetery.
- Fleet residents already pay for the Cemetery maintenance through their Council Tax.
- Members suggested a greater difference in price between a Fleet resident and non-Fleet resident for the Garden of Remembrance fees. It was proposed that the Fleet resident fee stay as the current price and the non-resident fee increase to the proposed fee.
- FTC need to ensure that the Sanctum is not overpriced.
- Aldershot Crematorium does not differentiate costs for residents and non-residents.
- Sales of the sanctum over the past year total 11 Fleet residents and 12 non-Fleet residents.
- The cost of a mushroom disc for children is £125.00, whether a Fleet resident or not. (In the report, it had been noted as £225.00 for a non-Fleet resident).
- It was suggested that the Cemetery and Garden of Remembrance Fees be included in the Cemetery Policy.

After the discussion, the following proposal was moved and seconded:

- To approve the Cemetery and Garden of Remembrance Fees for 2022/2023.
- Members agreed to approve the Cemetery Fees for 2022/2023.

The following counterproposal was then moved and adopted:

- To amend the Garden of Remembrance Fees for 2022/2023 to reflect the following:
  - There be no increase to the resident's fees, therefore the Garden of Remembrance fees for a Fleet resident remain as the current price.
  - The Garden of Remembrance fees for a non-resident be increased as proposed.
- The new substantive motion was passed.

## **RESOLVED**

1. To note the report of the Cemetery Clerk.
2. To approve the Cemetery Fees for 2022/2023.
3. To approve the Garden of Remembrance Fees for 2022/2023 with the following amendments:
  - There be no increase to the resident's fees, therefore the Garden of Remembrance fees for a Fleet resident remain as the current price.
  - The Garden of Remembrance fees for a non-resident be increased as proposed.

## **RLA March 2022 ITEM 6 FACILITIES AND OPEN SPACES MANAGER'S REPORT**

Members received the report of the FOSM for the December 2021 – February 2022 quarter. The following matters were discussed:

- **Calthorpe Park**
  - Public Liability Insurance for Friends of Calthorpe Park.
  - Several residential properties are encroaching into the park. Letters from FTC will be sent to the relevant properties in the next week.
  - FOSM to talk to John Elson at HDC regarding capturing public land illegally.

- **Trees**
  - Only 1 tree in Basingbourne Park fell during the storms towards the end of February.
  - Testament to the tree survey carried out every year and the work done to make sure trees are safe.

## **RESOLVED**

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

## **RLA March 2022 ITEM 7 THE HARLINGTON AND ANCELLS FARM COMMUNITY CENTRE REPORT**

The report of the General Manager of the Harlington for the period December 2021 – February 2022 was presented. Members discussed the following:

- Several shows were cancelled or rescheduled in January, due to members of the band having COVID.
- The vaccination centre has been extended until March 2023, with 28 days' notice. It will operate 3 days a week from April 2022.
- An approach has been made for this to include a diagnostics and screening option, something which is being investigated. A possible space for this is the RVS.
- The new brochure for the 2022 season is available.
- Sales of tickets have been increasing, but some shows still have low attendance.
- Hall hire is back to expected levels.
- Ancells Farm Community Centre car park cost is approximately £8,500.00 + vat, which is 1/3<sup>rd</sup> of the annual bill charged out. The pub pays 1/3<sup>rd</sup> and the other 1/3<sup>rd</sup> is paid by the local shops and flats.
- Concerns were raised over the maintenance of the car park.
- A suggestion was made that if FTC are paying a 1/3<sup>rd</sup> of the car park fee, then 1/3<sup>rd</sup> of the car park spaces should be allocated to the Community Centre.
- Another suggestion was that the car park be changed to pay and display.

Members were made aware that the Harlington has had a request to hold a fundraising concert for Ukraine on the afternoon of Sunday 10<sup>th</sup> April 2022, with all profits going to the Disasters Emergency Committee (DEC) Ukraine Appeal. Members discussed the following:

- All artists appearing have agreed to perform for no fee.
- Big I Am is the promotional company who has offered all artists.
- The box office company have been approached to waive their fee, with a possible gift aid and donation option available.
- Bar will be open, and all profits will go to DEC, once staff costs have been covered.
- The Harlington will be donated free of charge for the event.
- The event has the potential to be live streamed.
- Security will not be needed.
- Tickets will go on sale on Friday 18<sup>th</sup> March 2022.
- Approximate cost of the tickets will be between £20 - £25.
- Audience capacity is 260 people – 60 standing and 200 seated.
- This is a one-off event and members noted that this will not set a precedent for any future events.
- FTC to support the Harlington with this event.
- Donation buckets to be on site during the event.
- Need to make audience members aware that all profits will go to DEC.

Members noted that the 8 RLA Committee members did not make up the majority of the Council, and so one more Councillor would be contacted, in order the majority vote of approval. This would then be brought to Council in April 2022, for further updates.

**RESOLVED**

1. To note the report of the General Manager of the Harlington.
2. To approve the fundraising concert in the Harlington in aid of DEC Ukraine Appeal on Sunday 10<sup>th</sup> April 2022, subject to one more councillor being contacted.

**RLA March 2022 ITEM 8      DONATION FOR A COMMEMORATIVE BENCH AND PLAQUE FROM FLEET AND CHURCH CROOKHAM SOCIETY**

Members were reminded that at the February Council meeting, approval was given to the installation of a bench to mark the Queen's Platinum Jubilee, as provided by The Fleet & Church Crookham Society. Members discussed suitable locations for the bench and the following locations were suggested:

- The Views – potentially 12 new picnic benches to be installed.
- Outside the Oatsheaf pub.
- Durnsford Avenue overlooking the canal.
- By the War Memorial.
- Basingbourne Canal Car Park

Members agreed that the green space in Basingbourne Canal Car Park would be an ideal place, as many people stop there to have picnics. It was agreed that permission would be needed from Basingbourne Canal regarding the possibility of the installation of the bench.

**RESOLVED**

1. To approve the location of green space in Basingbourne Canal Car Park for the commemorative bench, subject to permission, and advise Fleet & Church Crookham Society accordingly.

**RLA March 2022 ITEM 9      USE OF PARKS FOR PERSONAL PRIVATE EVENTS**

Members were made aware that FTC has had an application from a local family to hold a private birthday party in one of the FTC parks. This party would include a bouncy castle and music. Members noted that currently the parks, which are funded by the residents of Fleet, only allow for community events and approved activities that promote health and well-being to take place in the park.

Following a brief discussion, it was decided that FTC cannot allow private and personal parties to be held in local FTC parks. It was also noted that the Open Air Civic Event Policy would be updated with the relevant changes, and brought back to Council in April 2022.

**RESOLVED**

1. To determine that the FTC parks should not be used for private events which are not open to the whole community.
2. To amend the Civic Events policy in line with the decision of the Council and bring to Council in April 2022.

**RLA March 2022 ITEM 10      1ST CROOKHAM SCOUTS SPORTS DAY**

Members considered and discussed a request from 1<sup>st</sup> Crookham Scouts to hold a Sports Day in Basingbourne Park on Saturday 2<sup>nd</sup> April 2022. Members noted that the event is a fundraising event and will be open to all. It was noted that the Scouts provide their own insurance for the event.

Members **RESOLVED** to

Approve the request from 1<sup>st</sup> Crookham Scouts to hold a Sports Day in Basingbourne Park on Saturday 2<sup>nd</sup> April 2022.



**RLA March 2022 ITEM 11 FUTURE EVENTS**

Members noted the following events and noted that the Open Air Cinema dates are confirmed as 10<sup>th</sup> June and 10<sup>th</sup> September 2022.

20 <sup>th</sup> March 2022	Calthorpe Park	Fleet Half Marathon
26 <sup>th</sup> – 27 <sup>th</sup> March 2022	Calthorpe Park Ancells Farm Park	Queens Jubilee “Green Canopy” Tree Planting
16 <sup>th</sup> April 2022	Basingbourne Park	Easter Egg Hunt
CANCELLED	Ancells Farm	Falkner’s Arms Fun Day
18 <sup>th</sup> – 22 <sup>nd</sup> May 2022	The Views	Circus Wonderland
2 <sup>nd</sup> – 5 <sup>th</sup> June 2022	Fleet	Queen’s Platinum Jubilee
10 <sup>th</sup> June 2022	The Views	Open Air Cinema
25 <sup>th</sup> June 2022	Ancells Farm	Table Tennis Event
2 <sup>nd</sup> July 2022	Calthorpe Park	Fleet Carnival
10 <sup>th</sup> July 2022	The Views Skate Park	ScamJam
16 <sup>th</sup> July 2022	Oakley Park	Summer Fete
25 <sup>th</sup> July – 28 <sup>th</sup> August 2022	The Views Skate Park	ScamJam
10 <sup>th</sup> September 2022	The Views	Open Air Cinema
5 <sup>th</sup> November 2022	Calthorpe Park	Fleet Lions Fireworks

**RLA March 2022 ITEM 12 CLERKS REPORT**

Members received an update from the Clerk, and noted the following:

- FTC have received £3,000.00 from the Lengthsman Scheme.
- Members are asked to consider any possible areas that the money can be used for, such as road sign cleaning.
- The Jubilee Committee have received a £2,000.00 grant from the National Lottery Awards from All. This money will be used to purchase cherry trees to be planted in the sensory garden.
- Special thanks were given to Councillor Tilley for all her efforts with the Jubilee Celebrations.

**RLA March 2022 ITEM 13 DATE AND TIME OF NEXT MEETING**

The next meeting of the Recreation, Leisure & Amenities Committee will be held on Wednesday 15<sup>th</sup> June 2022 at 7.00pm at the Harlington. There being no further business the meeting closed at 8.30pm.

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

**Chairman**

## Officer Report

RLA June 2022

**OFFICER:** Sian Taylor  
**DATE:** June 2022  
**SUBJECT:** Cemetery Report

### New burial area

The works are now well underway with the main burial area complete and seeded. The area is yet to be marked out however it should give approx. 100 burial plots.



### Other works

The replanting of the hanging baskets around the central shelter, troughs on the entrance and planters in the roadway are now also complete. There is still an ongoing issue with cars being parked and worked on along the private Cemetery Road.



### Volunteers/Friends of Cemetery

New volunteers are still contacting the cemetery clerk on a regular basis, usually introduced by Hart Voluntary Action. A group still meets on the first Saturday in the month from 10 am till noon with other volunteers attending when they can.

### Cemetery Pathways

The pathways are still an outstanding issue as they are deteriorating and in many places are a trip hazard, making walking the pathways difficult for those with mobility issues.

A quote has been received for Rejuvophalt at a cost of £23,150.20

Rejuvophalt is a cold applied BBA HAPAS approved product that provides a uniform overall appearance. It reseals and waterproofs, saving and strengthening surfaces by preventing deterioration and extending the life of footpaths for up to 10 years or longer.

A bituminous emulsion-based mixture enhanced with strengthening agents, it is suited as an overlay surface treatment on deteriorating footpaths. It cures rapidly and sites can be open for use within hours of installation. It is a no dig, hand application using a bespoke Rejuvokit, therefore noise is minimal with no vibrations, no excavation and no waste disposal equipment needed.

A quote to replace the tarmac was quoted as £120,598.00 plus VAT

**Recommendation :** To consider if funding is available to repair pathways in the Cemetery

**Officer Report****RLA Committee****Wednesday 15<sup>th</sup> June 2022****OFFICER: Facilities & Open Spaces Manager (FOSM)****DATE: 6<sup>th</sup> June 2022****SUBJECT: General Report.****1. Ancells Farm Community Centre**

- Various small repairs have been carried out on cupboard doors and kitchen cupboards.

**2. Ancells Play Park**

- Repairs have been carried out on the climbing frames replacing broken ropes.

**3. Ancells Farm General**

- Working with the Fleet Lions and various schools in the area, new trees have been planted.
- New trees at the rear of the Ancells Farm Community Centre, around the open green space create a natural barrier to prevent unauthorised access.
- The planting also continued behind the Faulkners Arms Pub, and down towards the entrance to the playing field.
- A new external door has been fitted to the Ancells Farm Pavilion.
- Repairs have been made to the corner of the roof after tiles were removed and damaged.
- Excess amounts of litter have been reported around the parking area at the rear of the Faulkners Arms Pub. It appears much of the litter is coming from local business's bins and from vehicles parking up. A request has been made to the grounds team to carry out additional checks of the area when litter picking.
- A request has been made by Cllr Ellie Ann May, from residents, to look into the possibility of installing a "Green Gym", in Ancells Farm. Green gyms were researched when looking at what equipment residents would like in Calthorpe Park. There was not a great desire for it at the time. Surveys on outdoor gym equipment has found that the usage is very low and the initial cost and upkeep is extremely high. 7.62% of responses from the Calthorpe Park Survey picked gym equipment as first choice.

**RECOMMENDATION**

- To consult with the Friends of Ancells Farm and determine if a green gym should be added to the capital expenditure list.

**4. Basingbourne**

- Wooden slats around the perimeter fence of the under 8's play area, have been replaced.
- Slats have been replaced on the central "signal box" in the play area.
- Major drainage works had to be carried out at the Girl Guides Hall. It was discovered that a broken waste pipe was causing a backing up of waste from the Scout Hut. This has been caused by a wrong termination of the waste pipe from the scout hut and a curved elbow joint being installed to accept waste from the new girl guides hall, without reconnecting the old waste pipe from the scout hut.
- A new waste pipe has now been installed and the pipes have now all been cleared and jetted.
- Awaiting report from drainage company.

## 5. Calthorpe Park General

- New Trees have been planted around Calthorpe Park.
- The additional trees have been planted in various positions
  - along the Baker Way Cycle Path
  - the upper field near the new play area
  - the lower Field
  - The hard standing area near the swans
  - Various small empty patches to be infilled
- New bollards have been installed around the tennis courts and in various other locations around the park.
- Improvements have been made to the ground works along the bridle way and the parking bays.
- Repairs have been made to the stiles along the bridle way.
- The wooden swan has had its head broken off. An attempt to reattach it is being made, however this may not be possible due to rotted wood.

### **BBQ Sites**

- It has been requested by a Resident, that FTC considers installing permanent BBQ Sites at Calthorpe Park for use by park users.
- A full site survey would need to be carried out along with a risk assessment including fire, before a full decision could be made, however should the council wish for no further research to be done, Officers will not proceed.

## **RECOMMENDATION**

- To advise whether BBQ sites should be installed within Calthorpe Park.

## 6. Calthorpe Park Pavilion

- Caleb Coffee opened the new coffee shop in the Calthorpe Park Pavilion over the Jubilee Weekend.
- Electrical works have been carried out in the Pavilion to separate the meters to enable accurate usage readings for both Caleb Coffee & FTC.

## 7. Harlington

- The front of the building has now been painted and old broken woodwork has been replaced.
- New clip frames, to house Harlington event posters, have also been put up externally to help improve the look of the building and promote events.
- The front steps to the Harlington and the access ramp, have all been cleaned and jet washed.
- The steps have been repainted for Health and Safety to aid with visibility.

## 8. The Views

- A third bench in the Views was vandalised and has now been repaired in the same manner as the other two.
- The Views is currently home to 12 new picnic benches. Quotes are being obtained to permanently install the benches once locations have been established.

## 9. The Views Park

- Paint has been ordered ready for Fleet Phoenix's Scam Jam event where the skate park will receive a fresh coat of paint. Local users will be asked to help repaint the skate park, whilst being overseen by Fleet Phoenix.

## 10. Oakley Park

- Friends of Oakley Park are planning a summer fete on the 16<sup>th</sup> July.
- FOSM has noted that some residential properties are encroaching into the park / woodland areas. A letter has been sent out to residents asking them to remove items from the park / woodland.

### Footpaths

- Footpaths are deteriorating badly on either side of the park.
- Footpaths in question run from Albany Road, either side of Oakley Park and are heavily damaged by tree roots and general wear & tear.
- Quotations have been obtained for both paths.
- A donation has been offered for both paths, by the Friends of Oakley Park to go towards the overall cost of repairs to the footpaths.
- The repairs will cost in the region of £7000.

### RECOMMENDATION

- To approve repairs to the damaged areas of the paths on both sides of the park.
- To accept the donation from the Friends of Oakley Park.

## 11. Additional

### Leawood Road – amenity land

- Quotes have been obtained to improve the pathway which runs through the amenity land from New Barn Close, to Leawood Road. This path provides easier access from residential streets to All Saints Junior School.
- There is a choice of Suds Bond (similar to that used in Oakley Park), or Tarmac.
- The area is prone to water logging so a Suds Bond would be beneficial, however this is a higher cost. Suds Bond is permeable; therefore, it would assist with water drainage whereas Tarmac is non-permeable and will simply allow water to pool either side of the path. However, the area has been checked and it appears no tree roots are trailing under the current gravel pathway. This means that should Tarmac be used, the risk of future damage from tree roots is minimal, however not impossible.

The quoted costs are:

a. Tarmac - Replace 30 linear metres of treated timber edging with new.  
Grade out and make up levels of subbase.  
of an average depth of 80mm  
£2800.00+VAT

b. Suds Bond – 35mm depth - £3691.00+VAT

No allowance was made in the budget when it was set for this item. Currently, only £1144 is allowed for in Additional Grounds Maintenance.

### RECOMMENDATION

- To approve the improvement works to the existing pathway.
- To decide which materials to use from the options provided.
- To agree how the path could be funded.



## SIDs – Speed Indicator Devices

- The SIDs boards are scheduled to be deployed at the following locations,

20/06/2022 - 04/07/2022	Lamp column 14, Hitches Lane
	Lamp column 22, Hitches Lane
11/07/2022 - 25/07/2022	Lamp column 22, Reading Road South
	Lamp column 31, Reading Road South
01/08/2022 - 15/08/2022	Lamp column 14, Hitches Lane
	Lamp column 22, Hitches Lane
22/08/2022 - 05/09/2022	Lamp column 25, Ancells Road
	Lamp column 26, Ancells Road
12/09/2022 - 26/09/2022	Lamp column 25, Reading Road North
	Lamp column 23, Aldershot Road
03/10/2022 - 17/10/2022	Lamp column 50, Elvetham Road
	Lamp column 36, Elvetham Road



## Open Spaces

- FTC has entered the South & South East in Bloom Awards 2022, which is due to be judged 1<sup>st</sup> July 2022.

## RECOMMENDATION

- That the contents of the report be noted.



**OFFICER:** Ben Crane  
**DATE:** 08/06/2022  
**SUBJECT:** Sensory Garden – Visual & Scented area and Orchard Garden

**Background:** The Open Spaces Working Group met on the 29<sup>th</sup> April to discuss the fine details of the new Sensory Garden Area in The Views Meadow. This report highlights the agreed actions as well as items in which Officers were asked to obtain more information.

## **Visual & Scented area – See fig 1.**

### **1. Tree Species**

- Agreed the purchase of 6no Prunus Tai Haku trees 18cm girth.
- There are two options for the purchase of these trees –
- 1. The trees are purchased in the Summer. This will mean a higher cost per tree (approx. £400 per tree) and the added cost of approx. £5120 for additional watering.
- 2. The work order is placed, and trees are ordered at a later date nearer optimal planting season (Autumn/Winter). This will reduce the cost of the trees (too approximately £312 per tree) and reduce the amount of watering required.
- An original quote of approximately £400 per tree was received. It was requested that Officers look at other possible suppliers. Lower costs have been found (presented in the Summary of costs, item 1) however by sourcing trees independently and having a separate supplier install them, this could invalidate the guarantee of the trees.

### **2. Surface**

- Agreed the choice of Resin bond as a surface.  
The preferred colour for this is grey.

### **3. Plants**

- Agreed the proposed choice of plants, placed in the centre of the visual area are a mix of scented plants such as Lavender, Rosemary etc. with a mix of different colour flowering plants which will produce colour throughout the year.
- Agreed works proposed to create a central planted area in the middle of the visual section.

### **4. Benches**

- Accepted the offer of 3no donated Queens Diamond Jubilee benches.
- Agreed positioning of the benches.
- Agreed the installation of benches subject to the possibility of installation already included in donated benches

### **5. Bins**

- Agreed the purchase of 1no bin.
- Agreed the installation of 1no bin.

### **6. Planting works**

- Agreed the projects of works proposed –
- Plant 6no. 10-12cm Prunus trees (Ordered by FTC), installing a watering tube and staking to secure.
- Install a weld mesh tree guard around the trunk for protection.
- Soil up the plating beds and add compost.
- Supply and plant 90no 3lt scented shrubs and plant in the two entrance beds and the central bed finishing off with mulch and fertiliser.
- Planting will require watering in the first year as a minimum and the trees possibly a second year which is not included above.



## Orchard Area

### 7. Orchard Garden - preparatory and ground works

- Agreed the projects of works proposed –
- The proposed method of works is to Lift the trees canopy to reduce shading and take off the closest low growing over hanging branches to the area.
- Carry out ground works to clear the ivy and debris and grade the site to levels to the area adjacent to the boundary fence by the north-eastern side entrance to the park to an area circa 13m x 15m. Install a timber retaining front edge parallel with the path to retain the mulch and define the garden.

### 8. Orchard Planting Works

- Agreed which type of fruit tree to be purchased – 6no 3-4m fruit trees in a Standard form, (2 Plums, 2 Apples and 2 Pears).

### 9. Orchard Ground Works – See fig 2.

- Officers were asked to look at having topsoil & seed/turf, rather than the proposed option of mulch...
- Officers propose to lay turfed surrounds and a central pathway of circa 2.5m widths with two beds areas for two rows of 3 trees in beds circa 2.5m wide.
- Plant 6 no. circa 10-12cm fruit trees, install a watering tube, stake and fit weld mesh metal tree cages around the trunks for protection
- Mulch under trees with 80mm of wood chip to finish.

### 10. The Views - Lower Area – Planting.

- Agreed the installation of the second planting area. Plant options and design. – To be finalised.

Suggestions were such as, Azalea, Rhododendron, Choicer and green shrubs.

### 11. Time Scale

Approximately 12 weeks lead time from order being placed.

## 12. Summary of Costs

		<u>18cm girth trees</u>	
<b>(all costs +VAT+Delivery)</b>		Total	Per unit
tem 1.	1 x Prunus Tai Haku (6 Required) -	£1,907.82	£317.97
tem 2.	Resin Bond Surfacing -	£20,780.00	
tem 4.	Bench Installation -	£1,440.00	
tem 5.	Bin Installation cost -	£460.00	
	Bin – Estimated Cost -	£357.00	
tem 6.	Planting Works -	£3,895.00	
	Total	<b>£28,839.82</b>	
tem 7.	Orchard Garden - preparatory and ground works	£6,450.00	
tem 8.	Orchard Planting Works - Cost of works -		
tem 9.	Orchard Mulching Works		
tem 10.	Planting area (Lower Field) - (estimated cost only)	£380.00	
	x6 Fruit Trees	£2,765.00	£395.00
	Total	<b>£9,595.00</b>	
	Allowance for Delivery Costs	<b>£1,000.00</b>	
	total	<b>£39,434.82</b>	
	10% Contingency	<b>£3,943.00</b>	
	Approximate Grand Total	<b>£43,377.82</b>	
	Budget	<b>£51,579.00</b>	
	Remaining	<b>£8,201.18</b>	

## 13. Additional Item – Views Walkway, from Victoria Road

It has been proposed to create a Cherry Tree walkway from Victoria Road into the Views. It may be possible to obtain additional funds from external organisations.

- Plant 5no 10-12cm girth Prunus Spire flowering cherries to the alleyway access to the Views, along one side only.
- Install a water tube and secure with a double stake and crossbar.
- Finish with a tree pit and mulch.
- The cost for this has been quoted at approximately **£2900+VAT**

### Visual Area / Orchard Area / Cherry Tree Walkway

As there is a 12-week lead time for works to start, instead of the original 8 weeks, an order for groundworks could be placed now and work can be started in 12 weeks. As the Jubilee Benches have begun to arrive, these can also be installed once the ground is prepared. If members are happy to wait for the tree planting season, circles could be dug out in preparation for the trees to be installed, and in the meantime be planted as a flower bed.

## RECOMMENDATION

Members are asked to consider:

- Whether planting of the trees in the Summer/Autumn is required rather than waiting for the usual tree planting season, Autumn/Winter.
- To approve the order being placed for trees to be delivered during the planting season (Nov/Dec).
- To approve and progress the proposal for the Orchard Ground Works (item 9).
- To approve and progress the proposal for The Views, Cherry Tree Walkway, works to be placed.

Fig 1.

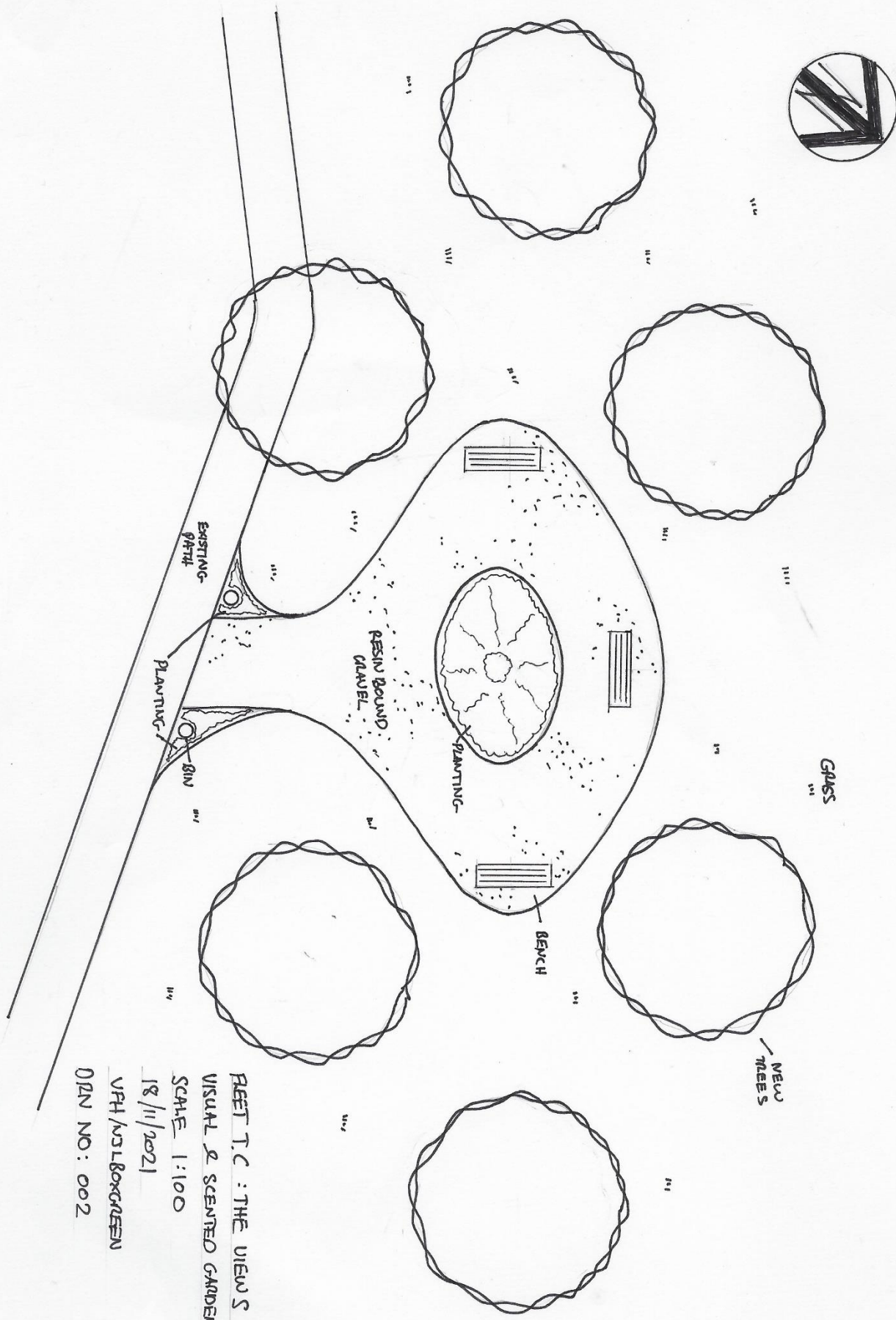
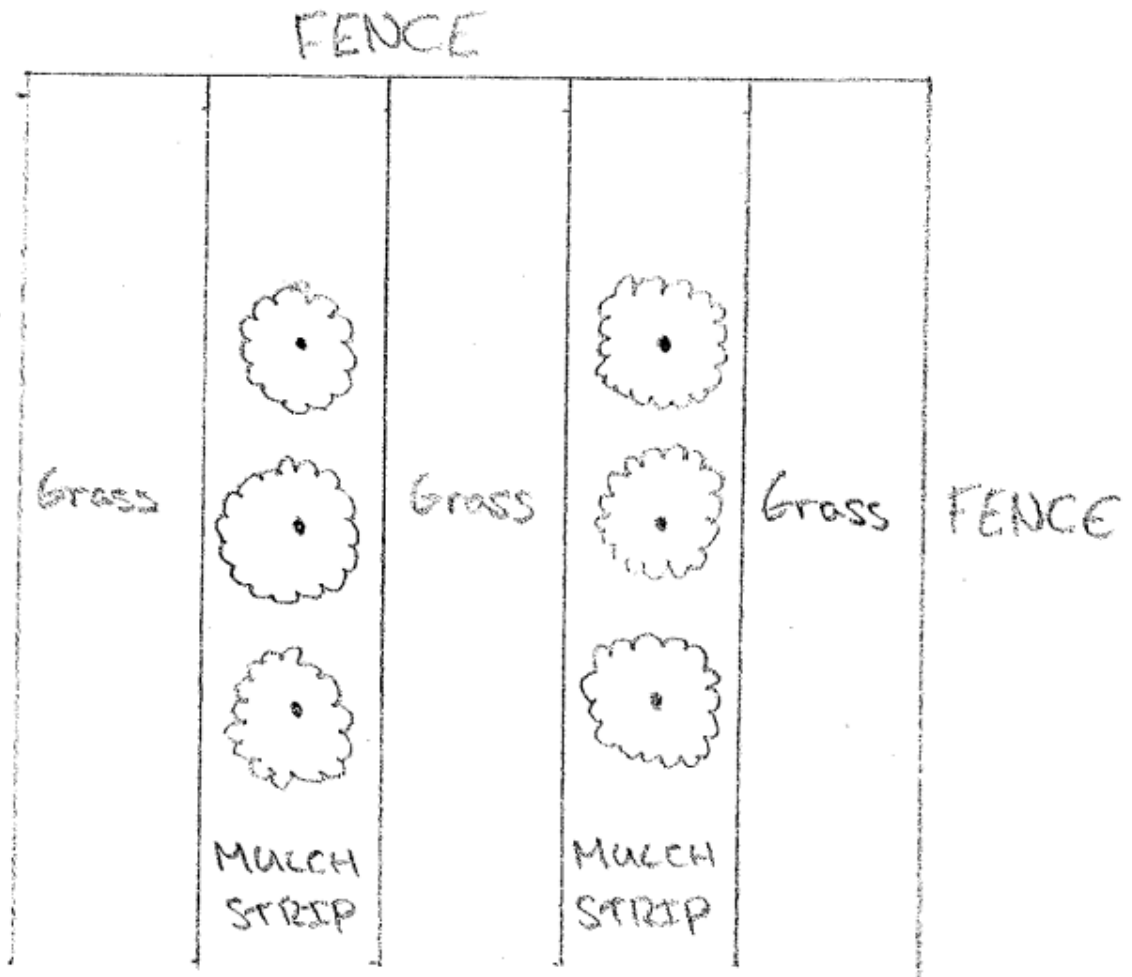


Fig 2.



**DATE:** RLA meeting 15<sup>th</sup> June 2022

**OFFICER:** Alex Robins – General Manager

**REPORT COVERING:** March - May 2022

## 1. General overview

- 2021/22 produced a far better than expected result with The Harlington and Ancells Farm Community Centre between them finishing £51,000 ahead of budget on income, whilst achieving a £58,000 underspend on expenditure. The net result was a £109,000 surplus against budget, which gives FTC a better safety net should the current year be slower to recover than anticipated. Income performed well across all areas, especially considering the number of cancellations due to enforced closure and Government guidelines, performers contracting Covid and low-ticket sales. Hall hire across both venues recovered more quickly than anticipated and extended use of The Harlington as a vaccination centre has also given an additional boost to income.

Cost savings where possible have kept expenditure down, as has the difficulty in filling permanent positions within the Harlington team. The cost of maintaining the building and ensuring its compliancy has been a notable overspend, but not one that could be controlled.

The new financial year has started slowly, with growth being gradual. It was hoped that this would have recovered at a quicker pace, particularly with ticket sales, and although there are signs of improvement, the industry as a whole is experiencing a very unpredictable period, with customers booking much closer to events.

**RECOMMENDATION: FOR NOTING**

## 2. Box office - Individual performance summaries

- Totally Tina. First time at the venue. Full production, good sales and well received. The date had been re-scheduled.

**RECOMMENDATION: FOR NOTING**

- Guns 2 Roses. First time at the venue and sold well, however would have sold a lot better pre-Covid. The date had been re-scheduled.

**RECOMMENDATION: FOR NOTING**

- Voodoo Room. Returning show and always well received with a growing fan base.

**RECOMMENDATION: FOR NOTING**

- The Ultimate Commitments & Blues Brothers. Returning show and sold well. The date had been re-scheduled.

**RECOMMENDATION: FOR NOTING**

- Fleet Jazz Club. Three shows across the months. Audience numbers varied with low, average and high numbers. No real pattern.

**RECOMMENDATION: FOR NOTING**

- Northsyde & Friends. Re-scheduled due to low sales and rising band costs including flights and fuel.

**RECOMMENDATION: FOR NOTING**

- Geno Washington & the Ram Jam. Returning after several past visits but ticket sales were very low.

**RECOMMENDATION: FOR NOTING**

- Mark Harrison. A Sunday afternoon solo performance in the bar. This was run in conjunction with a local promoter and had a good attendance of music fans.

**RECOMMENDATION: FOR NOTING**

- Ultimate Elton & the Rocket Band. Returning after a past visit. The show sold well and was a re-scheduled date.

**RECOMMENDATION: FOR NOTING**

- Rock For Heroes. First time at the venue and has been re-booked for next year. This was a well-received show and although numbers were quite low, both the officer and promoter saw the potential for it after the industry has recovered.

**RECOMMENDATION: FOR NOTING**

- Gig 4 Ukraine. Put together at very short notice after an approach from a local promoter who the officer has worked with several times. This was a fund raiser for the DEC and was talked about for a long time afterwards over social media for the quality of the show and artists performing. It was also live streamed and after later requests from people who missed it live but would like to see it, it was offered as an on-demand product. This was new technology for the venue and box office company, who worked together to make it possible and opens up further options for future broadcasts.

**RECOMMENDATION: FOR NOTING**

- Comedy Club. Cancelled in both March and April due to low ticket sales but marketed heavily to re-launch in May and broke even. After an almost sell out 12 years, this event has struggled more than anything else in post Covid times and presents the biggest challenge of all.

**RECOMMENDATION: FOR NOTING**

- James Taylor Quartet. Very low sales for a show which has been gaining larger audience numbers on each of its previous visits.

**RECOMMENDATION: FOR NOTING**

- Paul Zerdin. First time at the venue and although there was a lot of late booking, it sold in good numbers. It would have undoubtedly sold out very quickly pre-Covid.

**RECOMMENDATION: FOR NOTING**

- Stayin' Alive. Re-scheduled due to two of the vocalists having throat issues.

**RECOMMENDATION: FOR NOTING**

- 90's Rewind. Another return for this annual sell-out night. It had been re-scheduled and although it got good numbers, failed to sell out as it normally would.

**RECOMMENDATION: FOR NOTING**

- Jon Bovi. First time at the venue and was expected to do well after previous results with a different Bon Jovi show, however, was eventually cancelled by mutual agreement after low sales.

**RECOMMENDATION: FOR NOTING**

**3. Hall hire**

The use of the venue as a vaccination centre has been supportive in maintaining hall hire income throughout the pandemic and helped it to exceed budget by a large amount. With standard hires also being at the highest expected level, hall hire has been instrumental in helping the Harlington Events income to exceed budget by £17.5k for the 2021/22 financial year.

Hires are remaining strong into the current year and expected to continue to do so.

**4. Ticket Sales**

Financial successes (over £1,000) April/May (based on net ticket sales v performance costs)

90's Rewind - £2,150 contribution

Guns 2 Roses - £1,750 contribution

Totally Tina - £1,350 contribution

Ultimate Elton - £1,200 contribution

Ultimate Commitments & Blues Brothers - £1,100 contribution

Paul Zerdin - £1,000 contribution

Financial losses April/May (based on net ticket sales v performance costs)

Geno Washington - £1,300 loss

James Taylor Quartet - £750 loss

Jazz Club (May) £250 loss

**5. Bars**

- Bar sales are predominantly determined by ticket sales and although generally very positive on individual events, they have lost out to re-scheduled performances and lower attendances caused by people purchasing tickets and being unable to attend the event.

However, given these challenges, the overall result in 2021/22 was very encouraging. When people attend a show, the spend per head is keeping up with, and in many cases, exceeding targets. Without the loss of shows and ticketed attendees on many, the bars would certainly have exceeded target. This is encouraging moving forward into the current year with good sales being recorded.

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

- Ancillary sales in all these areas exceeded budget in 2021/22, even with reduced capacities and performances.

**7. Coffee shop**

- No coffee shop sales across the year. The area has been used for vaccinations and will continue to be so for the foreseeable future.

**8. Ancells Farm Community Centre**

- The centre performed better than could have been expected in 2021/22. Income exceeded budget by 50% and costs were kept in line with target. The only exception was the car park cost, which the officer has no control of. This is an inherited annual charge, which can range dramatically from year to year. However, the bottom line was still a good improvement on budget.

Hall hire has continued in the new financial year as it left off.

**RECOMMENDATION: FOR NOTING**



Monthly Performance Totals (net of VAT)

Item 10b

Month	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
<b>April</b>												
TOTALS FOR APRIL												
<b>May</b>												
TOTALS FOR MAY												
<b>June</b>												
TOTALS FOR JUNE												
<b>July</b>												
Northsyde & Friends	£ -	£ 1,216.67	73%	£ 1,000.00	£ 216.67	£ 690.87	£ 277.94	£ 412.93	£ 314.45	£ 1,907.54	£ 1,592.39	£ 315.15
Northsyde & Friends - Live Stream	£ -	£ 133.33	n/a	£ -	£ 133.33	£ -	£ -	£ -	£ -	£ 133.33	£ -	£ 133.33
Matt Long & the Revenant Ones	£ -	£ 502.86	56%	£ 102.86	£ -	£ 295.99	£ 118.92	£ -	£ 203.62	£ 798.85	£ 425.40	£ 373.45
Networking Event	£ -	£ -	n/a	£ -	£ -	£ 81.75	£ 32.70	£ 49.05	£ -	£ 81.75	£ 32.70	£ 49.05
TOTALS FOR JULY	£ -	£ 1,852.86		£ 1,102.86	£ 350.00	£ 1,068.61	£ 429.56	£ 461.98	£ 518.07	£ 2,921.47	£ 2,050.49	£ 870.98
<b>August</b>												
NHS concert	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
TOTALS FOR AUGUST	£ -	£ -		£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
<b>September</b>												
Martin Kemp	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
ELO Encounter	£ -	£ 2,433.33	66%	£ 1,587.22	£ 846.11	£ 856.58	£ 343.42	£ 513.16	£ 233.50	£ 3,289.91	£ 2,164.14	£ 1,125.77
Ash Wilson	£ -	£ 671.43	57%	£ 400.00	£ 271.43	£ 223.53	£ 91.97	£ 131.56	£ 178.66	£ 894.96	£ 670.63	£ 224.33
Nine Below Zero	£ -	£ 1,662.86	40%	£ 1,500.00	£ 162.86	£ 679.41	£ 272.36	£ 407.05	£ 248.47	£ 2,342.27	£ 2,020.83	£ 321.44
Comedy Club	£ -	£ 845.71	34%	£ 700.00	£ 145.71	£ 579.49	£ 233.24	£ 346.25	£ 204.56	£ 1,425.20	£ 1,137.80	£ 287.40
Film Club x 2	£ 200.00	£ -	n/a	£ -	£ -	£ 216.51	£ 87.40	£ 129.11	£ 21.24	£ 416.51	£ 108.64	£ 307.87
New Amen Corner	£ -	£ 854.17	32%	£ 1,500.00	£ 645.83	£ 394.61	£ 157.95	£ 236.66	£ 217.33	£ 1,248.78	£ 1,875.28	£ 626.50
Jazz Club	£ -	£ 1,470.48	52%	£ 887.01	£ 583.47	£ 365.03	£ 10.16	£ 354.87	£ 72.79	£ 1,835.51	£ 969.96	£ 865.55
The Blues Band	£ -	£ 5,571.43	67%	£ 4,197.44	£ 1,373.99	£ 605.16	£ 242.45	£ 362.71	£ 250.32	£ 6,176.59	£ 4,690.21	£ 1,486.38
TOTALS FOR SEPTEMBER	£ 200.00	£ 13,509.41		£ 10,771.67	£ 2,737.74	£ 3,920.32	£ 1,438.95	£ 2,481.37	£ 1,426.87	£ 17,629.73	£ 13,637.49	£ 3,992.24
<b>October</b>												
Dom Joly	£ -	£ 4,027.71	82%	£ 3,037.85	£ 989.86	£ 818.70	£ 328.18	£ 490.52	£ 166.48	£ 4,846.41	£ 3,532.51	£ 1,313.90
Clare Teal	£ -	£ 2,378.79	52%	£ 2,500.00	£ 121.21	£ 454.24	£ 182.67	£ 271.57	£ 246.10	£ 2,833.03	£ 2,928.77	£ 95.74
Film Club x2	£ 200.00	£ -	n/a	£ -	£ -	£ 171.83	£ 69.54	£ 102.29	£ 21.24	£ 371.83	£ 90.78	£ 281.05
90's Rewind	£ -	£ 6,053.71	84%	£ 2,420.00	£ 3,633.71	£ 3,788.86	£ 1,517.07	£ 2,271.79	£ 448.94	£ 9,842.57	£ 4,386.01	£ 5,456.56
Jazz Club	£ -	£ 1,264.76	47%	£ 981.03	£ 283.73	£ 422.00	£ 170.15	£ 251.85	£ 70.28	£ 1,686.76	£ 1,221.46	£ 465.30
Bad Manners	£ 1,441.20	£ -	77%	£ -	£ -	£ 3,304.15	£ 1,322.75	£ 1,981.40	£ 393.40	£ 4,745.35	£ 1,716.15	£ 3,029.20
Comedy Club	£ -	£ 1,344.95	57%	£ 857.81	£ 487.14	£ 1,106.50	£ 445.74	£ 660.76	£ 224.92	£ 2,451.45	£ 1,528.47	£ 922.98
Pop Divas	£ -	£ 1,813.41	35%	£ 1,750.00	£ 63.41	£ 483.36	£ 198.84	£ 284.52	£ 150.04	£ 2,296.77	£ 2,098.88	£ 197.89
Purple Zeppelin	£ -	£ 2,281.71	62%	£ 1,462.13	£ 819.58	£ 1,127.78	£ 452.65	£ 675.13	£ 287.36	£ 3,409.49	£ 2,202.14	£ 1,207.35
Rock Choir	£ 400.00	£ -	n/a	£ -	£ -	£ 123.58	£ 49.43	£ 74.15	£ -	£ 523.58	£ 49.43	£ 474.15
Ceroc	£ 1,139.20	£ -	n/a	£ -	£ -	£ 523.74	£ 211.13	£ 312.61	£ 127.05	£ 1,662.94	£ 338.18	£ 1,324.76
TOTALS FOR OCTOBER	£ 3,180.40	£ 19,165.04		£ 13,008.82	£ 6,156.22	£ 12,324.74	£ 4,948.15	£ 7,376.59	£ 2,135.81	£ 34,670.18	£ 20,092.78	£ 14,577.40
<b>November</b>												
Buble v Sinatra The Showdown	£ -	£ 2,290.79	51%	£ 2,550.00	£ 259.21	£ 653.32	£ 263.11	£ 390.21	£ 159.42	£ 2,944.11	£ 2,972.53	£ 28.42
Film Club x 2	£ 200.00	£ -	n/a	£ -	£ -	£ 198.95	£ 79.93	£ 119.02	£ 51.36	£ 398.95	£ 131.29	£ 267.66
Jenny Éclair	£ -	£ 4,651.43	100%	£ 3,283.10	£ 1,368.33	£ 841.41	£ 338.40	£ 503.01	£ 235.73	£ 5,492.84	£ 3,857.23	£ 1,635.61
Comedy Club	£ -	£ 1,723.81	74%	£ 1,110.83	£ 612.98	£ 1,388.19	£ 559.78	£ 828.41	£ 148.16	£ 3,112.00	£ 1,818.77	£ 1,293.23
Jazz Club	£ -	£ 2,008.89	75%	£ 1,027.09	£ 981.80	£ 567.74	£ 228.98	£ 338.76	£ 75.30	£ 2,576.63	£ 1,331.37	£ 1,245.26
Floyd Effect	£ -	£ 4,596.95	100%	£ 3,217.46	£ 1,379.49	£ 1,873.78	£ 754.40	£ 1,119.38	£ 180.84	£ 6,470.73	£ 4,152.70	£ 2,318.03
80's Rewind	£ -	£ 5,497.33	69%	£ 2,800.00	£ 2,697.33	£ 2,544.45	£ 1,018.06	£ 1,526.39	£ 530.58	£ 8,041.78	£ 4,348.64	£ 3,693.14

80's Rewind	£	-	£ 8,053.59	100%	£ 2,800.00	£ 5,253.59	£ 4,862.74	£ 1,945.99	£ 2,916.75	£ 566.94	£ 12,916.33	£ 5,312.93	£ 7,603.40
Elles Bailey	£	-	£ 3,034.44	75%	£ 1,795.84	£ 1,238.60	£ 754.40	£ 304.45	£ 449.95	£ 280.25	£ 3,788.84	£ 2,380.54	£ 1,408.30
Light switch on	£	-	£ -	n/a	£ -	£ -	£ 112.24	£ 45.22	£ 67.02	£ 31.86	£ 112.24	£ 77.08	£ 35.16
Rock Choir x 3	£	300.00	£ -	n/a	£ -	£ -	£ 84.08	£ 33.67	£ 50.41	£ -	£ 384.08	£ 33.67	£ 350.41
Ceroc x 4	£	1,139.20	£ -	n/a	£ -	£ -	£ 297.51	£ 119.28	£ 178.23	£ 127.44	£ 1,436.71	£ 246.72	£ 1,189.99
<b>TOTALS FOR NOVEMBER</b>	£	1,639.20	£ 31,857.23		£ 18,584.32	£ 13,272.91	£ 14,178.81	£ 5,691.27	£ 8,487.54	£ 2,387.88	£ 47,675.24	£ 26,663.47	£ 21,011.77
<b>December</b>	<b>Hall Hire Income</b>	<b>Ticket sales</b>	<b>% of capacity</b>	<b>Perf costs</b>	<b>Contribution</b>	<b>Ancillary sales</b>	<b>Cost of stock</b>	<b>Contribution</b>	<b>Casual Staffing</b>	<b>Total performance income</b>	<b>Total performance costs</b>	<b>Total performance contribution</b>	
Mainly Madness	£	-	£ 3,637.71	49%	£ 2,457.75	£ 1,179.96	£ 2,055.28	£ 822.51	£ 1,232.77	£ 302.98	£ 5,692.99	£ 3,583.24	£ 2,109.75
Comedy Club	£	-	£ 4,458.67	100%	£ 2,502.47	£ 1,956.20	£ 2,884.95	£ 1,159.23	£ 1,725.72	£ 463.17	£ 7,343.62	£ 4,124.87	£ 3,218.75
Panto	£	11,958.16	£ -	73%	£ -	£ -	£ 9,618.50	£ 4,275.33	£ 5,343.17	£ 2,545.97	£ 21,576.66	£ 6,821.30	£ 14,755.36
Ceroc x 1	£	284.80	£ -	n/a	£ -	£ -	£ 187.07	£ 75.15	£ 111.92	£ 47.79	£ 471.87	£ 122.94	£ 348.93
<b>TOTALS FOR DECEMBER</b>	£	12,242.96	£ 8,096.38		£ 4,960.22	£ 3,136.16	£ 14,745.80	£ 6,332.22	£ 8,413.58	£ 3,359.91	£ 35,085.14	£ 14,652.35	£ 20,432.79
<b>January</b>	<b>Hall Hire Income</b>	<b>Ticket sales</b>	<b>% of capacity</b>	<b>Perf costs</b>	<b>Contribution</b>	<b>Ancillary sales</b>	<b>Cost of stock</b>	<b>Contribution</b>	<b>Casual Staffing</b>	<b>Total performance income</b>	<b>Total performance costs</b>	<b>Total performance contribution</b>	
Northsyde	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Film Club x 2	£	200.00	£ -	n/a	£ -	£ -	£ 127.54	£ 51.14	£ 76.40	£ -	£ 327.54	£ 51.14	£ 276.40
T Rextasy	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Comedy Club	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Jazz Club	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
AC/DC UK	£	-	£ 4,992.00	71%	£ 3,088.89	£ 1,903.11	£ 3,118.07	£ 1,248.08	£ 1,869.99	£ 287.95	£ 8,110.07	£ 4,624.92	£ 3,485.15
Bootleg Blondie	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Ceroc x 4	£	1,139.20	£ -	n/a	£ -	£ -	£ 255.58	£ 102.36	£ 153.22	£ 167.26	£ 1,394.78	£ 269.62	£ 1,125.16
<b>TOTALS FOR JANUARY</b>	£	1,339.20	£ 4,992.00		£ 3,088.89	£ 1,903.11	£ 3,501.19	£ 1,401.58	£ 2,099.61	£ 455.21	£ 9,832.39	£ 4,945.68	£ 4,886.71
<b>February</b>	<b>Hall Hire Income</b>	<b>Ticket sales</b>	<b>% of capacity</b>	<b>Perf costs</b>	<b>Contribution</b>	<b>Ancillary sales</b>	<b>Cost of stock</b>	<b>Contribution</b>	<b>Casual Staffing</b>	<b>Total performance income</b>	<b>Total performance costs</b>	<b>Total performance contribution</b>	
RU40	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Forever Jackson	£	-	£ 1,489.02	35%	£ 2,000.00	£ 510.98	£ 909.41	£ 366.09	£ 543.32	£ 158.94	£ 2,398.43	£ 2,525.03	£ 126.60
Genesis Connected	£	-	£ 3,045.00	100%	£ 1,980.00	£ 1,065.00	£ 1,430.95	£ 574.19	£ 856.76	£ 290.91	£ 4,475.95	£ 2,845.10	£ 1,630.85
Abba Fever	£	-	£ 3,626.51	100%	£ 1,250.00	£ 2,376.51	£ 1,757.45	£ 705.79	£ 1,051.66	£ 224.40	£ 5,383.96	£ 2,180.19	£ 3,203.77
Film Club	£	200.00	£ -	n/a	£ -	£ -	£ 191.20	£ 76.55	£ 114.65	£ -	£ 391.20	£ 76.55	£ 314.65
Jazz Club	£	-	£ 1,475.56	56%	£ 1,036.68	£ 438.88	£ 401.74	£ 162.44	£ 239.30	£ 87.95	£ 1,877.30	£ 1,287.07	£ 590.23
Roller Disco	£	245.00	£ -	n/a	£ -	£ -	£ 555.57	£ 235.10	£ 320.47	£ 68.34	£ 800.57	£ 303.44	£ 497.13
Comedy Club	£	-	£ 747.56	26%	£ 700.00	£ 47.56	£ 386.19	£ 156.89	£ 229.30	£ 148.19	£ 1,133.75	£ 1,005.08	£ 128.67
Rock Choir x 3	£	300.00	£ -	n/a	£ -	£ -	£ 66.75	£ 26.70	£ 40.05	£ -	£ 366.75	£ 26.70	£ 340.05
Ceroc x 4	£	1,139.20	£ -	n/a	£ -	£ -	£ 465.78	£ 187.03	£ 278.75	£ 168.97	£ 1,604.98	£ 356.00	£ 1,248.98
<b>TOTALS FOR FEBRUARY</b>	£	1,884.20	£ 10,383.65		£ 6,966.68	£ 3,416.97	£ 6,165.04	£ 2,490.78	£ 3,674.26	£ 1,147.70	£ 18,432.89	£ 10,605.16	£ 7,827.73
<b>March</b>	<b>Hall Hire Income</b>	<b>Ticket sales</b>	<b>% of capacity</b>	<b>Perf costs</b>	<b>Contribution</b>	<b>Ancillary sales</b>	<b>Cost of stock</b>	<b>Contribution</b>	<b>Casual Staffing</b>	<b>Total performance income</b>	<b>Total performance costs</b>	<b>Total performance contribution</b>	
Totally Tina	£	-	£ 4,465.15	96%	£ 3,119.06	£ 1,346.09	£ 1,601.07	£ 642.29	£ 958.78	£ 254.32	£ 6,066.22	£ 4,015.67	£ 2,050.55
Guns 2 Roses	£	-	£ 3,241.71	46%	£ 1,500.00	£ 1,741.71	£ 2,024.25	£ 812.30	£ 1,211.95	£ 242.05	£ 5,265.96	£ 2,554.35	£ 2,711.61
Voodoo Room	£	-	£ 2,122.22	63%	£ 1,273.39	£ 848.83	£ 1,079.95	£ 435.11	£ 644.84	£ 229.38	£ 3,202.17	£ 1,937.78	£ 1,264.29
Blues Bros/Commitments	£	-	£ 2,822.22	74%	£ 1,736.87	£ 1,085.35	£ 1,537.24	£ 616.43	£ 920.81	£ 198.08	£ 4,359.46	£ 2,551.38	£ 1,808.08
Film Club x 2	£	200.00	£ -	n/a	£ -	£ -	£ 175.33	£ 70.29	£ 105.04	£ -	£ 375.33	£ 70.29	£ 305.04
Jazz Club	£	-	£ 1,617.78	61%	£ 1,072.35	£ 545.43	£ 496.90	£ 200.92	£ 295.98	£ 90.46	£ 2,114.68	£ 1,363.73	£ 750.95
Northsyde	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Geno Washington & Ram Jam	£	-	£ 1,219.94	33%	£ 2,500.00	£ 1,280.06	£ 609.99	£ 244.32	£ 365.67	£ 205.62	£ 1,829.93	£ 2,949.94	£ 1,120.01
Mark Harrison	£	-	£ 600.00	65%	£ 395.00	£ 205.00	£ 175.99	£ 70.90	£ 105.09	£ -	£ 775.99	£ 465.90	£ 310.09
Roller Disco	£	245.00	£ -	n/a	£ -	£ -	£ 697.40	£ 292.59	£ 404.81	£ 25.86	£ 942.40	£ 318.45	£ 623.95
Rock Choir x 1	£	100.00	£ -	n/a	£ -	£ -	£ 15.30	£ 6.12	£ 9.18	£ -	£ 115.30	£ 6.12	£ 109.18
Ceroc x 5	£	1,424.00	£ -	n/a	£ -	£ -	£ 453.83	£ 181.53	£ 272.30	£ 126.34	£ 1,877.83	£ 307.87	£ 1,569.96
<b>TOTALS FOR MARCH</b>	£	1,969.00	£ 16,089.02		£ 11,596.67	£ 4,492.35	£ 8,867.25	£ 3,572.80	£ 5,294.45	£ 1,372.11	£ 26,925.27	£ 16,541.58	£ 10,383.69
<b>TOTALS</b>	£	22,454.96	£ 105,945.59		£ 70,080.13	£ 35,465.46	£ 64,771.76	£ 26,305.31	£ 38,289.38	£ 12,803.56	£ 193,172.31	£ 109,189.00	£ 83,983.31

Monthly Performance Totals (net of VAT)

Item 10c

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
Ultimate Elton	£ -	£ 2,943.06	80%	£ 1,750.00	£ 1,193.06	£ 1,680.24	£ 674.54	£ 1,005.70	£ 278.30	£ 4,623.30	£ 2,702.84	£ 1,920.46
Rock For Heroes	£ -	£ 2,010.89	45%	£ 1,368.31	£ 642.58	£ 1,128.65	£ 452.74	£ 675.91	£ 191.48	£ 3,139.54	£ 2,012.53	£ 1,127.01
Film Club x 2	£ 200.00	£ -	n/a	£ -	£ -	£ 193.07	£ 77.34	£ 115.73	£ -	£ 393.07	£ 77.34	£ 315.73
Roller Disco	£ 245.00	£ -	n/a	£ -	£ -	£ 441.07	£ 184.83	£ 256.24	£ 68.63	£ 686.07	£ 253.46	£ 432.61
Gig 4 Ukraine	£ -	£ 4,477.78	100%	£ 4,477.78	£ -	£ 1,231.74	£ 498.40	£ 733.34	£ 355.06	£ 5,709.52	£ 5,331.24	£ 378.28
Gig 4 Ukraine Livestream	£ -	£ 559.23	n/a	£ 559.23	£ -	£ -	£ -	£ -	£ -	£ 559.23	£ 559.23	£ -
Comedy Club	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Jazz Club	£ -	£ 1,682.22	67%	£ 1,102.41	£ 579.81	£ 515.15	£ 206.82	£ 308.33	£ 45.26	£ 2,197.37	£ 1,354.49	£ 842.88
James Taylor Quartet	£ -	£ 1,479.05	34%	£ 2,250.00	£ 770.95	£ 583.65	£ 233.38	£ 350.27	£ 171.11	£ 2,062.70	£ 2,654.49	£ 591.79
Roller Disco drop in session	£ -	£ -	n/a	£ -	£ -	£ 162.16	£ 67.23	£ 94.93	£ 31.95	£ 162.16	£ 99.18	£ 62.98
Rock Choir x 1	£ 100.00	£ -	n/a	£ -	£ -	£ 21.16	£ 8.46	£ 12.70	£ -	£ 121.16	£ 8.46	£ 112.70
Ceroc x 4	£ 1,139.20	£ -	n/a	£ -	£ -	£ 378.66	£ 151.57	£ 227.09	£ 44.64	£ 1,517.86	£ 196.21	£ 1,321.65
<b>TOTALS FOR APRIL</b>	<b>£ 1,684.20</b>	<b>£ 13,152.23</b>		<b>£ 11,507.73</b>	<b>£ 1,644.50</b>	<b>£ 6,335.55</b>	<b>£ 2,555.31</b>	<b>£ 3,780.24</b>	<b>£ 1,186.43</b>	<b>£ 21,171.98</b>	<b>£ 15,249.47</b>	<b>£ 5,922.51</b>
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
Paul Zerdin	£ -	£ 4,132.22	78%	£ 3,139.95	£ 992.27	£ 949.48	£ 386.29	£ 563.19	£ 196.26	£ 5,081.70	£ 3,722.50	£ 1,359.20
Stayin Alive	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Film Club x 2	£ 200.00	£ -	n/a	£ -	£ -	£ 305.48	£ 122.47	£ 183.01	£ -	£ 505.48	£ 122.47	£ 383.01
90's Rewind	£ -	£ 4,406.67	57%	£ 2,250.00	£ 2,156.67	£ 3,873.82	£ 1,550.06	£ 2,323.76	£ 359.74	£ 8,280.49	£ 4,159.80	£ 4,120.69
Comedy Club	£ -	£ 972.50	40%	£ 700.00	£ 272.50	£ 831.32	£ 334.28	£ 497.04	£ 190.47	£ 1,803.82	£ 1,224.75	£ 579.07
Jazz Cub	£ -	£ 775.00	32%	£ 1,033.44	£ 258.44	£ 337.74	£ 135.78	£ 201.96	£ 26.63	£ 1,112.74	£ 1,195.85	£ 83.11
Roller Disco	£ 245.00	£ -	n/a	£ -	£ -	£ 507.00	£ 213.58	£ 293.42	£ 42.60	£ 752.00	£ 256.18	£ 495.82
Jon Bovi	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Rock Choir x 4	£ 400.00	£ -	n/a	£ -	£ -	£ 76.66	£ 30.66	£ 46.00	£ -	£ 476.66	£ 30.66	£ 446.00
Ceroc x 3	£ 854.40	£ -	n/a	£ -	£ -	£ 209.24	£ 84.08	£ 125.16	£ -	£ 1,063.64	£ 84.08	£ 979.56
<b>TOTALS FOR MAY</b>	<b>£ 1,699.40</b>	<b>£ 10,286.39</b>		<b>£ 7,123.39</b>	<b>£ 3,163.00</b>	<b>£ 7,090.74</b>	<b>£ 2,857.20</b>	<b>£ 4,233.54</b>	<b>£ 815.70</b>	<b>£ 19,076.53</b>	<b>£ 10,796.29</b>	<b>£ 8,280.24</b>
<b>TOTALS</b>	<b>£ 3,383.60</b>	<b>£ 23,438.62</b>		<b>£ 18,631.12</b>	<b>£ 4,807.50</b>	<b>£ 13,426.29</b>	<b>£ 5,412.51</b>	<b>£ 8,013.78</b>	<b>£ 2,002.13</b>	<b>£ 40,248.51</b>	<b>£ 26,045.76</b>	<b>£ 14,202.75</b>

**2021-2022 Proposed Capital Works List**  
As at 14 September 2021

AREA	SHORT	MED	LONG	OPERATIONAL	DETAILS	POTENTIAL FUNDING	COMMENTS
<b>THE HARLINGTON</b>							
Refurbished or New Harlington	11,000,000					Loan repaid via the precept	Harlington Development -
AV Equipment	4,000					Harlington Dev 160	can be used in Harlington Development Projector and screens plus bigger advertisement screens - can be taken to to new building
Decoration and tidying up				20,000	Keeping building presentable (3 yearly)		
Table/chair replacement	20,000				Replacement of broken/unsafe furniture	Harlington Dev 160	Can be used in Harlington Development Several tables/chairs already broken. Matching furniture required
Semi-permanent sound position				10,000	Creation of ground level sound/tech position		
Extension of fire alarm system				3,000			
Coffee shop equipment				9,500	Replacement of microwave, display fridge, dishwasher, coffee machine, washer/dryer		As required
<b>ANCELLS COMMUNITY CENTRE</b>							
Decoration and tidying up				20,000	Agreed in EMR 2019-2020 Keeping building presentable (3 yearly)		Floor & decoration as per current earmarked reserve
Table/chair replacement				5,000	Replacement of broken/unsafe furniture		Several tables/chairs already broken
Re-fitting toilets	10,000						As required
Heating/air handling system				5,000			As required
Guttering replacement				5,000			As required
Centre redevelopment		???			Rgedevelopment of Ancells Farm Community centre		
<b>OAKLEY PARK</b>							
Play Equipment - additional			100,000		Play provision for ages 8+	S106 funding / grant	As Development Plan
Park and Woodland Paths			86,000		Improved paths across the park & through the woodland from Kings Rd & across park to Albany Rd ( to inc area around pond)	S106 funding / grant / FTC	
Toilets in pavilion				Price to be obtained	Painting toilets in pavilion		
Funding to support Development plan for Oakley park	10,000						
<b>CALTHORPE PARK</b>							
New Multi - use Pavilion and car park			£3m		Pavilion to be resited for use by FTFC, indoor bowls, football tennis etc.	FA funding/ sports grant/ FTC	
MUGA			150,000		Provision for ages 13-17	S106/grant funding	Ideally after the new pavilion has been built.

**2021-2022 Proposed Capital Works List**  
As at 14 September 2021

AREA	SHORT	MED	LONG	OPERATIONAL	DETAILS	POTENTIAL FUNDING	COMMENTS
Drainage of the football Field and resurface pitches			150,000		Install new drainage across football pitches		Funding maybe available from the FA - due to landfill issues specialist advice required on type of drainage required.
Funding to support Development plan for Calthorpe Park	10,000						
CCTV to cover upper area of Merrivale end.	20,000				Protect park assets and deter anti social behaviour	S106 funding	
The tennis courts	40,000				Resurfacing the tennis court Lighting		
<b>THE VIEWS</b>							
Design for the whole of The Views	7,000				To design an urban park for all age groups	Grant/S106	
Sensory Garden/ Sensory Spaces	51,500				To be accessible to those in Campbell Place and others from the Town Centre	S106 funding received - £56k	Work in progress
Performance Area/stage			60,000		To be used for musical afternoons and doubles up as a Youth shelter		
The Play area / play ground for children up to age 10		100,000			A more natural play area not fenced in		A guesstimate of the cost
New Skate Park	300,000				Move the skate park to open up the Views to other uses.		Estimates will need to be obtained once exact location is finalised and planning have agreed to any changes in location.
<b>ANCELLS FARM PARK</b>							
Funding to support Development plan for Ancells Farm park	10,000						
Drainage to football Field		30,000			Install new drainage across football pitches	Grant funding?	Funding from the FA?
Replace flooring in the changing rooms				6,000			Football club may be able to assist with fundraising?
Security Landscaping of the perimeter of the park	5,000				Options for security landscaping to deter illegal encampments eg bollards, mounds etc.		
Install a path extension between pavilion and bridges / Ancells Road and • Staggered barriers at both entrances plus installation	9,000					S106	See FoAF Grant application with details - February 2019 P and F Meeting.
<b>BASINGBOURNE PARK</b>							
Resurface access road to Community Store, Scouts, Girl Guides		??????		15,000	Tarmac Skim over the road	S106/grant	Pot holes filled by the Lions - A tarmac skim over the top to stop water penetrating. More funds would be required if the road were to be fully resurfaced.
Drainage to football Field			30,000		Install new drainage across football pitches	S106/grant	Funding from the FA
Funding to support Development plan for Basingbourne Park	10,000						Once Development plan has been approved by Council

2021-2022 Proposed Capital Works List  
As at 14 September 2021

AREA	SHORT	MED	LONG	OPERATIONAL	DETAILS	POTENTIAL FUNDING	COMMENTS
Play Areas				100,000	Under 8 Play Area		
Canal Path			5,000		Canal Footpath accessibility from park through woodland		FOBP have already raised some funding
<b>CEMETERY</b>							
Cemetery Extension	25,000				Extension to "new" burial area	Reserves	No planning permission required, specification being written
New cemetery		500,000			Land for a new cemetery	S106/grant	
Cemetery Road		20,000			Repair road surface and parking enforcement		
Renew main paths from the entrance to the cemetery to all other areas.	33,000	33,000	33,000		Many paths are now very uneven and accessibility is extremely difficult for some people.		Could be done in stages - No Quotes have been obtained
<b>TOWN CENTRE, GENERAL AREAS GREEN SPACES</b>							
Pavilions - AF, OP, BP.			500,000		Upgrade / renew the pavilions	pavilion sinking funds/S106 funding /sports grant	Funds to be built up in an earmarked reserve for the next 10 years.
Park bins, park furniture, bollards and noticeboards				15,000			Replacements
Youth Café	?				Set up Youth café in Fleet		Set up costs £30-35K depending on location. Then operational costs to run the café. The type of facility may require annual operational support from the Council
Outside Depot/ Storage area	20,000				Container and compound for storage of outside equipment etc.		Most convenient location would be Calthorpe Park. Other location for consideration - the rear of the cemetery.
<b>GENERAL MANAGEMENT COSTS</b>							
Telephone system		??					Ideally not required until there is a new or refurbished Harlington. However, should the system fall over, it is beyond repair. The system is extended to its full limit and no further phones can be added.
IT systems in the Cloud		??					Ideally not required until there is a new or refurbished Harlington.
ATM System		??					Find out information

**2021-2022 Proposed Capital Works List**  
**As at 14 September 2021**

AREA	SHORT	MED	LONG	OPERATIONAL	DETAILS	POTENTIAL FUNDING	COMMENTS
						Basingbourne Park	
						Cemetery	
						Town Centre, General areas and Green Spaces	
	11,841,500	683,000	1,114,000	213,500		General Management	

## Lengthsman Scheme Report 2022/2033

**OFFICER:** Ben Crane  
**DATE:** 06/06/2022  
**SUBJECT:** Lengthsman Scheme 2022/2033

Fleet Town Council has access to Lengthsman Scheme funds in the amount of £3300 for 2022/2022.

### Background

Parish Lengthsmen were deployed in Hampshire until the late 1960s, carrying out routine maintenance works across their allocated parishes. Lengthsmen were given lengths of highway to maintain and were expected to do everything necessary to keep 'their' sections of road up to scratch. Lengthsmen generally worked alone, using hand tools. They tended to live in or near the parishes in which they worked and took great pride in their area. They would have a close relationship with the parish authority and be very aware of local needs. Unfortunately, mechanisation and reducing budgets sent the service into decline and proved the downfall of the labour intensive lengthsman.

In recent years the County Council recognised that through working with the Parishes an opportunity existed to improve local responsiveness, provide added value to the core service and improve the environment within the local communities by the re-introduction of Parish Lengthsmen' but in a way that reflects more modern ways of working.

Fleet Town Council can apply for up to £3300 per year from HCC for Lengthsman funds.

**Members are asked to look through the list of available duties and bring their preferences to the RLA meeting, for a decision to be made of duties to be actioned.**

### **SCHEDULE ONE – DUTIES OF PARISH LENGTHSMAN (This schedule lists the duties the Parish Lengthsman may undertake).**

1. **Drainage**
  - Clearing existing drainage grips
  - Maintaining ditches
  - Cleaning channels
  - Clearing outfalls
  - Rodding pipes (off highway)
  - Flood prevention works (as specifically directed by the County Council as Further Works)
2. **Signage**
  - Cleaning (non-illuminated)
  - Minor repairs
3. **Other Minor Works**
  - Remove soil/detritus
  - Cutting back vegetation overhanging the road or footway
  - Clearing footways of weeds/moss
  - Removing vegetation from parapets or fences
  - Grass strimming
  - Reporting defects
  - Sweeping
  - Litter picking
  - Removing fly-posting
  - Unauthorised sign and graffiti removal
  - Cleaning street name plates
  - Cleaning bus shelters
  - Minor repairs to street furniture
  - Staining and painting of street furniture/fences/pavilions
  - 'Village upkeep'



**SCHEDULE TWO – EXCLUDED WORKS****(This schedule lists the duties the Parish Lengthsman may not undertake.)****1. Cleaning, repair, or any work on:**

Street Lighting

Illuminated signs and bollards (i.e. Any street furniture with an electrical connection)

The live road – Unless the approved Traffic Management training course has been passed,

Patching and structural repairs (no excavation due to possibility of underground apparatus), and

Emergency callouts to highway incidents

<b>Work Type</b>	<b>Please Tick</b>	<b>Please Specify</b>
<b>Highways</b>		
Clean road signs		
Clear ditches		
Dig grips		
Clean bus shelter		
Strim around signs		
Strim verges		
Pull Ragwort		
Clear vegetation/brambles		
Cut hedges		
Clear leaves		
Clear fallen trees/branches		
Repair stiles		
Clean railings		
Paint railings		
Clean telephone box		
Clean seats and apply stain		
Litter picking		
Other works		
<b>Rights of Way</b>		
Waymarking- disks		
Waymarking- fingers and posts		
Stile/gate repair		
Surfacing		
Drainage		
Vegetation clearance		

**RECOMMENDATION**

To determine the projects to be undertaken within the Lengthsman Scheme.