



THE FLEET TOWN COUNCIL NOTICE OF MEETING

Notice is hereby given of

THE RECREATION, LEISURE & AMENITIES VIRTUAL COMMITTEE MEETING

On

Wednesday 16th September 2020 at 7pm

All Committee members are summoned to attend.

Any members of the public wishing to attend the virtual meeting will need to contact Charlotte on charlotte.benham@fleet-tc.gov.uk by midday on Tuesday 15th September 2020.

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

SIGNED:

Janet Stanton
Town Clerk

Date: 8th September 2020

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.

Any members of the public wishing to attend the virtual meeting will need to contact Charlotte on charlotte.benham@fleet-tc.gov.uk by midday on Tuesday 15th September 2020.

4. MINUTES OF THE PREVIOUS MEETING

To receive and approve as a correct record the minutes of the RLA Committee held on Wednesday 17th June 2020 (*copy attached*).

Part 1 – ITEMS TO NOTE

5. TABLE TENNIS TABLES and TABLE FOOTBALL

Members to note that FTC has been given 2 x table tennis tables and 2 x Table-football tables by Courtmoor School and they have been delivered to the Grounds Maintenance Depot for storage. The Friends of Basingbourne Park and Ancells Farm Park have indicated interest in having them installed in the parks.

6. FUTURE EVENTS

8 th November 2020	The Harlington	Remembrance Sunday
TBC		A Christmas Festival
25 th December 2020	The Harlington	Christmas Day Lunch

7. THE CEMETERY OFFICER'S REPORT

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

RECOMMENDATION

To note the report of the Cemetery Officer

8. FACILITIES AND OPEN SPACES MANAGER'S REPORT

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

RECOMMENDATION

To note the report of the Facilities and Open Spaces Managers

9. THE HARLINGTON AND ANCELLS FARM COMMUNITY CENTRE REPORT

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

RECOMMENDATION

To note the report of the Harlington General Manager.

10. BASINGBOURNE PARK DEVELOPMENT PLAN

To receive the report from Councillor George Woods.

RECOMMENDATION

To note the report of Councillor George Woods.

Part 2 – ITEMS FOR DECISION

11. FLEET TOWN FOOTBALL CLUB

A complaint has been received from a local resident regarding the flood lights from the Fleet Town Football Club main pitch shining into their home. This problem has occurred since the flood lights were adjusted by the Football Club on 27 February. Members to receive and consider a verbal update at the meeting and agree any actions to be taken.

RECOMMENDATION

To agree any actions to be taken.

12. CLERKS REPORT

To receive any update 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 16th December 2020 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 VIRTUAL RECREATION, LESIURE & AMENITIES COMMITTEE MEETING

Wednesday 17th June 2020 at 7pm

PRESENT

Councillors: G. Carpenter, G. Chenery, P. Einchcomb (Chairman), L. Holt, K. Jasper, A. Oliver, B. Schofield, S. Tilley, P. Wildsmith, G. Woods, J. Wright.

Also Present: Janet Stanton - Town Clerk
Susanna Walker - Committee Clerk
Charlotte Benham - Project and Committee Officer
Sian Taylor - Cemetery Officer
Alex Robins - Harlington General Manager
Ben Crane - Facilities and Open Spaces Manager

RLA June 2020 ITEM 1 ELECTION OF CHAIRMAN

Due to technical issues, the outgoing Vice-Chairman, Councillor Woods, started the meeting, and called for nominations for Chairman. One nomination for Councillor Paul Einchcomb, was received and seconded.

RESOLVED

That Councillor Einchcomb be re-elected to the office of Chairman of Recreation, Leisure & Amenities for the local government year 2020/2021.

RLA June 2020 ITEM 2 ELECTION OF VICE CHAIRMAN

The Vice-Chairman called for nominations for the office of Vice-Chairman. One nomination for Councillor Woods was received seconded.

RESOLVED

That Councillor Woods be re-elected to the office of Vice-Chairman of Recreation, Leisure & Amenities for the local government year 2020/2021.

RLA June 2020 ITEM 3 APOLOGIES

There were no apologies.

RLA June 2020 ITEM 4 DECLARATIONS OF INTEREST

There were no declarations of interest.

RLA June 2020 ITEM 5 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from the public.

RLA June 2020 ITEM 6 MINUTES OF PREVIOUS MEETING

The minutes of the Recreation, Leisure & Amenities Committee meeting held on Wednesday 18th March 2020 were approved and signed by the Chairman.

RLA June 2020 ITEM 7 THE CEMETERY OFFICER'S REPORT

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

- Signage and gates for the Cemetery to be positioned in two places: 1 set of signs on Crookham Road and 1 set of gates on Richard Close, Cemetery Road.
- There is currently a problem with cars being parked along Richard Close. Proposed gates to be positioned along Richard Close to combat this.
- Support for the cemetery signs, as a number of local residents do not know where the cemetery is.
- The cost of signage on the gates rather than on poles is an additional £1000.00 – should FTC be spending extra money at this time?
- The cemetery signs on 3m poles are too high – could the poles be shorter?
- Do the cemetery signs on Crookham Road obstruct the view for vehicles coming out of the road?
- Shrubs could be placed under the poles to make them more aesthetically pleasing.
- Gates will not require any maintenance.
- Positioning of both cemetery signs and gates needs clarification.
- Mock up plan of positioning of signs and gates to be drawn up, and circulated to all members.
- Due to the pandemic and the Council's current financial situation, only essential works are being carried out. However, when funding does become available for the signs and gates, the installation could be undertaken in two parts, spreading the cost.

RESOLVED

- To note the report of the Cemetery Officer.
- To defer the decision of the cemetery signage until the RLA meeting in September 2020.
- To create a mock-up of the proposed signage and gates and proposed positions on the roads.

RLA June 2020 ITEM 8 THE FACILITIES AND OPEN SPACES MANAGER'S REPORT

Members received the report of the FOSM for the March – May 2020 quarter. The following matters were discussed:

- The Views skate park remains closed, as it is classified as a play area and not an open space. Government guidelines dictate that play areas cannot be opened at this time.
- FTC is following government guidelines on all parks, play areas and open spaces.
- Notices have been distributed and placed on the FTC website and social media giving out information on activities which can now take place in the parks, playgrounds and open spaces.
- Benches along the High Street have recently been refurbished and red tape was tied across them to stop people sitting on them whilst the wood treatment dried.

- Now the government guidelines have been eased, the public are able to sit on public seating for as long as they like provided they observe social distancing with people outside their own household.
- Thanks were given to the FOSM for all his hard work in the parks and outside spaces especially during the peak of the pandemic.

RESOLVED

To note the report of the FOSM.

RLA June 2020 ITEM 9 THE HARLINGTON AND ANCELLS FARM COMMUNITY CENTRE REPORT

The report of the General Manager of the Harlington for the period April – May 2020 was presented. Due to the current coronavirus situation in the country, there were no performance totals or summaries in the report. Members discussed the following:

- There have been 3 blood donor sessions at The Harlington since the beginning of lockdown, as this was deemed an essential service by the government.
- The pre-school at Ancells Farm has now reopened.
- FTC is looking to work with the pre-school to make the hire more cost effective for both parties. Currently without any other hires allowed in the building, the income received from the pre-school is nearly the same as the additional expenditure incurred by FTC to open the building.
- Work is being carried out in the auditorium in The Harlington to check the condition of the roof beams, lighting bar and false ceiling.
- FTC has requested quotes for a new lighting bar, which is delayed due to staff being furloughed and the current working situation.
- An inspection of the auditorium was carried out on Monday 16th June and FTC is awaiting this report. However, the beams on the plan are not the beams currently in place, therefore there is a possibility of potential work to be done.

RESOLVED

To note the report of the General Manager.

RLA June 2020 ITEM 10 FUTURE EVENTS

Members received a copy of the following calendar of events and noted the following:

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

Members discussed the following:

- With the exception of the fireworks display, Remembrance Sunday and the Christmas festivities, all other events had been cancelled due to the current situation.

RLA June 2020 ITEM 11 CLERKS REPORT

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

- Friends of Basinbourne Park have created a presentation and report, and requested a mid-term review of the park development plan.
- Members from the Parks and Open Spaces Working Group will look at what has been done so far and review, bringing findings back to the RLA meeting in September 2020.
- It was agreed that the working group will consist of 4 members: Councillor Carpenter, Councillor Jasper, Councillor Oliver and Councillor Woods.
- Particular focus would be made of the flooding and environmental agency issues.
- All members to have a copy of the FOBP presentation.
- There has been a request to FTC for a car boot sale to be held on FTC land eg. The Views, every Sunday 0700-1300 from July and August 2020. Members agreed with the Clerk’s view that holding the car boot sale on park land would restrict access for the public and increase the wear and tear on the park land itself.
- The Clerk suggested that a potential place to have a car boot sale is one of the car parks and will be talking to HDC about the matter.
- A Car Boot sale could attract people into Fleet Town Centre.
- The new Market Operator will take over the market in Gurkha Square on 18th July 2020 and hopefully launched at the beginning of August 2020.
- There are a number of small groups of up to 6 people requesting football training and exercising in the parks.

RLA June 2020 ITEM 12 DATE AND TIME OF NEXT MEETING

The next virtual meeting of the Recreation, Leisure & Amenities Committee will be held Wednesday 16th September 2020 at 7.00pm.

There being no further business the meeting closed at 8.07pm.

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

Chairman

Officer Report

RLA September 2020

OFFICER: Sian Taylor – Cemetery Clerk

DATE: 7th September 2020

SUBJECT: Cemetery Report

The cemetery and Garden of Remembrance continues to attract positive comments and feedback from members of the public.

Burial Plots and Old-style Ashes plots

There are 37 remaining full burial plots and 32 of the old-style ashes' plots with the 99-year lease left. Provisions will need to be made for full burials as, at the current rate of burials, the burial plots will only last another 3 years. If there is a spike or second wave of Covid in Fleet, this could be sooner.

Garden of Remembrance

Sales in the Garden of Remembrance has been steady since lifting of lockdown with 7 Sanctum Vaults, 1 Rose memorial and 2 plant memorials having been sold since April.

Cemetery of the Year Awards 2020

Fleet Cemetery is one of the top three finalists for Cemetery of the Year awards in the Parish, Town, and Community Council category – finalists will either win a Gold or Silver award and this will be announced late September. The Gold winner will also win £1,000.

This competition is endorsed by Institute of Cemetery and Crematorium Management (ICCM), The Federation of Burial and Cremation Authorities (FBCA), The Society of Local Council Clerks (SLCC), Memorial Awareness Board (MAB), and British Register of Accredited Memorial Masons (BRAMM) and is open to any Burial Authority (Cemetery or Churchyard) within the UK.

South and South East in Bloom

Fleet Cemetery has been entered however this year, due to Covid, this is a desktop competition. We await the results.

Officer Report

RLA Committee

Wednesday 16th September 2020

OFFICER: Facilities & Open Spaces Manager (FOSM)

DATE: 8th June 2020

SUBJECT: General Report.

1. Ancells Farm Community Centre

- Flooring works have been completed and has received great feedback so far.
- Various repairs have been made around the building including door locks and lights.
- A new sanitiser unit has been installed along with Covid signage.

2. Ancells Pavilion

- New aluminium guttering has been installed

3. Calthorpe Park Play Area

- The Calthorpe Park Play Area build begun on the 19th May and was completed on the 7th September.
- It was originally planned that this work will take approximately nine weeks to complete. Unfortunately due to Covid-19, this has taken longer than hoped.
- Power for the CCTV has now been installed and is live.
- The CCTV camera is due to be installed on the 9th September.
- BT is expected to be connected by the 14th September with a live feed to Rushmoor Borough Council.
- A temporary memory card will be installed in the camera until connection is made, so recording can begin on the 9th September.



4. Harlington

- With majority of staff on Furlough, the FOSM has also been the building's Duty Officer. This has included the Blood Donor Sessions, Weight Watcher meetings, being in the building when suppliers have required access and taking over the responsibility for the Legionella water temperature testing regime and weekly flushing, weekly fire alarm testing with the library all the building's health and safety checks..
- Minor repairs have been carried out around the building.

5. The Views

- During August, The Harlington hosted its first open air event which received positive feedback.

6. Additional

Trees

- The annual tree survey, priority 2 tree works have begun across all sites.

Health & Safety

- Health & Safety walk rounds of all buildings and open spaces are being carried out and safety checks completed.
- Covid-19 signage has been put up around all play areas and is being inspected by staff and Councillors periodically.
- Covid Risk Assessments have been completed and continue to be updated across all areas.

Events

- Currently all open spaces events have been cancelled.
- Friends of the park groups are looking at potential small "clean up" events which may be able to be held.

Football Pitches

- All pitch renovation works have been completed across all sites.
- All pitches have been marked up ready for weekend matches.

Open Spaces

- Signage has been put up in all Open Spaces and has been updated regularly in accordance with Government guidelines.
- Regular visits to each site have been taking place to ensure Open Spaces are being used correctly and safely.

Play areas

- All play areas have been opened following government guidelines.

South & Southeast in Bloom

- The S&SEIB 2020 competition will still be going ahead, however due to Covid-19, the competition will be conducted remotely. All information on improvements made since the 2019 competition has been sent to the judges and scores will be based on last year's results plus any additional points added on top.
- A portfolio for each open space has been produced and emailed to S&SEIB for judges to assess.
- Results are expected to be announced by the 11th September.

RECOMMENDATION

- That the contents of the report be noted.

DATE: RLA meeting 16th September 2020

OFFICER: Alex Robins – General Manager

REPORT COVERING: June - August 2020

1. General overview

- After initial Covid closure, The Harlington has opened for a small number of room bookings, as has Ancells Farm for the pre-school. Otherwise the building has been closed and maintenance work carried out. This is due to be completed in the next couple of weeks and a Covid programme is being created for the remainder of the year to bring in some income and give the venue a presence. Further room bookings will also return in September. During August a run of four acoustic concerts have been run in the Views and received much interest. It has proved there is still an appetite for live performance and would seem to support the introduction of a limited number of indoor events.

A number of staff have been furloughed during the period, with existing staff carrying out a variety of additional tasks in order to keep the operation going. The staff are being re-introduced as business requirements dictate.

RECOMMENDATION: FOR NOTING

2. Box office - Individual performance summaries

- 90's Rewind. Re-scheduled

RECOMMENDATION: FOR NOTING

- Bootleg Blondie. Re-scheduled

RECOMMENDATION: FOR NOTING

- Totally Tina. Re-scheduled

RECOMMENDATION: FOR NOTING

- Rabbit Rabbit. Re-scheduled

RECOMMENDATION: FOR NOTING

- Jazz Club. Cancelled June, July, August

RECOMMENDATION: FOR NOTING

- Comedy Club. Cancelled

RECOMMENDATION: FOR NOTING

- Guns 2 Roses. Re-scheduled

RECOMMENDATION: FOR NOTING

- Genesis Connected. Re-scheduled

RECOMMENDATION: FOR NOTING

- Starburst Summer Show. Cancelled

RECOMMENDATION: FOR NOTING

- LT Dance Show. Cancelled

RECOMMENDATION: FOR NOTING

- Funtime Dance Show. Cancelled

RECOMMENDATION: FOR NOTING

- Martin Kemp. Re-scheduled

RECOMMENDATION: FOR NOTING

- Dom Joly. Re-scheduled

RECOMMENDATION: FOR NOTING

3. Hall hire

Blood donors has remained throughout lockdown and has now been joined by Weight Watchers, Baby Weighing, Hart Voluntary Action and Andover MIND. The pre-school has been operating in the Point and Phoenix have been running a food bank out of the RVS building, with charges waived by FTC in order to assist with the Covid effort. These activities have necessitated cleaning schedules to be put in place, which adds a cost to the operation, however still allows for a surplus.

Further meetings and discussions have taken place with a number of other hirers who will be returning from September. Risk Assessments are being created to ensure these can operate safely in conjunction with each other and being amended as changes occur.

When maintenance work in the auditorium is complete, it will be possible to accommodate more hirers and events.

4. Ticket Sales

Financial successes (over £1,000) June/July/August (based on net ticket sales v performance costs)

None

Financial losses June/July/August (based on net ticket sales v performance costs)

None

5. Bars

- No bar sales in house during the period, however a mobile bar was run for the four Sunday events in the park. Income varied between £700 and £1000 per time and when put against infrastructure, entertainment, staff and stock costs will be roughly cost neutral. However this income made the whole community venture possible.

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

- No ancillary sales during the period.

7. Coffee shop

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

8. Ancells Farm Community Centre

- The centre has continued to operate for the pre-school and has re-opened after the summer holiday period. Preparation has been made for the return of another three hirers during September.
- The hall floor has been sanded, sealed and fixed where appropriate during July.

RECOMMENDATION: FOR NOTING

REPORT

ITEM 10

RLA MEETING Wednesday 16th September 2020

Councillor: George Woods
DATE: 8th September 2020

BASINGBOURNE PARK

At the last meeting in June, it was agreed that a small working group of 4 Councillors would visit Basingbourne Park and review work to date on the Development Plan, paying particular attention with regards to flooding and environmental agency issues.

Unfortunately only 2 members were able to take part in the review and due to personal issues, the finalisation of a report bringing back the findings has not been possible in time for this meeting. The visit clearly illustrated the many improvements in the park resulting from the Friends and the Council working together. The work, passion and commitment of the volunteers is much appreciated.

There are a number of small additions we believe will add to the park, mainly related to amenities. Our key focus was related to environmental issues.

SINC

Important that FTC agree a new Heathland Management Plan for this area.

Wickham Woods and Chinnock Ponds

The proposals here are a perfect illustration of the need to have detailed knowledge of the location before sign off. We both accept we did not walk the park in 2017.

Opinions will vary person to person but we felt that retaining this area almost unchanged from its current natural state was important and offers a contrast with other parts of the park.

Opening that side of the canal also has little appeal.

We now understand that the Friends would like authorisation to build 4 bridges in the area. Our view is that one may be acceptable but that 4 would completely change the nature of this area.

RECOMMENDATION

Our opinion is that for a proper considered view to be taken of this major aspect, all members of RLA should visit the site together so that a full understanding is gained both in respect of considerations of appearance, flooding and environment. Clearly, this now needs to be arranged urgently.