



THE FLEET TOWN COUNCIL NOTICE OF MEETING

Notice is hereby given of

THE RECREATION, LEISURE & AMENITIES VIRTUAL COMMITTEE MEETING

On

Wednesday 15th September 2021 at 7pm

All Committee members are summoned to attend.

To Councillors: G. Carpenter, G. Chenery, P. Einchcomb, R Fang, L. Holt, K. Jasper, A. Oliver, R. Richmond, B. Schofield, S. Tilley, B Willcocks, P. Wildsmith, G. Woods, J. Wright.

SIGNED:

Janet Stanton
Town Clerk

Date: 8th September 2021

AGENDA

1. APOLOGIES

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

2. DECLARATIONS OF INTEREST

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

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

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

To receive questions and statements from members of the public.

4. MINUTES OF THE PREVIOUS MEETING

Due to the COVID related cancellation of the RLA Committee due to be held on Wednesday 16th June 2021, there are no minutes to be received and approved.

Part 1 – ITEMS FOR DECISION

5. THE CEMETERY OFFICER'S REPORT

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

RECOMMENDATION

- a. To include the rule for biodegradable coffins/ashes containers to be included in the Rules and regulations
- b. Approve the new wording for the Cemetery and garden of Remembrance fees
- c. To note the report of the Cemetery Clerk.

6. 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 Manager.

7. 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.

8. QUEEN'S JUBLIEE EXTENDED BANK HOLIDAY

Members to note that there will be an additional bank holiday to celebrate Her Majesty, The Queen's Platinum Jubilee in 2022. The late May bank holiday will be moved to Thursday 2nd June 2022 and an additional Jubilee bank holiday will be granted on Friday 3rd June 2022.

Members are asked to consider and determine the following:

- a. If the Town Council should bring together representatives of all the local organisations wishing to be part of the celebrations and form a Jubilee Committee. This committee would co-ordinate the Jubilee festivities taking place in Fleet to ensure that there is variety and no overlap within the programme of events. The committee would not organise the actual events
- b. As part of the celebrations, it is expected that more than 1,500 beacons will be lit across the country at 9.15pm on 2 June to mark the 70th anniversary of the Queen's coronation. Previously, beacons had been lit to celebrate Queen Victoria's Diamond Jubilee in 1897, and then again to celebrate Queen Elizabeth's Silver, Golden and Diamond Jubilees, and in 2016 to celebrate her 90th birthday.

Local (parish and town) councils have been asked to play a part in the Queen's Platinum Jubilee by installing and lighting beacons. This could be part of a larger festive event held in Calthorpe Park organised by the Council working or in partnership with other organisations
(Attached copies of Fleet Coronation Souvenir Programme)

RECOMMENDATION

- a. For Fleet Town Council to bring together representatives from local organisations to form a Jubilee Committee to co-ordinate the Jubilee celebrations within Fleet.
- b. That Fleet Town Council organise a Beacon lighting event in Calthorpe Park.

9. CEMETERY OF THE YEAR AWARD 2021

To receive and consider the report on the results of the Cemetery of Year Award 2021. *(copy on the portal and website.)*

Part 2 – ITEMS TO NOTE

10. ROSPA REPORTS

Members to note receipt of the 2021 ROSPA reports for Ancells Farm, Basingbourne Park, Edenbrook (Blackthorns and Sorrels), Calthorpe Park, Oakley Park and The Views. The Facilities and Open Spaces Manager will be reviewing any comments made within the report.

As the reports are so lengthy, hard copies will be available at the meeting for inspection and in the Town Clerk's office in advance. All the documents are available on the FTC member portal. If you would like a personal hard copy to be available at the meeting, please inform the Town Clerk

11. PARK USAGE

Members to note the attached report showing park usage for Tennis, fitness, football etc. *(Copy attached)*

12. FUTURE EVENTS

18 th September 2021	Skatepark	SCAMJAM
6 th November 2021	Calthorpe Park	Lions Fireworks
7 th -14 th November 2021	The Views	Circus Wonderland
14 th November 2021	The Harlington/Gurkha Square	Remembrance Sunday
24 th November 2021	The Harlington/Gurkha Square	Christmas Lights Switch-On Festival
25 th December 2021	The Harlington	Christmas Lunch
20 th March 2022	Calthorpe Park	Fleet Half Marathon
Delayed until May 2022	Ancells Farm	Falkners Arms Fun Day
2 nd -3 rd June 2022		Queen's Platinum Jubilee
2 nd July 2022	Calthorpe Park	Fleet Carnival

13. CLERKS REPORT

To receive any verbal updates from the Clerk.

14. DATE AND TIME OF NEXT MEETING

The next virtual meeting of the Recreation, Leisure and Amenities Committee will be held on Wednesday 8th December 2021 at 7pm.

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

**Officer Report
RLA September 2021**

OFFICER: Sian Taylor – Cemetery Clerk
DATE: 23rd August 2021
SUBJECT: Cemetery Report

Burial space

At the time of writing, there are 20 full burial plots and 19 of the old-style ashes' plots with the 99-year lease left.

Proposed new burial area

HDC planning has confirmed that planning permission is not required as FTC meet the criteria for permitted development under Schedule 2, Part 12 class A of the Town and Country Planning (General Permitted Development) Order 1995. (The movement of soil does not exceed 200 cubic meters in capacity).

The environment agency has confirmed that if the level is the same as the existing bench and meets the standard requirements (no burials within 30 meters of a watercourse, 10 meters of a land drain and a minimum of 1-meter unsaturated zone below the base of the burial during groundwater highs), then they would not object.

A tender specification is now being drawn up.

Plot search facility on website

There is a new search facility on the website which members of the public can use to locate their loved ones in the cemetery. This connects to a map to show the location at the cemetery.

Cemetery Rules and Regulations

At some point during the cemetery transition from HDC to FTC, the rule for using biodegradable only coffins was removed. The cemetery clerk would like to reinstate this into the rules and seeks members agreement.

The new rule will be inserted under section 3 Graves and read:

“Only coffins and Ashes containers made of biodegradable materials will be allowed.”

Cemetery Fees

At present the fees state that either the deceased or the Exclusive rights owner is charged the FTC rate. Agreement is sought to amend this to the deceased only. Currently Fleet residents are purchasing plots and then immediately transferring them to non-residents to save on costs.

A challenge has been made regarding the fees for the Garden of remembrance and whether those fees also have a 50% reduction. The wording needs to be made clearer

The proposed new wording is

“On proof of the deceased being a Fleet Town Council resident, the fees will be reduced by 50% for the main cemetery area.

Garden of Remembrance fees are one price and remain the same irrespective of location of residence.”

RECOMMENDATION

Approve the inclusion of biodegradable coffins/ashes containers only

Approve the new wording for the Cemetery and Garden of Remembrance fees

Officer Report**RLA Committee****Wednesday 15th September 2021****OFFICER: Facilities & Open Spaces Manager (FOSM)****DATE: 31st August 2021****SUBJECT: General Report.****1. Ancells Farm Community Centre**

- Nothing to Note.

2. Ancells Play Park

- Maintenance & various repairs are being made to play equipment.

3. Ancells Farm General

- FOSM is looking into the possibility of tree planting along the accessible green space at the rear of Ancells Farm Community Centre, to prevent unauthorised access. This would provide natural security for the open space. The trees would be planted in a single or double file line, and will follow the curve of the footpath at the rear of the parade of shops. The hope is to be able to use whips donated by the Woodland Trust to accomplish this, however, until the delivery arrives in November and the quantity is known, further planning cannot be arranged.

4. Basingbourne

- Various repairs are being made to play equipment including benches.
- Reports have been received of fly tipping from adjoining properties. FOSM will continue to monitor & if necessary send out letters to all local residents.

5. Calthorpe Park Play Area

- CCTV is fully operational on the lower field in Calthorpe Park.
- Hedge cutting is being arranged to ensure the new camera has full visibility of both the upper and lower field.

6. Calthorpe Park Pavilion

- Remedial works to make the pavilion more usable have been completed including, updating of the electricals, connecting hand dryers in the toilets, and repairing the damaged guttering and toilets caused by vandalism.

7. Harlington

- Emergency repairs have been made to the roof and loft spaces above the ground floor toilet corridor, following a leak. Water made its way from the roof, into the ceiling void and leaked into the foyer entrance.
- Much of the FOSM's time has and will be taken up with the daily operations of the Covid-19 Vaccination delivery at The Harlington for the foreseeable future.
- Working with the Harlington Team on various tasks to improve the technical capability of the venue including running cables and repairs, and installations & decorating.

- Undertaking general repairs & getting the Harlington show ready for the new season.

8. Oakley Park

- Various repairs are being made to play equipment and surfacing.

9. Additional

Trees

- An application for 420 free trees (small whips) from The Woodland Trust. If approved, the trees are due to be delivered in November 2021. Suitable planting areas will be looked at during the year.

Health & Safety

- Health & Safety walk rounds of all buildings and open spaces continue to be carried out and safety checks completed.
- Risk Assessments have been completed and continue to be updated across all areas.
- Cleaning provisions have been put in place for all buildings.
- There has been an increased number of reports of rat sightings in parks such as Oakley Park, Basingbourne Park and Calthorpe Park. Officers have been working with the Pest Control company who have baited additional areas. The situation is stating to improve. However, the rat population has increased significantly over the last 18 months due to lockdown. Locations where rats would ordinarily source food such as restaurants and cafés, have been closed, therefor rats have had to search elsewhere such as residential properties.

Football Pitches

- All pitches have been remarked for the new season. At present, only Oakley Park, Ancells Farm and Basingbourne Park pitches are being hired.

Open Spaces

- FTC has entered into S&SEIB 2021 – Entrants include:
 - Oakley Park & Conservation Areas.
 - Basingbourne Park & Conservation Areas.
 - Calthorpe Park
 - Fleet Cemetery
- S&SEIB Judging of all sites took place on Friday 16th July with results being awarded on the 17th September virtually.
- Regular visits to each site have been taking place to ensure Open Spaces are being used correctly and safely.
- Repairs are being made to various play areas and equipment.
- New 6 new bins have been or will be installed in various locations –
 - 2 already installed in the Skate Park
 - 1 additional to be placed outside the Skate Park on the Views.
 - 1 in Calthorpe Park near to the Swans.
 - 1 in the Centre of Calthorpe Park.
 - 1 by the entrance bridge to Ancells Farm.

RECOMMENDATION

- That the contents of the report be noted.

DATE: RLA meeting 15th September 2021

OFFICER: Alex Robins – General Manager

REPORT COVERING: June 2021 - August 2021

1. General overview

- The Harlington has continued to operate as a vaccination centre for Fleet, whilst also running a selection of hires in the dance studio and function room. A small number of live performances have also taken place, however these are difficult to schedule around the vaccination programme, which involves very short notice of days required week by week. The officer has included the first few shows at the beginning of September, although they don't officially fall into this report, as they help to build a picture of the months ahead.

The constant breaking down and setting up of large room layouts continues to be a challenge. The officer hasn't replaced staff members who've left just before or during the pandemic as this presented significant cost savings, however these roles are currently being advertised and interviews arranged. A duty manager has been recruited and will be starting at the beginning of October, so things will continue to be very stretched until then and until their training is complete. A further zero hours position is also available, as are marketing and box office positions. The venue also continues to look at further strengthening the number of bar and show staff. Several new positions were filled and staff trained, however it's become increasingly difficult to recruit staff in these roles across the industry, with many bars and venues trying to do the same thing.

However, the venue is welcoming back the majority of hirers, a full-to-bursting programme of shows and live events, plus the continued vaccination programme, so if forced closures can be avoided and performers/venue staff can avoid the need to self-isolate, the officer is optimistic of a positive year ahead.

RECOMMENDATION: FOR NOTING

2. Box office - Individual performance summaries

- **Northsyde & Friends.** This show normally runs in early January of every year and had been re-scheduled twice. It had built up good audience numbers over the years, so running in a socially distanced format was a large reduction. The show was also live streamed and although numbers weren't high, people were viewing across Europe and even the US.

RECOMMENDATION: FOR NOTING

- **Matt Long & the Revenant Ones.** This was a last minute booking due to the original venue not being able to operate under social distancing rules. It was an album launch which had been put off for a year already. The venue had been working with the band during the period, recording live video and sound, so were able to ensure the event happened. It was also live streamed, but not as a ticketed event. It was to enable supporters of the band who were unable to attend, together with investors to see the event.

RECOMMENDATION: FOR NOTING

- **NHS Concert.** A concert had been planned to coincide with the end of the Fleet vaccination programme at The Harlington. It was a way of FTC saying thank you on behalf of the community to all of the volunteers, NHS staff and helpers who had made this possible. There was to be a support and headline band, with a comedian compering the whole event. With the extension of the programme for booster jabs throughout the rest of the year and many volunteers grabbing the opportunity of a short break before the re-start, the decision was taken by the doctors' surgeries to postpone until the beginning of 2022, when the entire programme was due to finish. This has been scheduled.

RECOMMENDATION: FOR NOTING

- **Martin Kemp.** Unfortunately, this event was cancelled by the promoters at short notice due to Martin self-isolating. The venue was able to contact all ticket holders who'd booked via the box office, however, were reliant on the promoter's ticket agent contacting everybody who'd booked through them. There was some confusion as to how successful they were in doing so, resulting in the venue taking several calls from their customers who wanted the situation clarified. The Harlington's box office did a fantastic job in trying to get the message out to as many people as possible, when their hands were tied through GDPR rules!

RECOMMENDATION: FOR NOTING

- **ELO Encounter.** Although the show attracted good numbers in the current climate, its normally a sell-out. It was a re-scheduled date and the majority of sales came from pre-covid, but a certain number were made in recent weeks. The band commented on the improvements within the auditorium and would like to look at a full recording and streaming package next time they attend.

RECOMMENDATION: FOR NOTING

- **Ash Wilson Band.** This was part of the "Back on the Road" series of gigs planned for the end of last year, but due to lockdown, needed to be re-scheduled. The band consists of three top musicians, who work extensively across the circuit, with the majority of songs taken from Ash Wilson's latest album release. It was originally sold

on a socially distanced seating plan and had been selling well until lockdown. Like other shows, it's not had time to get moving again before the date.

RECOMMENDATION: FOR NOTING

3. Hall hire

The majority of hirers have returned from September if they hadn't already. The NHS are also continuing with vaccinations and boosters throughout the rest of the year. These have to take place on every day the venue isn't already booked, meaning staff resources are at full stretch due to the need to continuously break down the room, re-set for the event/class taking place and then re-set again for vaccinations. It's also meant the venue will be operating almost on a 7 day a week basis. However, hall hire income will go up as a result.

4. Ticket Sales

Ticket sales have gradually increased since the end of lockdown rules, with the venue initially averaging £1,000 per month, increasing to £1,000 per week and just hitting £6,000 in a week. This is encouraging, but still some way from where things were pre-Covid. There is a sense of anxiety over indoor events, and this is reflected in general across the industry, so capacities are distinctly lower than would normally be expected for certain shows. It is notable that when customers attend events, they relax quite quickly and lose most inhibitions once things get started. This will be a gradual climb and houses won't return to previous numbers overnight.

5. Bars

- Bar sales exceeded target in July but, not unexpectedly, failed to reach budget in August and the early part of September due to two shows being re-scheduled.

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

- There is a deliberate limited offering, but sales are being made.

7. Coffee shop

- No coffee shop sales during the period. The area is being used by the NHS for vaccinations

8. Ancells Farm Community Centre

- The centre has continued to operate for the pre-school and is now open again to other users, although it is currently school summer holiday break.

RECOMMENDATION: FOR NOTING

Monthly Performance Totals (net of VAT)

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
TOTALS FOR APRIL													
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
TOTALS FOR MAY													
June	Hall Hire Income		Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution
TOTALS FOR JUNE													
July	Hall Hire Income		Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution
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
August	Hall Hire Income		Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution
NHS concert	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
TOTALS FOR AUGUST	£	-	£ -		£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
September	Hall Hire Income		Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution
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
TOTALS FOR SEPTEMBER	£	-	£ 3,104.76		£ 1,987.22	£ 1,117.54	£ 1,080.11	£ 435.39	£ 644.72	£ 412.16	£ 4,184.87	£ 2,834.77	£ 1,350.10
TOTALS	£	-	£ 4,957.62		£ 3,090.08	£ 1,467.54	£ 2,148.72	£ 864.95	£ 1,106.70	£ 930.23	£ 7,106.34	£ 4,885.26	£ 2,221.08

Thursday 2nd June

The Queen's Birthday Parade (Trooping the Colour): Over 1,400 parading soldiers, 200 horses and 400 musicians will come together in the traditional Parade to mark The Queen's official birthday, usually held on the second Saturday in June.

Beginning at Buckingham Palace, the Parade will move down The Mall to Horse Guard's Parade, joined by Members of the Royal Family on horseback and in carriages. **The Parade will close with the traditional RAF fly-past, watched by The Queen and Members of the Royal Family from the Buckingham Palace balcony.**

Platinum Jubilee Beacons: The United Kingdom's long tradition of celebrating Royal Jubilees, Weddings and Coronations with the lighting of beacons will be continued to mark the Platinum Jubilee. Beacons will be lit throughout the United Kingdom, Channel Islands, Isle of Man and UK Overseas Territories.

For the first time, beacons will also be lit in each of the capital cities of the Commonwealth countries to celebrate The Queen's Platinum Jubilee.

Friday 3rd June

Service of Thanksgiving: A Service of Thanksgiving for The Queen's reign will be held at St Paul's Cathedral. Further events will be announced in due course.

Saturday 4th June

The Derby at Epsom Downs: Her Majesty The Queen, accompanied by Members of the Royal Family, will attend the Derby at Epsom Downs.

Platinum Party at the Palace: The BBC will stage and broadcast a special live concert from Buckingham Palace that will bring together some of the world's biggest entertainment stars to celebrate the most significant and joyous moments from The Queen's seven decade reign. Members of the public will be invited to apply to attend this special event and details of the ballot for UK residents to secure audience tickets will be released in due course.

Sunday 5th June

The Big Jubilee Lunch: Every year since the idea began in 2009 The Big Lunch has encouraged communities to celebrate their connections and get to know each other a little bit better, coming together in a spirit of fun and friendship. In 2022 The Big Lunch will bring the Jubilee celebrations into the heart of every community.

People are invited to share friendship, food and fun with neighbours as part of the Platinum Jubilee celebrations. A Big Jubilee Lunch can be big or small - street party or picnic, tea and cake or a garden barbeque. The Big Lunch provides tips and ideas for hosting an event.

The Platinum Jubilee Pageant: A pageant featuring over 5,000 people from across the United Kingdom and the Commonwealth will take place against the backdrop of Buckingham Palace and the surrounding streets. It will combine street arts, theatre, music, circus, carnival and costume and celebrate the service of Her Majesty's reign, as well as honouring the collective service of people and communities across the country.

A Proclamation



Oyez Oyez Oyez

*Today in our nation - and throughout the Commonwealth -
we are celebrating our glorious Queen's Platinum Jubilee.*

*Elizabeth - the second of that name -
our most beloved Sovereign and Head of the Commonwealth for seventy years.*

*How apt that this should be the Platinum anniversary of her accession -
Platinum - that most noble of metals,
more precious even than gold.*

*And so it is in honour of this unique occasion
that beacons will be lit this evening
throughout the United Kingdom,
the Channel Islands, the Isle of Man and the UK Overseas Territories -
and in all the Capital Cities of the Commonwealth.*

*Let it be known,
in proclaiming this tribute to Her Majesty the Queen on her Platinum Jubilee,
that we are one nation and one Commonwealth.*

God Save The Queen



Jane L. Smith, Bognor Regis Town Crier
and author of the Proclamation.

JLS



How to take part and beacon lighting ceremony

How to take part

Step 1: To confirm your involvement and make important communication as easy as possible please register your involvement, providing the information below, direct to brunopeek@mac.com as soon as possible please, but **no later than 1st June 2022.**

If your event is a private occasion and NOT open to the public, and you do not want your involvement shown on any public or media listing, it is important that you confirm this when providing information. Your participation will still be noted as part of this historic occasion but NOT made public. However, if your event IS open to the public, your contact details will be shared with the media so that they can contact you direct to arrange any publicity and/or coverage of your event.

Name and Job Title of Contact/Coordinator

Name of Council or Organisation

Name of Piper, if applicable

Name of Town Crier, if applicable

Name of Choir, if applicable

Postal address including county and postcode

Name of capital city - Commonwealth countries only

Country - ie England, Wales, Scotland, Northern Ireland,

Channel Islands, Isle of Man, UK Overseas Territory,

Commonwealth Country

Telephone number - landline

Mobile number

Email address

Beacon location - if known when registering, please include the postcode

Public or private event

Ensure you have undertaken all the safety measures outlined on pages 11 and 12 before lighting your beacon. Alert the emergency services, including the Fire Brigade, undertake any risk assessments required and ensure everyone involved is happy and familiar with your plans. (This is your responsibility as coordinator).

Beacon lighting ceremony - 2nd June 2022

Please light your Beacon at 9.15pm.

The Beacon lighting ceremony should be undertaken as follows:

Step 2: Invite your Lord Lieutenant, Deputy Lieutenant, Lord Mayor, High Sheriff, High Steward, Lord Provost, Chairman or Leader of the Council to light your beacon at 9.15pm. Alternatively, you may like to organise a competition in partnership with your local media, with the winner having the honour of lighting the beacon.

Step 3: You might consider having professional photographs taken during your event. Immediately after, please send no more than two high quality, copyright-free photographs to brunopeek@mac.com, including the name of the photographer, the beacon location, county, country and postcode, along with the name of the council or organisation.

Step 4: If appropriate, use social media channels - Twitter, Facebook etc - to promote your event. On Facebook, post photographs of your beacon lighting ceremony.

Step 5: Publicise your event. We will provide you with a Press Release template which you can localise, providing as much information as you wish regarding your event, but including your contact details. You can send this to your local media to enable them to get in touch with you direct.



Bonfire beacon, Killyleagh, County Down, Northern Ireland.



Wood fuelled beacon brazier, Hilton, Derbyshire, England.



Gas fuelled beacon, East Antrim, Northern Ireland.

Platinum Jubilee Gas-Fuelled Beacon

Bullfinch Gas Equipment

The beacon's burner-head is in the shape of a globe, representing the countries of the Commonwealth, surrounded by a Crown. It is of lightweight construction and comes assembled and complete, with the exception of the gas cylinders, which must be purchased separately. One 47kg propane cylinder or 2 x 19kg cylinders are recommended to give a full flame for a good three quarters of an hour.

These cylinders can be purchased from Flogas Britain who have been supplying Liquefied Petroleum Gas for over 35 years. They have the largest national delivery network in the UK, and hold the Carbon Trust Standard and Royal Warrant. Contact them as soon as possible to avoid delays or disappointment. Phone: **0800 574 574** or contact them via their website: **www.flogas.co.uk**. For their propane safety data sheet go to **<https://www.flogas.co.uk/app/uploads/2-0-propane-cylinder-safety-sheet-v2-1-1.pdf>**. The Gas Torch needed to light your beacon safely requires a 400g cylinder of propane with CGA600 fitting - Bullfinch No 1644 or Rothenberger or equivalent. Travis Perkins, Screwfix, Plumb Centers and some DIY stores should have these as stock items, or search online.

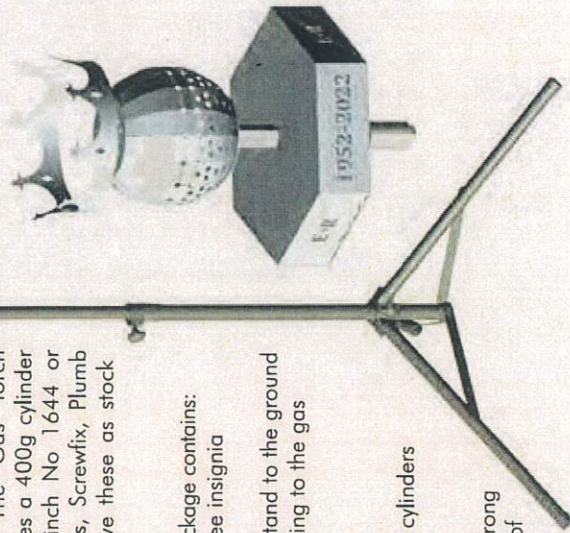
The Platinum Jubilee Gas-Fuelled Beacon Package contains:

- Burner unit with Crown & Platinum Jubilee insignia
- 2m high stand
- Ground anchor and rope for fixing the stand to the ground
- 10m hose with the regulator for connecting to the gas
- Gas torch for lighting
- Spanner
- Leak detecting fluid
- Hose assembly and Y manifold to link 2 cylinders
- Lighting and safety instructions

The above items are packed into 2 strong cartons. The tripod describes a circle area of about 1.32m diameter and the beacon has an extended height of about 2.15m.



The beacon is stable in the wind. It is supplied with a ground anchor and rope for securing to the ground if this is possible, or we would recommend the use of sandbags. Full instructions are provided for this. The beacon must be supervised by two people at all times when lit and a fire extinguisher must always be available. It is important that supervision should be undertaken by those who are competent and it is essential that a lighting trial



Gas-fuelled Beacon on a Church tower



takes place before the event to ensure that everyone is fully trained and familiar with the operation. The price of a gas-fuelled Platinum Jubilee Beacon is £490 plus VAT, including carriage to your door within UK mainland (Highlands and Islands excluded). There will be an extra charge for other areas.

Some of the benefits of this style of beacon are that it can be seen for miles once lit, is suitable for all manner of high

and low locations, is easily collapsible and once used can be stored away for later use.

To order your beacon please contact:

Bullfinch Gas Equipment,
Kings Road, Tyseley,
Birmingham, B11 2AJ.
Tel: 0121 765 2000
Fax: 0121 707 0995
Email: **sales@bullfinch-gas.co.uk**
Web: **www.bullfinch-gas.co.uk**



Payment by cheque, BACS transfer, or Credit/Debit Card. Last date to order to guarantee delivery by 29th May is 18th April 2022. However please enquire after this date for availability.

Platinum Jubilee Gas-Fuelled Beacon

21CC Group Ltd

The beacon will come ready for easy assembly, designed with a crown at the top and a special date plaque underside. The beacon will burn for approximately 1 hour using two 13kg standard propane gas cylinders, which are available from most gas stockists and petrol stations around the UK. The gas

assembly is easily

connected to the

burner by a quick

release fitting. The

beacon is inherently

stable; however, we

recommend the use of

anchors on soft ground or

sandbags on hard

ground for additional

stability. Full set-up

instructions are

included within the

pack and we

recommend a trial set-

up and lighting before the

actual event to familiarise

yourself with the set-up and

operation. We

have included

two long-reach

lighting sticks so

that you can

practice lighting

the beacon in

advance. We

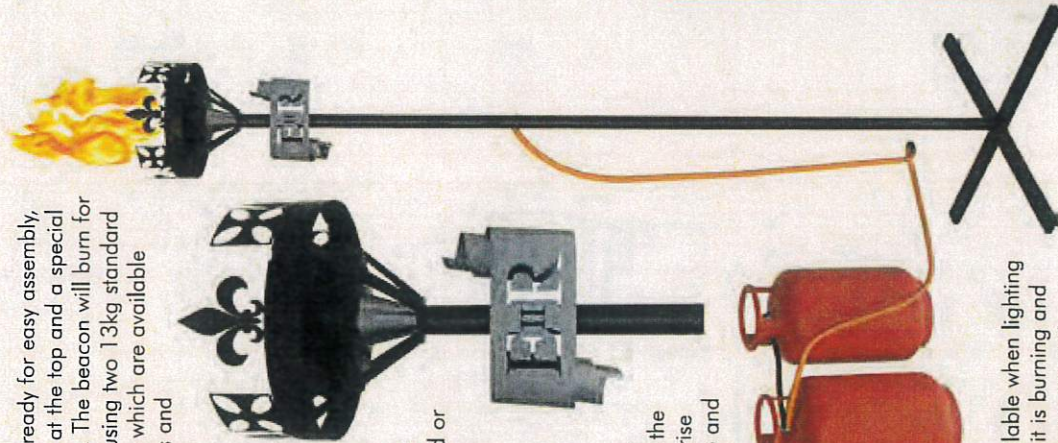
would also

recommend that a

fire extinguisher is available when lighting

the beacon and whilst it is burning and

that two people are always present.



The Platinum Jubilee Beacon package contains:

- Assembly, lighting and safety instructions
- 2m high stand and burner
- 10m hose with the regulator for connecting to the gas
- Two long-reach lighting sticks
- Spanner and leak detection fluid
- Hose and Y splitter manifold to link 2 cylinders
- No additional connections required - all you need is in the box

Beacon Price:

The price of our beacon is £490 + vat, including carriage within the UK mainland. An additional charge may be applied for other areas.

Ordering & Payment

To order your Platinum Jubilee beacon, please contact 21CC Group Ltd by phone; **0131 331 4509** or email our beacon team on beacons@21ccgroup.com. Additional information can be found on our website at www.21ccgroup.com/beacons.

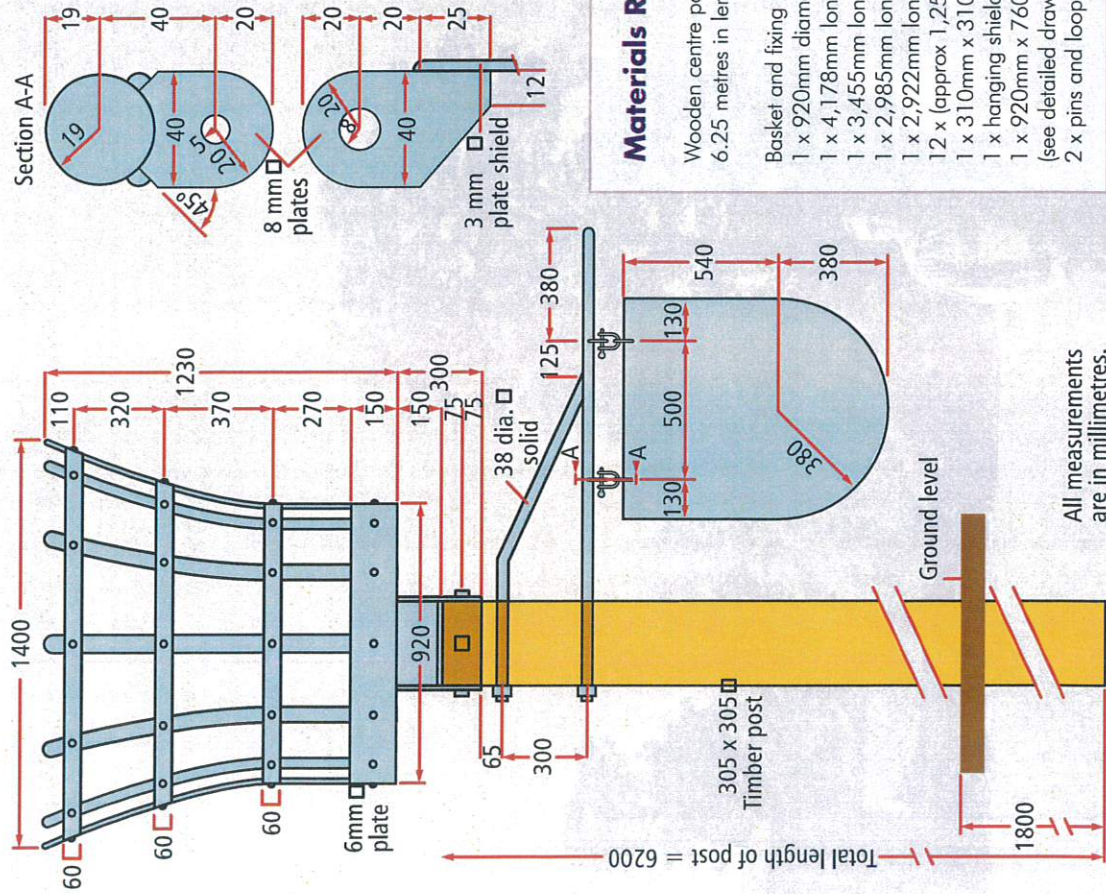
Payment can be made in all the usual ways including BACS, cheque and credit/debit card. Orders received before **29th April 2022** will be delivered by 31st May 2022. All orders after 29th April 2022 will be taken on a case by case basis and subject to stock availability.



The lighting of a gas-fuelled beacon at Edinburgh Castle, Scotland in celebration of Her Majesty The Queen's Diamond Jubilee in June 2012.



The Queen's Platinum Jubilee Beacon Brazier



Beacon Brazier with Metal Shield

A beacon brazier will provide a permanent reminder of this unique moment in The Queen's reign. It can be built by local craftsmen and women, and may be used for future historic occasions in your community. It could be sited in a country park, on a hilltop overlooking the sea or a lake, in the centre of your town or village, and could become a tourist attraction for your area.



Materials Required for Beacon Construction

Wooden centre post consisting of 305mm x 305mm wooden post, 6.25 metres in length of which 2 metres goes into the ground.

Basket and fixing brackets consisting of:

- 1 x 920mm diameter steel plate.
- 1 x 4,178mm long 60mm x 5mm steel flat bar rolled into 1,330mm diameter ring.
- 1 x 3,455mm long 60mm x 5mm steel flat bar rolled into 1,100mm diameter ring.
- 1 x 2,985mm long 60mm x 5mm steel flat bar rolled into 950mm diameter ring.
- 1 x 2,922mm long 150mm x 5mm steel flat bar rolled into 930mm diameter ring.
- 12 x (approx 1,250mm long) 60mm x 5mm vertical bars (rolled to shape).
- 1 x 310mm x 310mm x 300mm high connection box welded to base of basket.
- 1 x hanging shield and support: 3.7m length of 38mm diameter solid steel rod.
- 1 x 920mm x 760mm steel plate 3mm thick 4 x connection brackets 8mm thick (see detailed drawings left).
- 2 x pins and loops.

All measurements are in millimetres.

Price 1/-



FLEET URBAN DISTRICT

JUNE, 1953

SOUVENIR PROGRAMME

of the

Celebrations

in Commemoration of the

Coronation

of

Her Majesty Queen Elizabeth II

Saturday, 30th May, 1953

2.30 p.m. SCHOOL SPORTS

at Heatherside Secondary Modern School

**Organised by the Staffs of Fleet Secondary Modern and Fleet
and Crookham Primary Schools.**

Three Classes—Junior Boys and Girls

Three Classes—Intermediate Boys and Girls

Three Classes—Senior Boys and Girls

Prizes for all Events. Entries to be made through the Schools

Admission: Adults 9d. Children 3d.



Sunday, 31st May, 1953

**APPOINTED DAY OF PRAYER & PREPARATION FOR
THE CORONATION**

All Churches are arranging Special Services for the occasion.

3.0 p.m. CIVIC SERVICE

at All Saints' Parish Church

**attended by the Chairman and Members of the Urban District
Council.**

*All Organisations in the Urban District are invited to attend in
their official capacity and to apply for seat reservations to
Major F. J. HARINGTON, D.S.O., Glendaragh Cottage, Church
Road, Fleet.*



Monday, 1st June, 1953

7.0 p.m. SPORTS GYMKHANA (Part I)

at Oakley Park

**Organised by the Fleet Sports Association, and performed by
member clubs, and to include burlesque football and hockey.**

Admission to Ground Free.



CORONATION DAY

TUESDAY, 2nd JUNE, 1953

**The Churches in the Town are making their own arrangements
for Services in the morning of this day.**

**3.0 p.m. SWIMMING GALA & REGATTA
at the Swimming Pool, Cove Road**

by kind permission of W. C. TIMMS, Esq., Country Club.

**Entry Forms from—F. J. MUSGRAVE, Bridge House,
Aldershot Road.**

Refreshments will be available at popular prices.

Admission to Ground Free.

**7.30 p.m. CARNIVAL KING MAKING
at the Views Meadow**

followed by

OPEN AIR DANCING ON THE GREEN

**during which the Townswomen's Guild will give a display of
Country Dancing, Recorded Music. M.C. Mr. C. WOODMAN**

Admission to Ground Free.

**Contestants for Carnival King should contact Mr. H. I. TAYLOR,
2, Lobswood, Wood Lane, or Mr. W. B. HUMPHREYS, Brunhil,
101, Kings Road.**



*No function is being held before 3.0 p.m. owing to the Broadcast
and Televising of the Coronation Ceremony. It is hoped that all
members of the public owning Television Sets will invite their
neighbours to view this memorable event.*

Wednesday, 3rd June, 1953

2.30 p.m. FLOWER & HORTICULTURAL SHOW

at The Institute, Albert Street

organised by Fleet Horticultural Society.

Admission 2.30 to 5.0 p.m. 1/-; after 5.0 p.m. 6d.

Children Half Price.

Old People's Tea Tickets will admit holder free.

6.30 p.m. SPORTS GYMKHANA (Part II)

at Calthorpe Park

presented and performed by Fleet Sports Association,
including Comic Hockey, Cricket, etc.

Admission to Ground Free.

7.30 p.m. CYCLE SPEEDWAY CHALLENGE MATCH

at Calthorpe Park

FLEET FALCONS v. FARNCOMBE FALCONS



Thursday, 4th June, 1953

10.0 a.m. UNITED SERVICE for Children

at the Primary School, Albert Street.

8.0 p.m. CORONATION OLD-TYME BALL

at The Institute, Albert Street

Organised and presented by Fleet Old-Tyme Dance Club, with
The Gay Nineties Orchestra. M.C. W. Bushell, Esq.

Admission 3/6

See separate announcements for fuller details



Friday, 5th June, 1953

7.30 p.m. SPORTS & ATHLETICS FILM SHOW

at The Institute, Albert Street

Presented by Fleet Sports Association. Films to be shown will
include "Elusive Victory" England v. Australia 1950/51.

Admission 1/6

Saturday, 6th June, 1953

2.30 p.m. CORONATION FAIR

at The Views Meadow

Organised by the Churches of Fleet and Crookham.

An afternoon of fun and games for the whole family including
CROWNING of the **CARNIVAL KING & QUEEN** by
the Chairman and Vice-Chairman of Fleet Urban District
Council.

BABY SHOW (further information and entry forms from
all Chemists).

FAMILY SPORTS (entries on the field)

FLEET DARTS CHAMPIONSHIP

TUG-OF-WAR CHAMPIONSHIP

CHILDREN'S FANCY DRESS (entry forms from the
Schools).

BOWLING FOR A LIVE PIG

BALLOON RACE, PUNCH AND JUDY

MODEL RAILWAY AND PONY RIDES

CHILDREN'S DANCING DISPLAY

TILTING THE BUCKET

Numerous sideshows, refreshments, ices, and all the fun of
the fair.

Admission to Ground Free.

8.0 p.m. CIVIC CORONATION BALL

at No. 2 & 3 Gymnasiums, **Queen Elizabeth Barracks**, with
the R.A.M.C. Dance Band (by kind permission of the Officer
Commanding R.A.M.C.)

The Carnival King and Queen and their Court will be in
attendance.

M.C. Q.M.S. Donaghan

Admission 5/-

Fully licensed bar (applied for). Refreshments available in
No. 3 Gymnasium and also Continental style outdoor refresh-
ment arrangements (weather permitting).

Dress Formal, Informal or Period.

See separate announcements for fuller details. Organised and
arranged by Fleet Branch of the R.A.F. Association.

Sunday, 7th June, 1953

3.30 p.m. UNITED OPEN AIR SERVICE

at The Views Meadow

Music by the R.A.M.C. Band. (Director of Music

Captain L. D. BROWN, A.R.C.M., L.R.A.M., p.s.m.)

Arranged by the Churches of Fleet and Crookham



Monday, 8th June, 1953

**3.0 to 5.30 p.m. OLD PEOPLE'S TEA AND
ENTERTAINMENT**

at The Institute, Albert Street

Organised by Fleet Townswomen's Guild, Red Cross Society,
British Legion (Women's Section) Toc H & Women's Institute.

By invitation only. First Sitting.

Tickets will admit holders to the Flower Show on Wednesday,
3rd June, free.

7.0 p.m. MOTOR CYCLE GYMKHANA

at Oakley Park, Albany Road

Presented and performed by the North Hants Motor Cycle
Club, and including a Motor Cycle Football Match and Trick
Riding.

Admission to Ground Free.



Tuesday, 9th June, 1953

**3.0 to 5.30 p.m. OLD PEOPLE'S TEA AND
ENTERTAINMENT**

at The Institute, Albert Street

By invitation only. Second Sitting.

Tickets will admit holders to the Flower Show on Wednesday,
3rd June, free.

7.0 p.m. GORDON BOYS' SCHOOL, WOKING

Display in The Views Meadow, by the Pipers, Drums and Boys'
Physical Training Display. By kind permission of the
Commandant, Brigadier F. A. Hilborn, M.B.E.

Admission to Ground Free.

Wednesday, 10th June, 1953

FINALE

7.0 p.m. GRAND CARNIVAL PROCESSION

The Procession of the Carnival Queen starting from Crookham, and the Procession of the Carnival King from the Station, will converge on the Oatsheaf and thence via Reading Road, Connaught Road, Albany Road, King's Road and Fleet Road to The Views Meadow.

THE R.A.M.C. BAND WILL PLAY

The Carnival will consist of the following classes, and entry forms can be obtained from either Mr. H. I. Taylor, 2, Lobswood, Wood Lane; Mr. W. B. Humphreys, Brunhil, 101, King's Road; or Mr. D. W. Fluck, 5, Albert Street:

Decorated Trade Vehicles, Tableaux, Adults' Fancy Dress,
Decorated Motor Cars, Decorated Motor Cycles,
Children's Fancy Dress, Decorated Prams,
Decorated Cycles, Decorated Soap Boxes.

There will be three prizes in each class, according to entries, with three Challenge Trophies, for Best Decorated Trade Vehicle, Best Tableau and also for The Best in the Show.

During the evening there will be Community Singing in The Views Meadow and the evening will close with the

BONFIRE and FIREWORKS to be given by the Fleet Chamber of Trade, and assisted by the National Fire Service.



Fleet Camera Club have intimated their intention of photographing the various events and thus preparing a permanent record of the Coronation Celebrations.

**Officer Report
RLA September 2021**

Officer: Sian Taylor
Date: 2 September 2021
Subject: Cemetery of the year award 2021

Entry into the Cemetery of the Year Award scheme is via an online questionnaire (attached to this report) and a follow up visit to the cemetery (date and time unknown). Each year the focus for the questions is different and unfortunately this year FTC did not win an award. All the questions are written by ICCM, FBCA, SLC and BRAMM and the answers are based on legislation, best practice, and freedom of choice for the public. The questions are weighted and receive different scores dependent on how important the area is considered, also some answers receive the same score and are designed to give options for good practice. All entries are computer marked.

From the scores it has been noted that things we do well are

- Providing water and watering cans on site
- Parking is good
- Fees, forms and Rules all readily available on our website
- Dedicated ashes sections with good choice
- Memorial permit fees are built into the fees
- Cost of Exclusive rights for ashes plots good
- Reservation of plots are allowed
- Burials on weekend are allowed
- Regular safety inspections

Areas where we didn't score well are

- No public toilet
- Opening hours are 24 hour
- No dedicated website for the cemetery – comments about the cemetery being part of the council and therefore part of the council website have been submitted
- Memorial sizes – no choice
- Cost of Exclusive rights for full graves are high
- Cost of non-resident fees
- Snow not cleared from pathways
- Weather protection at burials
- No Green Flag
- No ICCM Charter for cemetery

A more detailed summary will be available from the organisers later in the year.

The following are **RECOMMENDATIONS** that can be implemented immediately at little or no cost to the council:

General

- Notice on gate to restrict visitors to daylight hours
- Provide umbrellas in Abbey
- Investigate Green Flag and ICCM Charter for cemetery
- Investigate Climate emergency reference
- Investigate reducing carbon footprint in cemetery

Fees

- Building in the fee for additional inscriptions into price of plot

Memorials

- Changing the maximum overall height of memorials – currently 2'6" - Proposal to over 4'6"
- Changing the maximum overall width of memorials – currently 2'6" - Proposal up 3'6"
- Changing the maximum overall depth of memorials – currently up to 18" - Proposal over 18"

The advice given by memorial masons is:

Memorialisation throughout the centuries has met the natural human need as a focus for grief after the death of a loved one. Memorials should be designed and built around freedom of choice allowing the bereaved to make the right decision without contravening local authority or diocese regulations.

Memorials of all sizes and shapes are covered in BS8415 therefore Burial Authorities can safely consider permitting larger and more elaborate memorials to increase choice to the bereaved, knowing that they will be safe.

By allowing larger memorials, kerb sets (or smaller kerb sets on cremated remains sections) several cremation memorialisation options Burial Authorities can allow greater freedom of choice for the bereaved and also create more interesting burial grounds with a larger income stream.

By ensuring that areas of ground are left undisturbed at the head of each grave to allow the headstone to be placed or by providing concrete beams Burial Authorities can help with the safe fixing of Memorials.

Note: It is recommended that burial authorities consider both lawn sections and traditional sections within new burial ground designs and/or consider allowing memorials up to 1.5m in height. This approach will encourage a wider range of memorialisation. Maintenance costs in traditional sections must be considered, so charges for burial in each section should reflect this. By providing a better range of choice, problems with unauthorised memorials will be reduced along with many of the long-term management problems. More importantly, this will allow the bereaved to express themselves through the memorial design rather than by the addition of a range of inferior quality unauthorised memorabilia. This improves the service to all burial ground user

RECOMMENDATION: To implement all changes above

The following will be reviewed by officers as there may be a greater cost implication

General

To clear snow from the main pathways in inclement weather

Fees

Range of fees

Memorials

Investigate creating 2 new ashes section – one where memorials are allowed to match those of burial area including kerbs and another area in the Garden of Remembrance which only allows vases i.e. Cubes with flower containers

Officer Report RLA September 2021

OFFICER: Charlotte Benham – Projects/Committee Officer
DATE: 27 August 2021
SUBJECT: Park Usage Report

Tennis

YEAR	MEMBERSHIP £	HIRE £	TOTAL
2021/22 (up to July 21)	6025	1318	7343
2020/21	9760	2408	12168
2019/20	5632	1383	7015
2018/19	5600	1305	6905
2017/18	5868	954	6882
2016/17	3720	1735	5455

Coaching

Tennis Coaching is now underway at the Calthorpe Park Tennis Courts. During August Group Sessions were being held on Friday mornings.

Park Usage

As at 27/08/21

CALTHORPE PARK							
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
9AM							
10AM							FITNESS CLASS – long term
11AM							
12 NOON							
1PM							
2PM							
3PM							
4PM							
5PM							
6PM							
7PM		FITNESS CLASS – long term	FITNESS CLASS – sept	FITNESS CLASS – long term	FOOTBALL TRAINING – sept		
8PM							

ANCELLS PARK							
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
9AM							
10AM						Football TBC	
11AM						Football TBC	
12 NOON							
1PM				Fitness class – long term			Football TBC
2PM							Football TBC
3PM							
4PM							
5PM							
6PM							
7PM		Football training					
8PM		Football training					

OAKLEY PARK							
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
9AM						Fitness class/ PT	PT
10AM						Football	
11AM						Football	
12 NOON						Football	
1PM						Football	
2PM							
3PM							
4PM							
5PM							
6PM							
7PM							
8PM							

BASINGBOURNE PARK							
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
9AM						Fitness class	
10AM							Football
11AM							Football
12 NOON							Football
1PM							football
2PM							
3PM							
4PM							
5PM							
6PM					Football Training - Sept		
7PM	FITNESS CLASS – ADHOC SESSIONS		Fitness class				
8PM							