



THE FLEET TOWN COUNCIL NOTICE OF MEETING

Notice is hereby given of

THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING

On

Wednesday 16th March 2022 at 7pm

All Committee members are summoned to attend.

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

SIGNED:

Janet Stanton

Janet Stanton
Town Clerk

Date: 10th March 2022

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

To receive and approve as a correct record the minutes of the RLA Committee held on Wednesday 8th December 2021 (*copy attached*).

Part 1 – ITEMS FOR DECISION

5. THE CEMETERY OFFICER'S REPORT

To consider the Cemetery Clerk's Report, including the Cemetery and Garden of Remembrance Fees for each structure for 2022/2023 (*copies attached*).

RECOMMENDATION

1. To note the report of the Cemetery Clerk.
2. To approve the Cemetery and Garden of Remembrance Fees for 2022/2023.

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. DONATION FOR A COMMEMORATIVE BENCH AND PLAQUE FROM FLEET AND CHURCH CROOKHAM SOCIETY

Members are reminded that at the February Council meeting, the following was discussed and resolved:

FC Feb 2022 - ITEM 8 DONATION FOR A COMMEMORATIVE BENCH AND PLAQUE FROM FLEET & CHURCH CROOKHAM SOCIETY

Members noted that the Fleet & Church Crookham Society would like to install a bench and plaque to mark the Queen's Platinum Jubilee with a lasting commemoration to her reign.

Members discussing the following:

- *There is a proposed budget of £1000.00.*
- *To be complete by Summer 2022.*
- *A few local groups have also been approached to provide commemorative benches.*
- *Members to determine locations of benches, with the possibility of parks and land owned by HCC.*
- *Concern over anti-social behaviour and vandalism.*

*Members **RESOLVED***

1. *To approve the installation of a bench to mark the Queen's Platinum Jubilee, as provided by The Fleet & Church Crookham Society.*
2. *To consider suitable locations for the benches and bring back to March Council*

Further to this meeting, members are asked if they have any suitable locations for the commemorative bench from Fleet & Church Crookham Society for consideration. Locations that could be considered include: The Views; Durnsford Avenue overlooking the canal; next to the War Memorial.

RECCOMENDATION

To determine and approve a suitable location for the commemorative bench and advise Fleet & Church Crookham Society.

9. USE OF PARKS FOR PERSONAL PRIVATE EVENTS

Members are being asked for their views on whether the FTC parks should be hired out for private parties, which could include bouncy castles, gazebos, music/entertainment, alcohol etc. which are not open to the community. 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. Members will also need to consider any implications relating to access to the park, toilet facilities, rubbish/litter, BBQs, damage to the park, antisocial behaviour (noise, alcohol etc).

RECOMMENDATION

1. To consider and determine whether the FTC parks should 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.

10. 1ST CROOKHAM SCOUTS SPORTS DAY

To consider a request from 1st Crookham Scouts to hold a Sports Day in Basingbourne Park on Saturday 2nd April 2022 (*details attached*).

RECOMMENDATION

To approve the request from 1st Crookham Scouts to hold a Sports Day in Basingbourne Park on Saturday 2nd April 2022.

Part 2 – ITEMS TO NOTE

11. FUTURE EVENTS

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

12. CLERKS REPORT

To receive any updates from the Clerk.

13. DATE AND TIME OF NEXT MEETING

The next meeting of the Recreation, Leisure and Amenities Committee will be held on Wednesday 15th June 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 8th December 2021 at 7pm

PRESENT

Councillors: P. Einchcomb, R. Fang, L. Holt, K. Jasper, R. Richmond, B. Schofield, 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

RLA Dec 2021 ITEM 1 APOLOGIES

Members received and accepted the apologies from Councillor Chenery due to health reasons, Councillor Oliver due to a prior engagement and Councillor Wright due to ill health.

RLA Dec 2021 ITEM 2 DECLARATIONS OF INTEREST

There were no declarations of interest.

RLA Dec 2021 ITEM 3 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from the public.

RLA Dec 2021 ITEM 4 MINUTES OF PREVIOUS MEETING

The minutes of the Recreation, Leisure & Amenities Committee meeting held on Wednesday 15th September 2021 were approved and signed by the Chairman, with the following amendment:

- Page 4, Item 8, Queen's Jubilee Extended Bank Holiday.

RLA Dec 2021 ITEM 5 THE HARLINGTON AND ANCELLS FARM COMMUNITY CENTRE REPORT

The report of the General Manager of the Harlington for the period September – November 2021 was presented. Members discussed the following:

THE HARLINGTON & COVID UPDATE

- The Government's updated COVID restrictions, in response to concern over the Omicron variant. Including:
 - From Friday 10th December, mandatory face coverings for most indoor public venues including theatres.
 - From Monday 13th December, NHS Covid pass or a negative lateral flow test to gain entry to nightclubs and indoor unseated venues with more than 500 people.

- Members noted that once the full report regarding restrictions had been confirmed by the Government, events at The Harlington would follow the mandatory advice from the dates given.
- Following advice from the Health & Safety Officer, at present any members of public attending events at The Harlington are currently advised to wear face masks when moving around the building and take a lateral flow test prior to the event.
- Following the updated restrictions, mask wearing will now be mandatory in the Harlington and people will not be allowed in if they refuse to wear a mask.
- Concern over physical and verbal abuse from members of the public.
- Event policies will be constantly reviewed and take advice where necessary.
- Ticket sales have increased but the number of people attending does not reflect the number of tickets sold.
- Record sales for Pantomime this year.
- NHS Thank You event scheduled to be held on Saturday 22nd January 2022 has been cancelled. There are no plans to reschedule a public event on this date.

Members noted the following update:

- FTC has received a letter from HDC regarding the lease. FTC will need to go back to HDC for further discussions.
- The HDC Civic Quarter Development public engagement is expected to be held in January / February 2022. The brief for The Harlington is still to be a community entertainment venue with office space for FTC.
- The HDC Civic Quarter Working Group is meeting on Monday 13th December 2021.

RESOLVED

To note the report of the General Manager of the Harlington

RLA Dec 2021 ITEM 6 THE CEMETERY OFFICER'S REPORT

Members received the report of the Cemetery Officer. A lively discussion took place, with the following points discussed:

1. CEMETERY PRICES

- Dual pricing for Fleet Town and non-Fleet Town residents for main cemetery area, including burial plots and interment of ashes.
 - 50% discount to Fleet Town residents, due to contributions to the cemetery through their Council Tax.
 - Prices reflect ongoing maintenance costs and administration costs in the cemetery.
- Garden of Remembrance fees proposed to remain one cost irrespective of residency.
 - Smaller maintenance costs for Garden of Remembrance.
 - Costs for Sanctum

£1800.00 for 25 years
£2400.00 for 50 years
- Concern over one cost and not dual pricing for Garden of Remembrance. Fees should reflect Fleet Town residents' contributions to the cemetery through Council Tax, regardless of whether they choose a burial, interment of ashes or Garden of Remembrance.
- Instances have occurred where plots have been purchased by Fleet residents at a reduced price and then transfer of ownership to a non-Fleet resident.
- Data to be collected to look at the number of Fleet residents purchasing plots or Garden of Remembrance versus non-Fleet residents.
- Dual pricing for Garden of Remembrance to be explored, with the core cost of a Sanctum to be covered, with an additional fee for maintenance for non-Fleet town residents.

2. SURFACING OF ROADS AND PATHWAYS

- The roads and pathways in the cemetery need resurfacing when funds allow.
- Rejuvophalt have visited and surveyed the area.
- The following two quotes have been received:
 - Rejuvophalt £23,150.20
A spreadsheet has been received with a breakdown of paths and costs associated with each path and area.
 - Tarmac £120,598.00 plus VAT
- Concern was raised over placement of Rejuvophalt slurry and variation in the levels of the path.

Members also noted that:

- The cemetery extension tender document is live on Contract Finder and will close on Tuesday 4th January 2022.
- Councillor Schofield and Councillor Einchcomb volunteered to help with the cemetery extension tenders.
- A Friends of the Cemetery group has now been established, meeting on the first Saturday of the month between 10.00-12.00.

RESOLVED

1. To defer a decision regarding Cemetery Prices, until the RLA meeting on 16th March 2022, when further data has been presented.
2. To consider resurfacing the cemetery roads and pathways with Rejuvophalt and include in future budget discussions.
3. To note the report of the Cemetery Officer.

RLA Dec 2021 ITEM 7 FACILITIES AND OPEN SPACES MANAGER'S REPORT

Members received the report of the FOSM for the September - November 2021 quarter. The following matters were discussed:

ANCELLS PLAY PARK

- It has been noted that adults have been using the zip wire.
- Suggestions were made for signage to be put up following the manufacturer's recommendation, stating that it is for children only.

ANCELLS FARM GENERAL

- The birch tree saplings removed from Basingbourne woodland are not suitable to be replanted.

TREE SPONSORSHIP SCHEME

- Fleet Lions have approached the local schools to be involved in a tree sponsorship scheme.
- Parents will be encouraged to sponsor a tree, to then plant at an organised weekend in local parks and green spaces.
- Proposed date for planting weekend is the middle of March 2022.
- An event application will be required from Fleet Lions for this proposed event.
- Graham Drayton from Fleet Lions to be invited to speak at the Full Council meeting on 5th January 2022, to provide further information

SPEED INDICATOR DISPLAYS

- The Speed Indicator Displays (SIDS) were successfully installed in the first location on Ancells Farm Road and have been located there for the allowed 2 weeks.

RESOLVED

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

RLA Dec 2021 ITEM 8 QUEEN'S JUBLIEE JUNE 2022

Members noted that the first meeting of the Jubilee Committee Working Group took place on Tuesday 7th December 2021, with representatives from FTC, local schools, churches, HDC, and Fleet Lions attending. The following points were raised:

- FTC Working Group to co-ordinate all the groups and events within Fleet.
- All Saints Junior School to run an inter-schools competition to design the programme cover for the Jubilee celebrations.
- Proposal for a marquee to be erected in The Views over the duration of the celebrations.
 - Need to look at cost and safety of the marquee.
- Proposal for a 2 day road closure on Saturday 4th and Sunday 5th June 2022.
 - Application to be submitted to HCC as soon as possible.
- Celebrations to include:
 - Beacon lighting in Calthorpe Park.
 - Fun fair.
 - Small fireworks display.
 - Open air service to be held by the local churches.
- Fleet Carnival to be held 2nd July 2022.
- Concern over insurance of event, due to difficulties acquiring any insurance.
 - Should the event be cancelled, there is no insurance.
 - Any funds invested into the event would not be returned.
 - Buckingham Palace will advise on any potential changes at the time.

RLA Dec 2021 ITEM 9 FUTURE EVENTS

Members noted the following events. It was pointed out that the Queen's Platinum Jubilee celebration dates were 2nd – 5th June and not 2nd – 3rd June as originally stated.

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 – 5 th June 2022		Queen's Platinum Jubilee
2 nd July 2022	Calthorpe Park	Fleet Carnival

RLA Dec 2021 ITEM 10 CLERKS REPORT

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

VACCINATIONS

- The CCG is exploring extending vaccinations until March 2022.
- The current set up is in the coffee shop, with 4 vaccination stations and a resting area.

RLA Dec 2021 ITEM 11 DATE AND TIME OF NEXT MEETING

The next meeting of the Recreation, Leisure & Amenities Committee will be held on Wednesday 16th March 2022 at 7.00pm at the Harlington. There being no further business the meeting closed at 8.47pm.

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

Chairman

Officer Report
RLA March 2022

OFFICER: Sian Taylor
DATE: March 2022
SUBJECT: Cemetery Report

New burial area

There are now only 8 burial plots left. The contractor is due to start on the new area on the first week in May

Cemetery prices

Sales in Garden of Remembrance to date

	Fleet Resident	Non resident
Sanctum	11	12
Plant memorial	6	1
Kerb	7	5
Rose	2	0
	26	18

A full analysis and review has taken place on the pricing of the various memorials in the Garden of Remembrance as requested by councillors in December 2021. Apart from the general increase of 4% and the increases detailed below, the FTC rates have remained the same with £100 added for non-residents. This still keeps the cost competitive without raising them too high.

The cost to council is listed in column 1 however this does not include the installation cost of the memorial. There is a greater profit on the Sanctums as their installation was at a greater cost.

	Cost to council including interment fee (weekday)	current price	proposed resident	proposed non resident
Sanctum 2000 25 years	£999.00	£1,800.00	£1,900.00	£2,000.00
Sanctum 2000 50 years	£1,249.00	£2,400.00	£2,500.00	£2,600.00
Sanctum add inscription	£415.00	£420.00	£440.00	£540.00
Garden block 25 years	£741.00	£770.00	£800.00	£900.00
Rose bush 6 x 4 - 15 years	£322.00	£420.00	£440.00	£540.00
Rose bush 7 x 5 - 15 years	£371.00	£540.00	£560.00	£660.00
Rose standard 6 x 4 - 15 years	£336.00	£540.00	£560.00	£660.00
Rose standard 7 x 5 - 15 years	£385.00	£660.00	£685.00	£785.00
Plant 6 x 4 plaque	£411.00	£480.00	£560.00	£660.00
Plant 7 x 5 plaque	£460.00	£520.00	£520.00	£620.00
mushroom disc - children	£240.00	£120.00	£125.00	£225.00
new kerb block 25 years	£754.00	£770.00	£800.00	£900.00

The prices have all been increased for the whole cemetery by 4% with the exception of the following (they are slightly higher):

- Extra lettering for memorials change to £1.75 from £1.50 due to price increases from Columbaria
- Artwork design cost to be confirmed for Roses
- Weekend charges for interment of ashes in GOR – additional £30
- Higher increase for plant memorials due to ongoing charges for new beds to be accounted for

Recommendation : new prices to be adopted from April 1st 2022

Volunteers/Friends of Cemetery

New volunteers are 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.

Fleet Cemetery Fees from April 2022

When you buy a plot - the charges are split between the "Exclusive Rights of Burial", memorial permit fee and the interment fee.

The Exclusive Rights of burial in Fleet give you the right to bury in that plot for the next 99 years (some cemeteries are shorter than this). Ashes plots can hold 2 sets of ashes. Full burial plots can hold up to 3 full burials and/or several sets of ashes.

Only the owner of the exclusive rights can decide (and must sign to agree) who and when any burials take place in that plot (the only exception to this is when the owner is interred in the plot).

The interment fee is an administration charge incurred each time the plot is opened and covers the updating of the burial records.

The memorial permit fee gives permission for the owner to erect a memorial on the plot. Only the owner can do this. The permit is to ensure all memorials conform to regulations at that time.

Main cemetery area	Fees	50% reduction in fees for Fleet Town Council resident
New Full Burial Plot (Exclusive rights, interment and memorial permit fee)	£3,560	£1,780
New Cremation Plot (Exclusive rights, interment and memorial permit fee)	£1,520	£760
Memorial permit for existing grave (Either Burial or Cremation memorial)	£360	£180
Additional Inscription on memorial (Either Burial or Cremation memorial)	£150	£75
Reservation of Full Burial plot Exclusive Rights of Burial and memorial permit, excludes interment fee)	£2,640	£1,320
Reservation of Cremation Plot Exclusive Rights of Burial and memorial permit, excludes interment fee)	£1,160	£580
Interment only – Full Burial (Exclusive Rights already purchased)	£920	£460
Interment only – Ashes (Exclusive Rights already purchased)	£360	£180
Stillborn child or child up to 12 years (Full Burial or Cremation Plot includes interment)	No Charge	No Charge
Transfer of Exclusive Rights of Burial	£300	£150
General administration – change name etc	£30	£15

On proof of the deceased being a Fleet Town Council registered elector, the fees above will be reduced by 50%

Please note VAT is charged on memorials only. No VAT is charged on interments or exclusive rights

Memorial Fees in the Garden of Remembrance

The Sanctum 2000, memorial vaults are leased for either 25 or 50 years for ashes in non-biodegradable containers. On completion of the term of the lease, the owner will have the option to extend. If the family cannot be contacted, the ashes will be removed and buried in our dedicated area. The inscription tablet will remain the property of the family. Please note VAT is charged on memorials only.

The kerb block memorials, located around the Garden of Remembrance pathways, will be leased for 25 years with the ashes buried loose behind the memorial. **(The cost for this is £30 extra for a weekend.)** The roses will be leased for 15 years with the ashes either buried or scattered in our dedicated area. On completion of the lease, the owner will have the option to extend. The inscription tablets remain the property of the family but will be removed and stored if the family cannot be contacted at the end of the lease.

Memorial	Fees	Reduction for FTC resident
Sanctum 2000 Memorial vault – prices include VAT for memorial only		
Lease for 25 years to include lettering up to 80 letters. Further lettering £1.75 + VAT per letter. Artwork and photo plaque cost to be confirmed. Price includes updating of burial records for one set of ashes	£2,000	£1,900
Lease for 25 years to include lettering up to 80 letters. Further lettering £1.75 + VAT per letter. Artwork and photo plaque cost to be confirmed. Price includes updating of burial records for two set of ashes going into the vault at the same time	£2,180	£2,080
Lease for 50 years to include lettering up to 80 letters. Further lettering £1.75 + VAT per letter. Artwork and photo plaque cost to be confirmed. Price includes updating of burial records for one set of ashes	£2,600	£2,500
Lease for 50 years to include lettering up to 80 letters. Further lettering £1.75 + VAT per letter. Artwork and photo plaque cost to be confirmed. Price includes updating of burial records for two set of ashes going into the vault at the same time	£2,780	£2,680
Second set of ashes at a different time, plus additional inscription (if room has been left). Artwork and photo plaque cost to be confirmed	£540	£440
Kerb block memorial around pathways – prices include VAT for memorial only		
Lease for 25 years to include lettering. Artwork Design cost to be confirmed. No ashes	£720	£620
Lease for 25 years to include lettering. Artwork Design cost to be confirmed. Single ashes. Price to include ashes interred loose behind memorial or in dedicated area.	£900	£800
Rose memorial only – prices include VAT		
Rose bush - lease/maintenance 15 years, including 6" x 4" granite plaque with inscription	£540	£440
Rose bush - lease/maintenance 15 years, including 7" x 5" granite plaque with inscription Artwork Design cost to be confirmed.	£660	£560
Standard Rose lease/maintenance for 15 years, including 6" x 4" granite plaque with inscription only	£660	£560
Standard Rose lease/maintenance for 15 years, including 7" x 5" granite plaque with inscription. Artwork Design cost to be confirmed.	£785	£685
Other – prices include VAT on memorials only		
brass plaque on memorial bench in Garden of Remembrance	£290	£190
Memorial disc on mushroom in children's area	£125	£125
Plant memorial dedication area - preparation of ground, interment of ashes and 7" x 5" granite plaque with inscription. Artwork Design cost to be confirmed. (plant from approved list supplied by family)	£660	£560
Plant memorial dedication area - preparation of ground, interment of ashes and 6" x 4" granite plaque with inscription only (plant from approved list supplied by family)	£620	£520
Interments in Garden of Remembrance		
Interment or scattering of ashes if Kerb block or rose memorials are leased. No charge for children's ashes.	£360 (50% reduction in fees for Fleet Town Council resident - £180)	

Officer Report**RLA Committee****Wednesday 16th March 2022****OFFICER: Facilities & Open Spaces Manager (FOSM)****DATE: 7th March 2022****SUBJECT: General Report.****1. Ancells Farm Community Centre**

- The Coded door lock required an emergency repair which found a user group unable to gain access. Fortunately, the problem was rectified quickly, and the lock is now fully working.

2. Ancells Play Park

- Repairs have been carried out on the climbing frames including replacing parts of the wooden structure which have weakened.
- An order has been placed for rope repairs to be carried out on certain items.

3. Ancells Farm General

- FOSM met with a member of the Fleet Lions to look at locations to plant Whips. FOSM will be attending site on the 24th March to mark out positioning for the new trees to be planted.
- The plan is to plant the new trees at the rear of the Ancells Farm Community Centre, around the open green space. This will create a natural barrier to prevent unauthorised access.
- Depending on the number of trees available, the planting can also continue behind the Faulkners Arms Pub, and down towards the entrance to the playing field. Again, this will create a natural barrier.
- New railings have been installed over the access bridge into the park.
- Following a break in of the Pavilion, temporary sheet metal was installed on the external door.
- A new security door is now on order.
- For additional security, Digi-locks have been installed on each internal door.

**4. Basingbourne**

- Wooden slats on the multi play bridge are being replaced.
- A new Defibrillator has been installed on the outside of the Pavilion.
- Due to heavy amounts of rainfall, water is pooling within the woodland. Although the pooling is not near any residential properties, the FOSM will continue to monitor and liaise with the grounds team.

5. Calthorpe Park Play Area

- It was reported that the table tennis table in the new play area had been graffitied and contained sensitive wording. The Clerk and FOSM, attended site at around 8pm on 12th Feb, and removed the graffiti.
- Repairs have been carried out to the bench next to the swans to make it useable to park users.

- Cllr Schofield, Cllr Einchcomb and FOSM visited the play area for one final inspection before releasing the final payment for the build.

6. Calthorpe Park General

- FOSM met with a member of the Fleet Lions to look at locations to plant Whips. FOSM will be attending site on the 24th March to mark out positioning for the new trees to be planted.
- The additional trees will be 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
- FOSM has noted that some residential properties are encroaching into the park / woodland areas. A letter is being drafted to send out to residents asking them to remove items from the park / woodland.

7. Calthorpe Park Pavilion

- The Pavilion has been deep cleaned in preparation for upcoming events and users.

8. Harlington

- Some of the FOSM's time has and will be taken up with the operations of the Covid-19 Vaccination delivery at The Harlington for the foreseeable future.
- Working with the Harlington General Manager to improve operations and health and safety. This includes updating procedures and training new members of staff.

9. The Views

- New heavy-duty wood has been used to repair the damaged benches in the park. The current concrete bases are secure and safe, and any additional risks have been removed.
- There has been a minor amount of graffiti in the Skate Park, which is being dealt with by the grounds team.
- Cutting back of encroaching hedges has now been completed.



10. The Views Park

- The edging at the lip of the ramps in the Skate Park have now been repaired.
- Auto closers on the gates are being reinstalled
- Repairs to the back and sides of the skate park ramps are planned in the next few weeks.
- Paint has been ordered ready for Fleet Phoenix, Scam Jam where the skate park will receive a fresh coat of paint.
- Repairs are being made to the steps within the play area.

11. Oakley Park

- The Friends of Oakley Park (FOOP) are raising money to get a new trim trail installed in the park. They are currently looking at possible locations for it to be placed and have proposed it be placed new the new rotator, play piece.
- FOOP are planning a summer fete on the 16th July.
- Planting of new hedgerow has been done within the park.
- Minor repairs have been made to the rubber path through the woodland.
- FOSM has noted that some residential properties are encroaching into the park / woodland areas. A letter is being drafted to send out to residents asking them to remove items from the park / woodland.



12. Additional

Trees

- As part of the Queens Green Canopy Initiative, FOSM has met with a member of the Fleet Lions to look at various locations to plant new trees. The Lions have approached the local schools to be involved in a tree sponsorship scheme.
- Parents will be encouraged to sponsor a tree, to then plant at an organised weekend in either Calthorpe Park or Ancells Farm.
- Areas which have seen the removal of trees or loss due to storms, have been identified by FOSM and selected as key locations for planting new trees.
- FOSM has supplied the Fleet Lions with a copy of a map which identifies these key locations.
- FOSM and the Lions will be marking out planting areas nearer to the event which will be taking place 26th -27th March.
- Map of the Areas set out by FOSM attached.

Tree Works

- Annual tree works will be starting in the next month in various areas.

SIDs – Speed Indicator Devices

- The SIDs boards have now been deployed at the following locations,
 - Ancells Farm Road
 - Hitches Lane
 - Albany Road
 - Connaught Road
 - Crookham Road
 - Aldershot Road
- The last location on the current list is Basingbourne Road.



Open Spaces

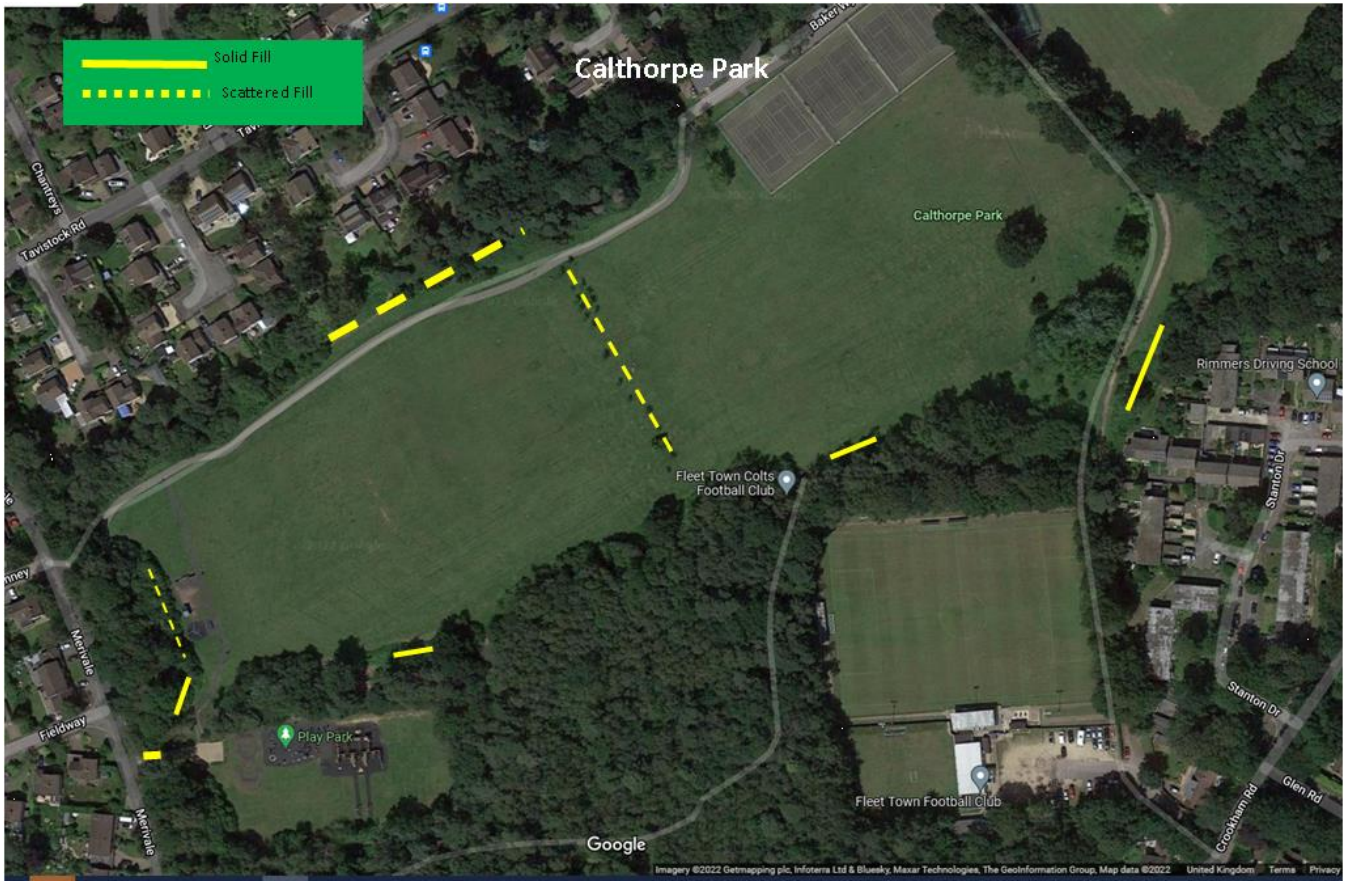
- FTC has entered the South & South East in Bloom Awards 2022, which is due to be judged in July 2022.
- Crocus and Daffodil bulbs, planted around multiple parks have begun blooming.



RECOMMENDATION

- That the contents of the report be noted.

Tree Planting Locations.



DATE: RLA meeting 16th March 2022

OFFICER: Alex Robins – General Manager

REPORT COVERING: December 2021 - February 2022

1. General overview

- After a blip at the beginning of January due to uncertainty about Covid figures rising and what potential action could be taken by the Government, which caused a complete stop in ticket sales, therefore leading to re-scheduling of some shows, sales seem to be steadily growing again and there have even been some sell-outs. These have predominantly been events which already had strong sales and have been moved several times, however, tickets have started moving again. There are returning shows which have previously sold in higher numbers, but things are going in the right direction and audiences are enjoying themselves in the same way they were pre-Covid!

The officer is pleased to report that the current financial year which is coming to a close in a couple of weeks is projected to deliver a far better return on budget than it had been expected to. A full programme of shows and events is programmed for the whole of 2022 and a new brochure is currently being printed, which will assist in giving ticket sales a boost.

There is still a considerable pressure on limited staff resources to keep everything running successfully, and the officer would like to thank the whole team for keeping the venue going against the odds! A technical manager has been appointed and started just recently, however, despite much advertisement, the team is still short of the entire marketing department, a part time duty manager, several bar staff and the box office is operating with just one person, so further help is being advertised for in that department too. Recruitment is a significant challenge.

Vaccinations continue to operate one day a week and room bookings are looking positive. Together with ticket and bar sales growing, the officer remains confident that the situation will continue to improve.

RECOMMENDATION: FOR NOTING

2. Box office - Individual performance summaries

- **Mainly Madness.** This has happened in the same slot every year for a long time now and has got busier and busier each time. Numbers were encouraging given the situation but weren't at their normal level.

RECOMMENDATION: FOR NOTING

- **Comedy Club x 3.** The December show was unbelievably busy with the usual sell-out which was extremely encouraging for the future. Due to uncertainty through December into January and low ticket sales, the January date was cancelled. February marked the first of the year and

was the lowest attendance ever recorded for the comedy club, however, did still just about cover costs. March has a very strong line up and the officer is working on building numbers back up again.

RECOMMENDATION: FOR NOTING

- **Pantomime.** There was a lot of support for the pantomime and good sales were achieved. Both performances on Christmas Eve had to be cancelled at short notice due to Covid in the cast. This was disappointing for Starburst, the venue and the audiences who missed out on a Christmas tradition, however the remaining shows were able to go ahead, albeit with some cast changes.

RECOMMENDATION: FOR NOTING

- **Northsyde & Friends.** This was one of the early January shows re-scheduled to late March.

RECOMMENDATION: FOR NOTING

- **T Rextasy.** This was one of the early January shows re-scheduled to June.

RECOMMENDATION: FOR NOTING

- **Jazz Club x 2.** This was another of the January shows cancelled, but it bounced back in February with very respectable numbers. The show was also recorded for marketing purposes and possible future broadcast.

RECOMMENDATION: FOR NOTING

- **AC/DC UK.** The first and only show in January to go ahead and there were healthy numbers in attendance. As with several other returning shows, numbers weren't as high as previously, but were still good.

RECOMMENDATION: FOR NOTING

- **Bootleg Blondie.** Had to be re-scheduled at short notice due to the singer getting Covid and needing to isolate.

RECOMMENDATION: FOR NOTING

- **RU40.** Had to be re-scheduled at short notice due to two band members getting Covid and needing to isolate.

RECOMMENDATION: FOR NOTING

- **Forever Jackson.** After much success with the "Navi" Michael Jackson show, the officer had been looking for an alternative with the same high production values but at a lower risk financially. This production proved to be just that. It did, however, come at the wrong time as it fell during a low sales period and hadn't previously been at the venue. It will be booked again next year and is expected to be successful. It received good feedback.

RECOMMENDATION: FOR NOTING

- **Genesis Connected.** This was originally booked for the week before the country was locked down for Covid and got to the interval before the band had to cancel the remainder due to the singer not being well. All audience members were re-booked to the new date and after several date changes, it finally happened. It was sold out originally and remained so. Unsurprisingly it was the hit it always has been.

RECOMMENDATION: FOR NOTING

- **Abba Fever.** Another sell-out for a band who are very popular every time they return. This turned into a real party, with the Harlington tech team ending up running an impromptu 80's "cheese" party afterwards. Naturally this helped to keep bar sales going!

RECOMMENDATION: FOR NOTING

3. Hall hire

Hires are back to expected levels, and together with the continued vaccination programme, have pushed the projected total way above the original budget. If the projected figure is reached, it will be back to pre-Covid levels. There will still be challenges ahead when the vaccination programme ceases, however with reduced hours now being run, the contribution from this activity is shrinking and dependency on it reducing. The council will continue to work with the NHS for as long as they require use of the venue.

4. Ticket Sales

A full programme of shows has been run, with some cancellations due to performers testing positive for Covid and a period at the beginning of January, where due to much uncertainty over what the Government was going to do and an obvious reluctance from audiences to consider buying tickets for events, a small number of shows were re-scheduled.

There have been many stops and starts with ticket sales, together with changing trends. Many people were waiting until the last minute to purchase tickets in case they had to isolate and were unable to attend. Many were not purchasing at all. Audience numbers on any given night have been below the number of tickets sold due to non-attendance, which in turn affects bar sales, making things quite unpredictable when it comes to stock levels and staffing requirements. With restrictions having been lifted, sales are starting to slowly grow.

The officer has also raised the projected ticketing income for the current year, and it's now looking far closer to the original budget which was set having expected a shorter period of closure. Things are definitely moving in the right direction and it can clearly be seen both in attendances and audience behaviour at events that confidence is continuing to grow.

5. Bars

- Although down on initial budget as would be expected by lesser activity and numbers of ticket holders not actually attending events they've paid for, the latest projection shows an upturn in income and a year-end figure much closer to target.

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

- A good income particularly over the panto period and since, will ensure that year-end budget is exceeded in all areas.

7. Coffee shop

- The coffee shop is currently closed, and the area being used for vaccinations.

8. Ancells Farm Community Centre

- Income is projected to exceed budget, with the bottom line also showing an improvement on the target. This would be looking even better, however there has been a sizeable invoice received for the annual car park costs which is £2k higher than budgeted for.

RECOMMENDATION: FOR NOTING

Monthly Performance Totals (net of VAT)

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
April												
TOTALS FOR APRIL												
May												
TOTALS FOR MAY												
June												
TOTALS FOR JUNE												
July												
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												
NHS concert	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
TOTALS FOR AUGUST	£ -	£ -		£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
September												
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
October												
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
November												
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
TOTALS FOR NOVEMBER	£	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
December	Hall Hire Income	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution				
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
TOTALS FOR DECEMBER	£	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
January	Hall Hire Income	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution				
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
TOTALS FOR JANUARY	£	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
February	Hall Hire Income	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution				
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
TOTALS FOR FEBRUARY	£	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
TOTALS	£	20,485.96	£ 89,856.57		£ 58,483.46	£ 30,973.11	£ 55,904.51	£ 22,732.51	£ 32,994.93	£ 11,431.45	£	166,247.04	£	92,647.42	£	73,599.62



Open Air Civic Events

Full Council Approved: October 2017 (Reviewed October 2020)

Due for Review: October 2023

1. Fleet Town Council (FTC) sets out below its proposals for the support of major open-air community functions.
2. FTC has agreed to support five major annual events in pursuit of its vision of creating a more engaged community. These events are:
 - 2.1 Fleet Festivities – usually held at the end of November/ early December, primarily located along Fleet Road and Gurkha Square.
 - 2.1. Fleet Lions Firework Display – usually held in early November, relocated to Calthorpe Park in 2010.
 - 2.2. Fleet Carnival – usually held in July in Calthorpe Park
 - 2.3. Fleet Half Marathon – usually held in March, to continue to be located in Calthorpe Park.
 - 2.4. Fleet Food Festival usually held in May on The Views.
3. FTC has identified these events to:
 - 3.1. Maintain and enhance some traditional town focused festivities.
 - 3.2. Indirectly support local charities by supporting charitable events.
 - 3.3. Create a better sense of community, bringing Fleet’s residents together on a regular basis.
 - 3.4. Make Fleet an attractive visitor destination.
 - 3.5. Bring more people into Fleet and indirectly support our local businesses and retailers.
4. Fleet Town Council continues to develop for the more effective use of the limited open green space within the urban area.
 - 4.1. Fleet Town Council will support the use of all the parks for local community events of a scale appropriate to the size of the venue.
 - 4.2. Calthorpe Park is envisioned as providing the most appropriate open space to safely attract manageable crowds to participate in large locally organised charitable events
 - 4.2.1. Annually the Firework Display, the Carnival and the Half Marathon.

- 4.2.2. Occasionally, unique, special, celebratory events such as the Queen's Jubilee.
- 4.3. In granting permission to use any land owned by FTC, the Council will place restrictions on:
 - 4.3.1 The period of occupation of the site for assembling and dismantling equipment and displays
 - 4.3.2. The hours that the event can take place
 - 4.3.3. The time at which any music or lights must be turned on or off
 - 4.3.4. The level of noise permitted by any loud speaker system measured as a prescribed level (dB) at the boundary fence to the park
 - 4.3.5. Any activity which may result in damage to the park such as vehicular access in wet weather. When hiring one of the parks or Open Spaces, a bond /cheque is required to be held in case of any damage to park, facilities etc. The amount required will depend on the type and duration of the event.
- 4.4 In recognition of the covenants that exist on Calthorpe Park, the Town Council will undertake:
 - 4.5 Not to permit more than five events in Calthorpe Park in any one calendar year
 - 4.6 Not to allow any event on Calthorpe Park to continue beyond 9:30 pm
- 5. FTC will facilitate civic and charitable functions through:
 - 5.1.1. Permission to use land held by FTC,
 - 5.1.2. The awarding of grants and
 - 5.1.3. Administrative support and advice.
- 6. FTC will not be the licensee of these events, but it will be incumbent upon the local organising body to secure any necessary licences or permissions outside the immediate use of the land authorised by FTC.
- 7. The Council will not support any events that include balloons, lanterns, fireworks etc. being released into the atmosphere.



Event Application Form

Name of event: Scouts Sports Fun
Event location: Basingbourne Park
Event date: Saturday 2 nd April 2022

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

Section 1 – Organiser Details

Name of organisation	1 st Crookham Scouts	
Name of applicant ⁽¹⁾ <small>(1) Over 18 years</small>	Emma Evans	
Position <i>(if applicable)</i>	Trustee and Member of Executive Committee and Fundraising Committee	
Contract Address	<div style="background-color: black; width: 100%; height: 1.2em; margin-bottom: 5px;"></div> <div style="text-align: right; padding-right: 20px;">Post Code: <div style="background-color: black; width: 100px; height: 1.2em; display: inline-block;"></div></div>	
Is the above address to be used for invoices? YES/NO – if NO please provide details on a separate sheet		
Personal Contact Details	Home	N/A
	Work	<div style="background-color: black; width: 100%; height: 1.2em;"></div>
	Mobile	<div style="background-color: black; width: 100%; height: 1.2em;"></div>
	Email Address	<div style="background-color: black; width: 100%; height: 1.2em;"></div>
Event Public Tel. Enquiry No.	n/a	
Event Web Site Address	n/a	

Section 2 – Event Details

Description of Proposed Event

1st Crookham Scout Group wish to hold a fun sports activity event for children (it will be open to all not just those involved in scouting), sports such as five-a-side football and rounders will be organised. We will also provide hot and cold drinks and light refreshments to raise money for the charity towards a new scout hut. There will also be various table-based activities - tombola, games and information stand.

Please indicate the type of Event

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

(1) Name of Charity: 1st Crookham Scout Group (Odiham District Scout Group)

Charity Registration Number: 302270

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

If NO please give details:

Timings

Date/time to enter site for preparation: Saturday 2nd April 2022 – 12pm

Date/time to vacate the site after the Event: Saturday 2nd April 2022 – 6pm

If event is for more than one day, please give details of the Start and Finish times each day

Charges

Is the Event free? YES NO

If NO what are the approximate admission price?

Adults

Children (include any age ranged)
Concessions
Will programmes be available? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
If YES, what is the proposed price?
Approximate number of people expected to attend? If over 500 people are expected please give details of security / stewarding.
Approx. 100 people although if the weather is good this may increase.

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

- | | | | |
|------------------------------------|--------------------------|-----------------------------------|-------------------------------------|
| Fireworks/pyrotechnics | <input type="checkbox"/> | Live Music ⁽¹⁾ | <input type="checkbox"/> |
| Carnival procession ⁽¹⁾ | <input type="checkbox"/> | Live Entertainment ⁽¹⁾ | <input type="checkbox"/> |
| Fairground equipment | <input type="checkbox"/> | Lost children point | <input type="checkbox"/> |
| Aircraft | <input type="checkbox"/> | Barrier/Fencing | <input type="checkbox"/> |
| Parachutists | <input type="checkbox"/> | Marquees | <input checked="" type="checkbox"/> |
| Balloon launch | <input type="checkbox"/> | Portable generator ⁽²⁾ | <input type="checkbox"/> |
| Hot Air Balloons | <input type="checkbox"/> | Power supply | <input type="checkbox"/> |
| Horses/donkeys/other animals | <input type="checkbox"/> | Toilets | <input checked="" type="checkbox"/> |
| Motorcycles | <input type="checkbox"/> | Alcohol ⁽³⁾ | <input type="checkbox"/> |
| Other motor vehicles | <input type="checkbox"/> | Food/drink concessions | <input checked="" type="checkbox"/> |
| Coconut shy | <input type="checkbox"/> | On site communications | <input type="checkbox"/> |
| Inflatables (e.g bouncy castle) | <input type="checkbox"/> | Market stalls | <input type="checkbox"/> |
| Portable staging | <input type="checkbox"/> | Re-enactment groups | <input type="checkbox"/> |
| P.A. System | <input type="checkbox"/> | Living history or other | <input type="checkbox"/> |

Stewarding/Security

Other

NOTES:

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

CAR PARKING

Will vehicles require access to the venue? YES NO

If yes, when and for how long?

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

If you have ticked yes above, please provide more details

Will you require Car Park space for Event Staff YES NO

And/or the general public YES NO

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

Facilities

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

Pavilion toilets scout staff supervising, if additional toilets are required the Scout Den will be utilised.

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

Scouts will be utilised to litter pick at the end of the event and refuse will be removed from the site.

Notes:

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

UTILITIES

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

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

Electricity Water

Please take meter readings before and after the event.

Please explain your requirements ie, when will this be required and for how long?

We will wish to use the pavilion for the entirety of the event so we will be able to provide hot water for drinks and to access the toilets and hand washing facilities.

Bad Weather Plan

Will unexpected rain or high winds affect the event? YES NO

Will the event be; Cancelled Postponed Continue

Please give details if Cancelled or Postponed:

The event would be cancelled with a view to holding at a later date with agreement from FTC.

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

Section 3 - Insurance

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

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

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

Section 4 – Emergency Services

Please supply details of the first aid cover to be provided

A number of first aid trained Scout Uniformed staff will be on duty for the entirety of the set up and delivery of the event.

SECTION 5 – BOND

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

Name of person / organisation supplying the bond /cheque

Name: Janette Mann

Address

Tel No: n/a

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

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

Keys - £15 each

Padlocks - £65 Each

Locks - £45 each

SECTION 6 – ADDITIONAL REQUIREMENTS

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

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

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

Signed:

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

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

Tel: 01252 625246

Email: clerk@fleettowncouncil.org.uk

I have enclosed, where necessary, the following:-

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

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

(* these documents are required for all applications)

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

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

Exact sports to be played are still to be finalised and this will affect the layout of the event.
(Site plan will be forwarded once agreed.)

As the event is run by Scouting volunteers a full briefing will be given on the day by organisers alongside the risk assessment.

All participants (organisers are scouting volunteers or parents offering additional help.

Additional

Any additional information:




Main Events User Agreement

Conditions of Use

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

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

Name (Authorised Signatory from Organisation)	Emma Evans
Signature	
Date	09/03/2022
Event and Date	Sports Fun Day – Saturday 2 nd April 2022
Organisation Name	1 st Crookham Scouts



Event Risk Assessment Form

This is risk assessment for 1st Crookham Scout Group for use of Basingbourne Park for sports activity, light refreshments to raise money for the charity towards a new scout hut.

Basingbourne Park has a sports field where games including soft ball (rounders) other team games. The pavilion will be used for toilet facilities. Hot and cold drinks along with light refreshments will be served and various table-based activities - tombola, games and information stand.

Leaders - 1st Crookham Scout Group Leaders

Volunteers - Adult and parent volunteer of 1st Crookham Scout Group

Risk Mitigation

There are four main hazards common:

- Congregation at meeting/pick-up points
- Vehicles moving in carpark
- Minor injuries due to falls, sports activity
- Exposure due to bad weather.

Risk Mitigation

- Most of the risks associated with this activity can be mitigated either by use of common sense or by applying relevant training methods.
- A head count will be used to make sure the YP are all present or in their allotted groups.
- Minimum adult: child ratios will be maintained (e.g. adult/Scout ratio of 12:1 + 1) for the overall event.
- Minor injuries can happen with any activity. If the injured YP will have to make it to the nearest First Aider and taken home by car.
- All Scouting YP taking part in event will be registered by Leader, accompanied by parents unless arrangement has been made prior with Leader
- Non-Scouting YP will be supervised by parent/guardians.

Event Name:	1st Crookham Event	Date:	09/03/2022	Venue:	Basingbourne Park
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(1) Activity / Area of Concern ie: what is taking place as part of the event?	(2) Hazards Risk ie: what can cause harm?	(3) Persons at Risk ie: who could be harmed by the hazard?	(4) Current Risk Factor (high, medium or low) ie: determine the level of risk	(5) Actions to be Taken to Minimize each Risk ie: what action can you take to lower the level of risk	(6) New Risk Factor (high, medium or low) ie: risk factor after action taken to minimize the risk
SITE	MANAGEMENT:-				
Public Entrance / Exit Carparks	Risk of injury at public entrance / exit Car p Parks	Members of the public	Medium	Entrance/exit to car park. Entry supervised by identifiable Leaders. First Aiders. Catering and events located away from entry or exit points to carpark	Low
Weather	Rain before and during the event, hot weather causing heat exhaustion or sun stroke.	Members of the public	High	Procedure in place to include methods and event cancellation; Information boards for public; and how the emergency services are contacted and by whom in the event of an emergency.	Medium
First Aid	Minor injuries – general accidents	Members of the public	Medium	<ul style="list-style-type: none"> Group leaders 1st Crookham Scout to carry first aid kit Vehicle pick-up planned and available with potential extraction points identified in advance 	Low
Care of children	Lost children	Members of the public – children	High	Clearly identified "lost children" point. Identifiable 1st Crookham marshals	Medium
Toilet provision	Not enough toilets	Members of the public	Medium	Ensure enough toilets present at site for numbers attending Use public toilets on site with additional toilets at 1st Crookham Scout Hut	Low
Car Parking	Injuries caused by moving vehicles	Members of the public – especially children / competitors	Medium	No vehicles will be on the playing fields. First Aiders site.	Low

Very wet weather on the day	public slip-over; ground damaged	Members of the public	Medium	In the event of very wet weather on the day or day before 1st Crookham leaders will cancel the event	Low
Litter	Litter or other debris generated by event	(Complaints from) Members of the public Parks Division staff	Medium	Ensure that a litter pick is pre-arranged and undertaken by event organiser/volunteers immediately after the event Borrow litter picking tools in advance from Parks if necessary Obtain black bags at own expense Remove bags of collected litter from site.	Low
Services for catering, utilities	Health and safety controls and use of equipment in Basingbourne Park Pavilion	Leaders and Volunteers	Medium	Risk assessments and safe working practices, check through to ensure they are adequate and compliant with council.	Low
Working with children	Ensuring children are protected	Children / people working with children	Medium	Scout Leaders supervisors, volunteers, operators, or marshals at your event will ensure that all activity is conducted in accordance to 1st Crookham Child Safety policy inc Leaders to be DBS who will be responsible for ensuring policies and procedures are adhered to.	Low
Moving vehicles	Injuries caused by moving vehicles	Members of the public / competitors	Medium	Vehicle movement kept to minimum and only using public carpark by Basingbourne Park and Scout Hut (entrance through Basingbourne Park Car). Identifiable marshals are able to summon assistance from First Aiders on site. Ensure all vehicles are on site before the event and after the event.	Low

ACTIVITIES:-					
Catering – food / drink	Food poisoning	Members of the public	Medium	Food handlers must have access to hot water and soap in the Pavillion and anti-bacterial wipes; hand gel be provided and used.	Low
	Allergic reaction	Members of the public – especially children	Medium	Catering outlets must be located away from sports activities	
	Fire	Staff / members of the public	Medium	Clearly labelled foods, list of ingredients. If not possible to place warning signs up All hot drinks will be made in Basingbourne Park Pavillion facilities using suitable containers	Low
Cash Collectors	Risk of theft / injury to cash collectors	Members of the public	Medium	Regular collections from cash collection points. Cash to be removed to secure area for counting and subsequent banking.	Low
Children's races	Slipping / tripping / falling	Children	Medium	Inspect prior to races to ensure no stones, pot holes, mounds are in actual race area. Clear the area of any litter, glass or dog faeces	Low
Mini soccer / 5-a-side football	Football hitting person	Competitors / spectators / helper	Medium	Small pitch, soft balls, control number of players at any one time, fully supervised	Low
	Sports injury	Competitors	High	Fully qualified referees. First aiders on site. Similar age groups play together	Medium
Stalls (tombola, bric-a-brac, books, toys, etc)	Collapsing tables	Members of the public / stall holders	Medium	Ensure tables are sturdy, prevent overloading	Low
	Unsuitable goods	Members of the public	Medium	Ensure no electrical equipment or non British Standard toys, unsuitable material for children, pirated films or music, etc	Low

Marquee / gazebo	Guy ropes/stakes trip hazard	Members of the public / staff	Medium	Ensure marquee provided by 1st Crookham Scouts has a risk assessment and have PLI cover marking stakes/rope with hazard tape; ensure adequate escape routes; Checked prior to event opening all ropes secure, regularly re-check. Only competent/trained Leaders to erect marquee/gazebo.	Low
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I hereby confirm that I will fully comply with this Event Risk Assessment and agree to obtain all the necessary permission and licences required.

Name of person completing Risk Assessment (printed) EMMA EVANS

Organisation: 1st CROOKHAM SCOUTS Position: TRUSTEE

Signature:  Date: 9/3/2022

