



Notice is hereby given of

THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING

on

Wednesday 20th December 2023 at 7pm at The Harlington – DANCE STUDIO

All Committee members are summoned to attend.

To Councillors:

G. Chenery, P. Einchcomb, R. Fang, L. Holt, E. May, A. Oliver, R. Schofield, D. Taylor, S. Tilley, P. Wildsmith, B. Willcocks, G. Woods.

Rochelle Halliday, Executive Officer
13th December 2023

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 maximum 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 20 th September 2023 (<i>copy attached</i>).

Part 1 – ITEMS FOR DECISION	
5.	<p>THE HARLINGTON AND ANCELLS FARM COMMUNITY CENTRE REPORT To receive for noting an update on events, hiring's and operational activities of The Harlington and Ancells Farm Community Centre from the General Manager (<i>copy attached</i>).</p> <p>RECOMMENDATION To note the report of the General Manager.</p>
6.	<p>THE CEMETERY CLERK'S REPORT To consider the Cemetery Clerk's report (<i>copy attached</i>).</p> <p>RECOMMENDATION To note the report of the Cemetery Clerk.</p>
7.	<p>COMMUNICATIONS STRATEGY 2024 To consider and agree the Council's Communications Strategy 2024 (<i>copy attached</i>).</p> <p>RECOMMENDATION To approve the Communications Strategy.</p>
8.	<p>FACILITIES AND OPEN SPACES MANAGER'S REPORT To consider the Facilities and Open Spaces Manager's report, the Park Report Summary and The Views Equipment and Skate Park report (<i>copies attached</i>).</p> <p>RECOMMENDATIONS</p> <ul style="list-style-type: none"> a) To approve adding the five streetlights at Basingbourne Park to the existing Private Finance Initiative contract with Hampshire County Council. b) To approve the reallocations of funds from all building maintenance and play expenditure codes to offset the net shortfall across the total open spaces budget. c) To note the Facilities and Open Spaces Manager's report, the Park Report Summary and The Views Equipment and Skate Park report.
9.	<p>COUNCIL FEES FOR 2024/25 To agree the fees payable for Council services in the 2024/25 financial year (<i>copies attached</i>).</p> <p>RECOMMENDATION To approve the Council fees for the 2024/25 financial year.</p>
10.	<p>COUNCIL PROJECTS To review and agree the potential list of Council projects, subject to securing adequate funding (<i>copy attached</i>).</p> <p>RECOMMENDATION To approve the Council's potential projects list.</p>
11.	<p>BIODIVERSITY STATEMENT To consider and agree the Council's biodiversity statement (<i>copy attached</i>).</p> <p>RECOMMENDATION To approve the biodiversity statement.</p>
12.	<p>GREENING CAMPAIGN</p> <ul style="list-style-type: none"> a) To consider and appoint Council Members to support the five Greening Campaign pillars (<i>copy attached</i>). b) To consider and agree holding the Greening Campaign launch event on 9th March 2024 (<i>included in the above copy</i>). <p>RECOMMENDATIONS</p> <ul style="list-style-type: none"> a) To appoint Council Members to support the five Greening Campaign pillars.

	b) To approve holding the Greening Campaign launch event on 9 th March 2024.						
13.	<p>BASINGSTOKE CANAL AUTHORITY To consider the request from the Basingstoke Canal Authority to make a contribution to the provision for a period of three years from the 2024/25 financial year and to make a recommendation to Council (<i>copies attached</i>).</p> <p>RECOMMENDATION To consider the request and make the appropriate recommendation to Council.</p>						
14.	<p>RENOVATION OF BASKETBALL COURT AT OAKLEY PARK To consider and agree providing permission to the Friends of Oakley Park to renovate the basketball court area at Oakley Park (<i>see Executive Officer's report</i>).</p> <p>RECOMMENDATION To provide permission to the Friends of Oakley Park to renovate the basketball court at Oakley Park, subject to receiving details of the final design.</p>						
Part 2 – ITEMS TO NOTE							
15.	<p>ANNUAL HEALTH AND SAFETY COMPLIANCE AUDIT To receive an initial update following the annual Health and Safety Compliance Audit (<i>copy attached</i>).</p>						
16.	<p>SECTION 106 BALANCES To review and note the section 106 balances held for Fleet parish (<i>copy attached</i>).</p>						
17.	<p>MUSIC ON THE VIEWS - UPDATE To receive an update from Cllr Tilley on the proposed Music on The Views event in 2024 (<i>copy attached</i>).</p>						
18.	<p>EXECUTIVE OFFICER'S REPORT To receive any updates from the Executive Officer (<i>copy attached</i>).</p>						
19.	<p>FUTURE EVENTS To note the future and recent events taking place on Council land, as detailed below.</p> <table border="1" data-bbox="290 1319 1410 1435"> <tr> <td>25th December 2023</td> <td>The Harlington</td> <td>Christmas Day Lunch</td> </tr> <tr> <td>24th March 2024</td> <td>Calthorpe Park</td> <td>Fleet Half Marathon</td> </tr> </table>	25 th December 2023	The Harlington	Christmas Day Lunch	24 th March 2024	Calthorpe Park	Fleet Half Marathon
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24 th March 2024	Calthorpe Park	Fleet Half Marathon					
20.	<p>DATE AND TIME OF NEXT MEETING The next meeting of the Recreation, Leisure & Amenities Committee will be held on Wednesday 20th March 2024 at 7pm at The Harlington.</p>						
Part 3 – CONFIDENTIAL ITEMS							
	<p>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.</p> <p>The following types of business will be treated as confidential:</p> <ol style="list-style-type: none"> Matters relating to individual staff, engagement, terms of service, conduct and dismissal of employees. Terms of tenders, and proposals and counter-proposals in negotiations for contracts. Receipt of professional legal advice and preparation of cases in legal proceedings. The early stages of any dispute. Matters of a commercial nature. <p>No confidential items for consideration.</p>						



FLEET TOWN COUNCIL

MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING

Wednesday 20th September 2023 at 7pm

PRESENT

Councillors: G. Chenery, P. Einchcomb (Chairman), E. May, A. Oliver, R. Schofield, D. Taylor, B Willcocks, G. Woods

Also Present: Rochelle Halliday – Executive Officer
Alex Robins – Harlington General Manager
Ben Crane – Facilities and Open Spaces Manager
Sian Taylor – Cemetery Clerk
Friends of Oakley Park representative
Friends of Basingbourne Park representative

RLA SEPTEMBER 2023 ITEM 1

APOLOGIES

Members received and accepted the apologies from Councillors Cottrell, Holt and Tilley. Councillors Fang and Wildsmith were absent.

RLA SEPTEMBER 2023 ITEM 2

DECLARATIONS OF INTEREST

Councillor Willcocks declared a personal interest for item 11 Event application due to being an executive member of Hart Football Club.

Councillor Oliver declared an interest for item 10 Hart District Council Dog Fouling Public Space Protection Order Consultation, due to being a member of Hart District Council.

RLA SEPTEMBER 2023 ITEM 3

QUESTIONS FROM THE PUBLIC

The Friends of Basingbourne Park representative asked when the bin and two benches, that were removed due to vandalism, will be replaced in Basingbourne Park. The Facilities and Open Spaces Manager confirmed that one bench is severely damaged but Men's Shed could be asked to see if it can be repaired. The other bench has been taken away due to being damaged and has not been replaced as yet due to budget constraints.

The Facilities and Open Spaces Manager will look into whether the Friends of Basingbourne Park representative can check photos of the bench to see if it could be repaired.

RLA SEPTEMBER 2023 ITEM 4

MINUTES OF PREVIOUS MEETING

Members received and approved as a correct record the minutes of the Recreation, Leisure and Amenities Committee meeting held on 21st June 2023, subject to the amendment below:

Item 13 Cricket Club Signage, '2000mm x 50mm' amended to '2000mm x 500mm'.

RLA SEPTEMBER 2023 ITEM 5

THE HARLINGTON AND ANCELLS FARM COMMUNITY CENTRE REPORT

Members received an update on events, hirings, and operational activities. Financial performance is tracked against the budget.

Members were informed that there are currently several staff shortages at The Harlington.

It was discussed that it will be useful to see a revenue comparison for this year against last year, which the Harlington General Manager confirmed could be provided.

The marketing of Ancells Farm Community Centre was discussed.

It was discussed that payments for one-off hires should be requested upfront to limit non-payment.

RESOLVED

Members noted the report of the General Manager of The Harlington.

RLA SEPTEMBER 2023 ITEM 6

THE CEMETERY CLERK'S REPORT

Members received the report from the Cemetery Clerk, an update was received regarding the following:

Badgers in the Cemetery

The licence to close access to the badger sett entrance has been granted by Natural England. There is now a new excavation by badgers at the Cemetery. It is being investigated whether the licence can be used for the new area. The cost of effecting the licence will be determined by Officers.

Cemetery Pathways

The condition of the path works will be reviewed again before the 10% retainer is due by the end of October.

Cemetery Waste Bins

Reports of overflowing bins have been received due to the incorrect waste being deposited. Members agreed that the Cemetery Clerk should monitor the situation and report back to the next meeting if any specific action is required.

Restricting the New Burial Area to Fleet Residents Only

Due to space limitations at the Cemetery, Members discussed the restriction of full interments for Fleet residents only. There are many burials from the Church Crookham area but very few from outside the wider Fleet district area.

Members voted against restricting full interments to Fleet parish residents only. The burial policy will, therefore, remain unchanged.

RESOLVED

- 1) That the entitlement to be buried at Fleet Cemetery will remain unchanged from the current policy.
- 2) To note the Cemetery Clerk's report.

The Cemetery Clerk left the meeting at 8pm.

Members received the report of the Facilities and Open Spaces Manager. An update was received regarding the following:

Green Gym at Ancells Farm Park

Several members of the public have provided positive comments regarding the Green Gym at Ancells Farm Park. A public induction session for the new equipment will be arranged.

Basingbourne Park Surface Repairs

Members discussed whether the emerging surface holes at Basingbourne Park can be repaired at the same time as the damaged wetpour surfacing around the over 8's play area. The Facilities and Open Spaces Manager confirmed that simultaneous repairs are desirable but not always possible due to the materials on site.

The Views Sensory Project

The remaining funds in the earmarked reserve is required for ongoing maintenance, in accordance with the section 106 agreement. Members discussed that typically general maintenance is funded from budgeted expenditure.

It was suggested that any extension work for the Sensory Garden is added to the project list for future section 106 claims.

Tree Works

- The programming of tree works will need to be reviewed in more detail once the 2023 tree survey has been completed and the information is available.
- Members discussed following the Tree Policy for the purpose of budgeting to ensure the correct amounts are budgeted for the relevant financial years, based on the priority identified in the tree survey. This would mean that priority one works are always carried out in the same financial year as the survey (which takes place in November).

RESOLVED

- 1) To follow the priorities schedule in the Council's Tree policy when allocating the budget for tree works.
- 2) To note the Facilities and Open Spaces Manager's report.

Members received a summary of maintenance required following the annual RoSPA inspection in July 2023.

Members discussed the following:

The Views Skate Park

To look into getting quotes for the Skate Park repairs as this facility is a well used community asset.

Basingbourne Park

The multiplay senior is beyond its useful life and it is also now difficult to obtain replacement parts. Officers were asked to investigate the cost of replacing the equipment.

Ancells Farm Park Multiplay

All costs to repair the multiplay have been received and are in budget, therefore repairs can now proceed.

Further information is needed on financial implications of the works at the next meeting and to also look at the full details and costs for the Skate Park repairs.

RESOLVED

- 1) To accept the RoSPA playground inspection schedule and the Officer report.
- 2) To convene the Parks and Open Spaces Working Group to complete an overall review of work required at the Council's playgrounds and to recommend the course of action for consideration at the next Committee meeting.

RLA SEPTEMBER 2023 ITEM 9

FLEET CRICKET CLUB RENOVATION WORKS

Members received the proposed plans for the internal renovation works at the Fleet Cricket Club pavilion.

Members discussed ensuring that the works do not adversely compromise the existing energy performance and electrical ratings of the building.

RESOLVED

To approve providing permission for the internal renovation works at Fleet Cricket Club, as proposed, subject to the works not reducing the Energy Performance Certificate building rating and that any electrical works are suitably inspected and certificated.

RLA SEPTEMBER 2023 ITEM 10

**HART DISTRICT COUNCIL DOG FOULING
PUBLIC SPACE PROTECTION ORDER
CONSULTATION**

Members received the consultation issued by Hart District Council to implement a district wide Public Space Protection Order for dog fouling.

RESOLVED

To agree supporting the proposal from Hart District Council to implement a district wide Public Spaces Protection Order for dog fouling.

RLA SEPTEMBER 2023 ITEM 11

EVENT APPLICATION – CALTHORPE PARK

Members received the provisional request for a Hart Football Club event to be held at Calthorpe Park next year. The event is likely to be held in June 2024 and be for one day. Approval in principle was being sought to enable planning of the event to start.

The request for using The Views as a carpark for approximately 500 cars was considered to be of significant concern to Members, due to the potential for damage and limiting its recreational use.

It was confirmed that music at the event is optional, as there may be an issue with the covenant of the land.

RESOLVED

To provisionally approve the request for a Hart Football Club event at Calthorpe Park subject to further information being provided, particularly on parking arrangements.

RLA SEPTEMBER 2023 ITEM 12

EXECUTVE OFFICER’S REPORT

Members received and noted the Executive Officer’s report.

Members noted the request to send any comments regarding the Farnborough Airport Consultation to the Executive Officer, to form a comment from the Council.

RLA SEPTEMBER 2023 ITEM 13

FUTURE EVENTS

Members received and noted the upcoming events.

The brass band event held at Oakley Park on the 17th September was very successful and positive for the community.

RLA SEPTEMBER 2023 ITEM 14

DATE AND TIME OF NEXT MEETING

The next meeting of the Recreation, Leisure and Amenities Committee will be held on Wednesday 20th December 2023 at 7pm at The Harlington.

The meeting closed at 9:30pm

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

Chairman

DATE: RLA meeting 20th December 2023

OFFICER: Alex Robins – General Manager

REPORT COVERING: September - November 2023

1. General overview

- As predicted, this quarter has been extremely busy at The Harlington, with no less than seven sell out shows and an average capacity of 84%. Of the 17 shows during the period, the venue welcomed 4,000 ticket holders through its doors. This has brought high bar sales and very positive exposure for the venue. Hall hire will receive a boost through the December pantomime.

RECOMMENDATION: FOR NOTING

2. Hall hire

- Regular hires are reduced during December due to the Christmas break and auditorium not being available, however a sizeable hire is achieved through the pantomime to fill the gap. Regular hires will continue in January, plus a filming day is booked, which will produce a promotional video for a brand new production. This will be premiered at The Harlington in March.

3. Ticket Sales

- Financial successes (over £1,000) Sept/Oct/Nov (based on net ticket sales v performance costs)
 - 80's Rewind (2 shows) - £8,600 contribution
 - Big Country - £3,500 contribution
 - Marti Pellow - £2,850 contribution
 - Paul Young - £2,350 contribution
 - Buble Meets Sinatra – £2,000 contribution
 - Comedy Club (3 shows) - £2,000 contribution
 - Jazz Club (3 shows) - £1,900 contribution
 - Floyd Effect - £1,500 contribution
 - Kast Off Kinks - £1,300 contribution
 - The Bohemians - £1,150 contribution

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

None

4. Bars

- Almost £51,000 (over £42,000 net of VAT) was passed over the bars during the period, giving a healthy potential contribution at year end. Spend per head has exceeded expectations, together with the number of customers, which combined give a very positive result. The team have worked extremely hard to make these results possible and the officer would like that dedication to be noted.

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

- All ancillary sales remain on target, with snacks in particular generating good sales.

6. Ancells Farm Community Centre

- With the school term finishing for Christmas, income will have a slight drop for a few weeks, but will be back as usual in January. Income is on target to produce a small surplus at year end.

RECOMMENDATION: FOR NOTING

Ultimate Eagles	£	-	£ 3,625.00	51%	£ 2,678.80	£ 946.20	£ 1,585.08	£ 637.17	£ 947.91	£ 288.75	£	5,210.08	£	3,604.72	£	1,605.36
Kast Off Kinks	£	-	£ 4,410.00	100%	£ 3,082.50	£ 1,327.50	£ 2,126.24	£ 853.75	£ 1,272.49	£ 367.83	£	6,536.24	£	4,304.08	£	2,232.16
Film Club x 2	£	300.00	£ -	n/a	£ -	£ -	£ 343.99	£ 137.91	£ 206.08	£ 13.03	£	643.99	£	150.94	£	493.05
Jazz Club	£	-	£ 1,537.50	65%	£ 1,117.89	£ 419.61	£ 543.66	£ 218.80	£ 324.86	£ 67.73	£	2,081.16	£	1,404.42	£	676.74
Rock Choir x 4	£	400.00	£ -	n/a	£ -	£ -	£ 70.58	£ 28.23	£ 42.35	£ -	£	470.58	£	28.23	£	442.35
Ceroc x 4	£	1,139.20	£ -	n/a	£ -	£ -	£ 597.74	£ 239.29	£ 358.45	£ 145.61	£	1,736.94	£	384.90	£	1,352.04
TOTALS FOR SEPTEMBER	£	2,084.20	£ 11,104.17		£ 7,879.19	£ 3,224.98	£ 6,849.43	£ 2,756.90	£ 4,092.53	£ 1,190.34	£	20,037.80	£	11,826.43	£	8,211.37
October	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				
Cheesy Bingo Party	£	-	£ 2,881.67	100%	£ 2,005.02	£ 876.65	£ 2,870.90	£ 1,161.13	£ 1,709.77	£ 401.13	£	5,752.57	£	3,567.28	£	2,185.29
Vox School	£	687.75	£ -	n/a	£ -	£ -	£ 350.33	£ 142.93	£ 207.40	£ 61.22	£	1,038.08	£	204.15	£	833.93
Film Club x 2	£	300.00	£ -	n/a	£ -	£ -	£ 315.49	£ 126.97	£ 188.52	£ 21.88	£	615.49	£	148.85	£	466.64
Roller Disco	£	245.00	£ -	n/a	£ -	£ -	£ 465.32	£ 195.70	£ 269.62	£ 121.78	£	710.32	£	317.48	£	392.84
Jazz Club	£	-	£ 1,637.50	70%	£ 1,126.69	£ 510.81	£ 606.99	£ 243.93	£ 363.06	£ 90.91	£	2,244.49	£	1,461.53	£	782.96
Paul Young	£	-	£ 9,237.50	90%	£ 6,902.26	£ 2,335.24	£ 1,538.33	£ 617.65	£ 920.68	£ 252.68	£	10,775.83	£	7,772.59	£	3,003.24
Comedy Club	£	-	£ 1,643.33	60%	£ 1,032.66	£ 610.67	£ 1,277.33	£ 516.57	£ 760.76	£ 213.20	£	2,920.66	£	1,762.43	£	1,158.23
Roller Disco drop in session	£	150.00	£ -	n/a	£ -	£ -	£ 104.00	£ 43.28	£ 60.72	£ 74.76	£	254.00	£	118.04	£	135.96
The Bohemians	£	-	£ 3,716.67	65%	£ 2,576.00	£ 1,140.67	£ 2,238.99	£ 898.71	£ 1,340.28	£ 254.88	£	5,955.66	£	3,729.59	£	2,226.07
Floyd Effect	£	-	£ 4,895.83	100%	£ 3,407.31	£ 1,488.52	£ 2,621.99	£ 1,051.57	£ 1,570.42	£ 307.63	£	7,517.82	£	4,766.51	£	2,751.31
Rock Choir x 3	£	300.00	£ -	n/a	£ -	£ -	£ 94.91	£ 37.96	£ 56.95	£ -	£	394.91	£	37.96	£	356.95
Ceroc x 4	£	1,139.20	£ -	n/a	£ -	£ -	£ 532.41	£ 213.09	£ 319.32	£ 177.77	£	1,671.61	£	390.86	£	1,280.75
TOTALS FOR OCTOBER	£	2,821.95	£ 24,012.50		£ 17,049.94	£ 6,962.56	£ 13,016.99	£ 5,249.49	£ 7,767.50	£ 1,977.84	£	39,851.44	£	24,277.27	£	15,574.17
November	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				
Big Country	£	-	£ 7,975.00	73%	£ 4,500.00	£ 3,475.00	£ 2,886.74	£ 1,157.01	£ 1,729.73	£ 257.49	£	10,861.74	£	5,914.50	£	4,947.24
Buble Sinatra	£	-	£ 4,791.67	100%	£ 2,800.00	£ 1,991.67	£ 1,423.33	£ 574.34	£ 848.99	£ 335.77	£	6,215.00	£	3,710.11	£	2,504.89
Marti Pellow	£	-	£ 11,145.00	100%	£ 8,294.75	£ 2,850.25	£ 1,432.58	£ 575.57	£ 857.01	£ 367.69	£	12,577.58	£	9,238.01	£	3,339.57
Roller Disco	£	245.00	£ -	n/a	£ -	£ -	£ 279.66	£ 117.42	£ 162.24	£ 116.57	£	524.66	£	233.99	£	290.67
Comedy Club	£	-	£ 2,442.50	88%	£ 1,558.51	£ 883.99	£ 1,840.91	£ 741.65	£ 1,099.26	£ 234.30	£	4,283.41	£	2,534.46	£	1,748.95
Jazz Club	£	-	£ 2,112.50	91%	£ 1,164.99	£ 947.51	£ 685.40	£ 276.41	£ 408.99	£ 72.54	£	2,797.90	£	1,513.94	£	1,283.96
Film Club x 2	£	300.00	£ -	n/a	£ -	£ -	£ 315.40	£ 126.94	£ 188.46	£ 21.88	£	615.40	£	148.82	£	466.58
80's Rewind	£	-	£ 7,483.33	100%	£ 3,200.00	£ 4,283.33	£ 6,029.65	£ 2,412.59	£ 3,617.06	£ 538.25	£	13,512.98	£	6,150.84	£	7,362.14
80's Rewind	£	-	£ 7,516.67	100%	£ 3,200.00	£ 4,316.67	£ 6,861.66	£ 2,746.76	£ 4,114.90	£ 539.62	£	14,378.33	£	6,486.38	£	7,891.95
Rock Choir x 3	£	300.00	£ -	n/a	£ -	£ -	£ 89.83	£ 35.93	£ 53.90	£ -	£	389.83	£	35.93	£	353.90
Ceroc x 5	£	1,424.00	£ -	n/a	£ -	£ -	£ 616.99	£ 247.72	£ 369.27	£ 224.25	£	2,040.99	£	471.97	£	1,569.02
TOTALS FOR NOVEMBER	£	2,269.00	£ 43,466.67		£ 24,718.25	£ 18,748.42	£ 22,462.15	£ 9,012.34	£ 13,449.81	£ 2,708.36	£	68,197.82	£	36,438.95	£	31,758.87
TOTALS	£	20,311.75	£ 139,450.02		£ 87,160.83	£ 52,289.19	£ 86,107.86	£ 34,677.23	£ 51,430.63	£ 12,171.81	£	245,869.63	£	134,009.87	£	111,859.76

Officer Report

RLA December 2023

OFFICER: Sian Taylor
DATE: 13th December 2023
SUBJECT: Cemetery Report

Badger update

The original affected grave has now been filled in under the terms of the current licence. An endoscope and drain rods were used to confirm no badgers were present. The tunnel was then filled in with earth and cement paving.

The 2nd grave was not part of the same sett due to its distance away from the original grave, so was unable to be filled in under the current licence – there is still activity around this grave and it is becoming more unstable due to large air holes next to the grave and the one next door.



There is risk to the surrounding graves and the newer ones as this new activity is close to where the burials are currently taking place.

We can attempt to apply to Natural England to make a case for extending the licence to cover the whole cemetery as was discussed at one of the site visits. It is uncertain if a whole site licence will be granted and so the only action is monitoring of the situation. Cubs are born January/February so no action can be taken until at least July if another licence is granted. Advice has been sought from ICCM and currently awaiting their reply.

Illegal burial of ashes

Whilst at the cemetery recently, I discovered another large hole in a grave. A couple approached me, and they admitted to digging the hole in the grave and were about to inter their brothers' ashes themselves. They were not the owners of the exclusive rights, but believed as their parents were interred in the grave, it was their plot, and they were entitled to dig and bury in it without reference to the council.

I advised they could not proceed and asked them to fill in the grave again. I explained the process to the assembled family and asked them to contact me to arrange the burial. I have not been contacted and they went back later (as family had travelled from overseas to attend) and interred the ashes. I have written to the owner of the exclusive rights but have heard nothing back. The ICCM advise that unfortunately, although illegal, this happens quite often in cemeteries and advise if ashes were interred (albeit unlawfully) they would not be recorded formally, and it would potentially pose an issue opening that grave in the future as ashes cannot be disturbed unless there is an exhumation licence.



FLEET TOWN COUNCIL

MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING

Wednesday 20th December 2023 at 7pm

PRESENT

Councillors: P. Einchcomb, L. Holt, E. May, A. Oliver, R. Schofield, D. Taylor, G. Woods

Also Present: Rochelle Halliday – Executive Officer
Alex Robins – Harlington General Manager
Ben Crane – Facilities and Open Spaces Manager
Jenny Clarke – Communications Officer

RLA DECEMBER 2023 ITEM 1

APOLOGIES

Members received and accepted the apologies from Councillors Chenery, Fang and Tilley.

Councillors Wildsmith and Willcocks were absent.

An apology of absence was also received from the Cemetery Clerk.

RLA DECEMBER 2023 ITEM 2

DECLARATIONS OF INTEREST

There were no declarations of interest made for any item on the agenda.

RLA DECEMBER 2023 ITEM 3

QUESTIONS FROM THE PUBLIC

There were no members of the public present.

RLA DECEMBER 2023 ITEM 4

MINUTES OF PREVIOUS MEETING

Members received and approved as a correct record the minutes of the Recreation, Leisure and Amenities Committee meeting held on 20st September 2023. The Chairman signed the minutes as a true record of the meeting.

Members agreed to take item 7 next.

RLA DECEMBER 2023 ITEM 5

THE HARLINGTON AND ANCELLS FARM COMMUNITY CENTRE REPORT

Members received an update on events, hirings and operational activities.

Members have requested for a breakdown of operating costs for the panto for the next meeting. To include the ticket sales pattern and customer locations, so that trends over the last few years can be reviewed.

RESOLVED

To note the report of the General Manager of The Harlington.

RLA DECEMBER 2023 ITEM 6

THE CEMETERY CLERK'S REPORT

Members received the report of the Cemetery Clerk Officer.

Members discussed the badger update, one of the holes from badger activity is close to the main path.

Members agreed to write to Natural England to request consideration of a general licence to manage the effect of badgers (within the permitted time period for the works), due to the sensitive nature of the site and the distress caused to families. This is due be actioned in the new year.

RESOLVED

- a) That the Executive Officer will write to Natural England to request a general licence for managing the effects of the badgers at Fleet Cemetery.
- b) To note the report of the Cemetery Clerk.

RLA DECEMBER 2023 ITEM 7

COMMUNICATIONS STRATEGY 2024

It was stated that since this item relates to strategy, it should be approved by Full Council, rather than this Committee and so the recommendation was amended accordingly.

Members received a summary from the Communications Officer to introduce the proposed communications strategy.

The following additional items were discussed:

- Dealing with negative communications with facts and clear information.
- Having a communications strategy will have a greater improvement and engagement with young people.
- To ensure the staffing team are aware of and support the communication strategy.
- How the editorial message will be determined.

A Member asked how success of the communications strategy will be measured. This will be measured by social media engagement statistics and resident surveys.

There are were several positive comments regarding the strategy.

RESOLVED

To review and agree at the next Council meeting.

The Communications Officer left the meeting at 7:36pm.

RLA DECEMBER 2023 ITEM 8

FACILITIES AND OPEN SPACES MANAGER'S REPORT

Members received the report of the Facilities and Open Spaces Manager, the Park Report Summary and The Views Equipment and Skate Park report. An update was received regarding the following:

Green Gym at Ancells Farm Park

There will be an official opening of the Green Gym, which will hopefully take place in January.

Ancells Farm Pavilion

The boiler has been serviced therefore the pavilion has now reopened.

UK Shared Prosperity Fund

The location has been discussed by Members, and has now been shared with Hart District Council. A review of the project in more detail may be required, should the grant be successful.

Basingbourne Streetlights

Members agreed to add the Basingbourne streetlights to the Hampshire County Council Private Finance Initiative. The cost will total around £550 per year.

CCTV

The CCTV cameras, provided under the Hart District Council agreement, are not picking up certain key parts of the parks. Members discussed whether the cameras are good value and agreed that they could be a crime deterrent.

The cameras are being replaced gradually, so the picture quality will be better.

The Calthorpe Park camera is in a good location.

The coverage of the Hart District Council controlled camera outside The Views was discussed. It needs to be determined whether that camera covers the skate park and highway areas. If not, the Council could potentially look at relocating the Oakley Park camera to The Views. Cllr Oliver offered to find out the coverage area for the camera outside The Views.

Members suggested asking Hart District Council if the cameras operated by them Council at Calthorpe Park, Oakley Park and Basingbourne Park could be included in their camera review.

Summary of Annual Tree Survey Works

Members discussed if it would be useful to have the table updated to include Priority 1 tree works for the next meeting. Priority 1 works are generally only a small percentage of total works and tend to be rare, if the other priorities are managed earlier.

Skate Park

Members discussed the condition of the Skate Park at the Parks and Open Spaces Working Group meeting. The unit has recently undergone some repairs and is in a safe condition, though will need replacement in the medium term.

If the Council wish to replace sections, or the whole unit, funding from the Public Works Loan Board would facilitate a quicker replacement timeframe.

Park Works

The expenditure report for the playground repairs and other maintenance work required at the parks, which would take the individual cost codes over budget.

The Committee agreed that the proposed works could take place as long as the overall spend across the cost centres controlled by the Committee does not exceed the budget.

RESOLVED

- 1) To approve adding the five streetlights at Basingbourne Park to the existing Private Finance Initiative contract with Hampshire County Council.
- 2) To approve playground and parks spend, as detailed in the Park Report, providing the total spend for the Committee's cost centres does not exceed budget.
- 3) To note the report of the Facilities and Open Spaces Manager.

RLA DECEMBER 2023 ITEM 9**COUNCIL FEES FOR 2024/25**

Members received a copy of the fees payable for Council services in the 2024/25 financial year.

It was discussed that for the Fleet Cemetery discounted rate, proof of residency in the Parish of Fleet should be requested to receive the discount and that this should be clearly identified with a note and asterisk on the fees table.

Members discussed how the fees were represented in the draft budget. It was commented that income, for budgeting purposes, can be difficult to predict.

RESOLVED

To approve the Council fees for the 2024/25 financial year.

Cllr Oliver and the Harlington General Manager left the meeting at 9:10pm.

RLA DECEMBER 2023 ITEM 10**COUNCIL PROJECTS**

Members received the list of potential Council projects and discussed the following:

- The projects should be deliverable within the remaining timeframe of the Council, i.e. 2.5 years, so as not to commit future Councils.
- The majority of the projects listed would be unsuitable for funding from section 106.
- Public opinion on the projects should be sought, to understand the needs and priorities of the community and build this into the planning of capital projects.
- Grant funding should be pursued to support projects, but can't be relied on. Sponsorship should also be investigated as a means of funding significant projects.
- The focus for the Annual Residents Meeting should be The Harlington development. Residents should also be kept informed of the need to invest in the Council's open spaces facilities over the medium term, due to their age and condition.
- A further review of the projects list will be required in due course.

RESOLVED

To approve the Council's initial projects list, subject to funding being available.

RLA DECEMBER 2023 ITEM 11**BIODIVERSITY DUTY**

Members received the draft biodiversity statement and noted the information on the Biodiversity Duty that applies to parish and town Councils.

The draft Biodiversity Statement was considered, and the following points made:

- That reference to the Repair Café should be removed as it does not have any direct impact on biodiversity.
- Reword the third bullet point to remove the specific benefits listed, so that it is a more generalised statement.

RESOLVED

To approve the Biodiversity Statement, subject to the above amendments.

RLA DECEMBER 2023 ITEM 12**GREENING CAMPAIGN**

Members received the Greening Campaign report from the Executive Officer.

The following Members were appointed to support four out of the five Greening Campaign Pillars:

- Cllr May - Space for nature
- Cllr Schofield - Energy Efficient Warmer Homes
- Cllr Oliver - Waste Prevention
- Cllr Taylor - Cycle of the Seed

A support Member was not allocated to the Climate Impacts on Health pillar, and so the Committee requested that this allocation should be agreed at the next Council meeting.

The Committee noted the date and the outline content of the Greening Campaign launch event in March 2024.

RESOLVED

- 1) To appoint the above Council Members to support the Greening Campaign Pillars.
- 2) To approve holding the Greening Campaign launch event on 9th March 2024.

RLA DECEMBER 2023 ITEM 13

BASINGSTOKE CANAL AUTHORITY

The request from the Basingstoke Canal Authority to make a contribution to the provision for a period of three years from the 2024/25 financial year was considered by the Committee.

The proposed management model will see funding partners, such as Fleet Town Council, have reduced representation on the board.

Fleet Town Council's current contribution is now higher than some other Borough Councils, and committed funding from other Councils is uncertain.

The Committee agreed that it is not prepared to commit to funding the Basingstoke Canal for a three year period unless long term viability can be proven and the Council can have representation on the management board.

RESOLVED

To recommend to Council that the Basingstoke Canal should be supported for a further financial year, that information is obtained on the long term viability of the Canal and that the Council continues to be represented on the management board.

RLA DECEMBER 2023 ITEM 14

RENOVATION OF BASKETBALL COURT AT OAKLEY PARK

Members received details of the proposal from the Friends of Oakley Park to renovate the basketball court. The current basketball provision is very minimal.

It was acknowledged that the proposal is in its infancy, and that outline approval was being sought at this stage. Further plans were requested. It may be that a whole new provision is being created, and as such, the project could be funded by section 106.

RESOLVED

To approve the renovation of the basketball court in principle, subject to a detailed design being provided.

RLA DECEMBER 2023 ITEM 15

**ANNUAL HEALTH AND SAFETY COMPLIANCE
AUDIT**

The Committee received and noted the summary update following the annual Health and Safety Compliance Audit.

RLA DECEMBER 2023 ITEM 16

SECTION 106 BALANCES

Members reviewed and noted the section 106 balances held for Fleet Parish.

RLA DECEMBER 2023 ITEM 17

MUSIC ON THE VIEWS - UPDATE

Members received and noted the update from Cllr Tilley on the proposed Music on The Views event in 2024.

RLA DECEMBER 2023 ITEM 18

EXECUTIVE OFFICER’S REPORT

Members received an update from the Executive Officer.

Action - Executive Officer to find out what D Day commemorations the Royal British Legion is planning and to also find out what other Councils may be doing.

RLA DECEMBER 2023 ITEM 17

FUTURE EVENTS

Members noted the following future events:

25 th December 2023	The Harlington	Christmas Day Lunch
24 th March 2024	Calthorpe Park	Fleet Half Marathon

RLA DECEMBER 2023 ITEM 19

DATE AND TIME OF NEXT MEETING

The next meeting of the Recreation, Leisure and Amenities Committee will be held on Wednesday 20th March 2024 at 7pm at The Harlington.

The meeting closed at 10.00pm.

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

Chairman

Fleet Town Council Communications Strategy 2024

SITUATION

Fleet Town Council wants to:

- 🌱 Raise the profile of FTC and its role within the Fleet community
- 🌱 Connect with as wide an audience, and as greater number of residents as possible
- 🌱 Let residents and the wider public know the core values, vision, and priorities of the Council and its ambitions for the Fleet community. This will enable people to:
 - Know how their town council tax (precept) is being used
 - Know who to go to about specific issues
 - Understand the difference between Fleet Town, Hart District and Hampshire County Councils
- 🌱 Encourage two-way dialogue with the local community, actively seeking feedback and views
- 🌱 Maintain/build trust, so audiences know that the Council works hard and spends money carefully, with the residents front of mind, always

Target Audience

- 🌱 Primarily all residents in the FTC area, of all ages
- 🌱 Residents in the wider area who use FTC services and attend local events
- 🌱 Local businesses and organisations

STRATEGY

Strategic Approach

Fleet Town Council will make better use of its existing communications tools such as its website and newsletter, and free social media platforms, ensuring they are updated frequently and building trust through transparency and consistency.

The Council will build engagement through two-way communication where possible; asking and listening, not just 'telling.'

Fleet Town Council will:

- 🌱 Produce a wide range of regular communications on different media and platforms designed to reach a full demographic range
- 🌱 Place all residents at the heart of its external communications
- 🌱 Communicate and deliver on the Vision for Fleet, in order to encourage engagement and information sharing
- 🌱 Use its communications to sing about the positive things that it does and is involved with
- 🌱 Use its communications to build on relationships with local organisations to support our joint community objectives and its Vision
- 🌱 Ensure its communications uphold the same core values that Councillors are committed to:
 - Conducting business in an **apolitical** way
 - Making decisions **collectively**
 - **Communicating** openly and **listening**
 - Caring for the **environment**
 - Being **financially responsible**
 - Being **inclusive**
 - Acting with **integrity**

- Being **transparent**

Objectives (measurable)

- 🌱 Expand its communication reach and engagement by growing the number of Facebook, Twitter and Instagram followers
- 🌱 Increase the number of unique visits to FTC webpage and time spent on pages, establishing the FTC website as a valued resource for up-to-date information
- 🌱 Support engagement activities between FTC and the community to broaden appeal and gain a wider following
- 🌱 Grow awareness amongst residents, local businesses and organisation, of the role and responsibilities of FTC

Key Messages

Simple overarching themes and messages will help to tell a clear story and form a narrative about the Council's aims and priorities. These messages should be supported by evidence and outline the Council's activities, aims and objectives:

- 🌱 Who FTC is, what it does, (and what it does not do), including: open spaces, cemeteries, community buildings, the high street, The Harlington project, regeneration support for community groups and facilitation of events
- 🌱 FTC's Vision – highlighting activities from each aspect of the Council's Vision for Fleet
- 🌱 That Councillors are friendly, and approachable, professional and responsible, and work hard in residents' best interests
- 🌱 That the Council is a trusted source of impartial information
- 🌱 That the Council has established values that guide the work it does

Controlling the Narrative

The Council's communications strategy will set the tone and basis for information sharing on key projects by sharing factual information up front. This will enable it to control and frame the messages that go out, as well as contest mistruths with facts.

Tone of voice

- 🌱 Warm, **friendly** and approachable
- 🌱 **Positive** and upbeat
- 🌱 **Community-minded** and connected
- 🌱 Professional and **knowledgeable**
- 🌱 **Human** and conversational

The tone can be adjusted depending on the nature of the communication. For example, a Facebook post about Fleet Carnival would have a different tone to a press release about Remembrance Day.

Style

- 🌱 Always aim for clear, concise messaging in plain English where possible
- 🌱 Focus on the 'why' at the start of each piece, ensuring the reader is instantly connected to the purpose of whatever action is being described
- 🌱 Use Fleet Town Council in first instance (where it's not obvious), followed by 'we'
- 🌱 Messaging should be visual where possible, giving instant impact and giving the opportunity to reinforce the FTC brand
- 🌱 Develop a visual style and written house style to make FTC instantly recognisable

TACTICS

What FTC's communications might look like and do:

Media	Method	Example/measurements /notes
Social Media: Facebook/ Instagram/ Twitter	<ul style="list-style-type: none"> • A warm and friendly, informal space for FTC to build engagement • A carefully planned schedule of posts covering who FTC are and what we do, weaving in elements of the FTC Vision, our projects and assets over a month-long cycle, as well as upcoming events and notices. • Post fun, community 'just because' posts alongside council updates. Informal posts that relate to people's lives, build engagement and trust. Include topics in popular culture/ specific to the day or weather, season, and other 'humanising' subjects e.g. snow day. • Create engaging posts which add value to our audience in some way, informative, entertaining, or building community spirit. • Make use of graphics, images, videos, gifs and emojis to illustrate our points and make the information more entertaining and easily digestible. • Encourage people to interact and share posts where possible, to increase reach. Use hashtags to make posts to add to content and make them searchable, and tag organisations where appropriate, to increase reach. • 'Share' posts from other organisations that we have links to, or which support our Vision or benefit our audience in some way. • Use Facebook and Twitter's paid for advertising and promotional options for important notices – allowing FTC's channels to reach people in the Fleet area who may not already 'like' or 'follow' the Facebook and Twitter pages. • When posting about something led by HCC or HDC aim to differentiate between them and ourselves, by tagging them, saying 'our colleagues at' or similar. • Use social media to gather residents' views and use this information to direct our activities where appropriate • Negative comments: Handle all comments appropriately and politely. Remain friendly and warm to keep social media platforms a positive space. Aim to de-escalate through sharing facts and information 	<ul style="list-style-type: none"> • Look at Facebook Insights tool to regularly check how different posts are performing in terms of reach and engagement. • Grow our networks by regularly sending invites to 'follow' FTC pages to those who have engaged with a post but are not current followers. • Use Canva to create graphics that allow a consistency to our publications – e.g. all using the blue and green of the FTC logo. • We will aim to post every day, striking a good balance between information and generic posts • Useful to have a list of organisations who are good to share and who we shouldn't share (e.g. political) • Look at examples of councils who do this well, e.g. Doncaster Council – https://twitter.com/MyDoncaster/status/1265710131003744256?s=20 Their creative tweets gain a lot of engagement, and people react well to their humour. This allows their messages to be spread a lot further, and is always done tastefully. Posts that are humorous or have popular culture references are more likely to be shared and engaged with, which will in turn raise awareness of the Council's work, and will allow the post to be seen by more people.
Website	<ul style="list-style-type: none"> • Use the FTC website as an up to date 'what's happening' notice board • Make the FTC website the most up to date 'go to' place for information, linked to from other communications to find out more information • Update the FTC website to make it user-friendly, modern, and reflect the FTC Vision • Update the website to ensure accessibility for all users. 	<ul style="list-style-type: none"> • The website update project is an opportunity to make sure the FTC website is as customer focussed as possible, and reflects our style and vision.
Engagement	<ul style="list-style-type: none"> • Annual Residents' Meeting and specific project meetings as a primary form of engagement. • Pop-up Hub to appear at different events for Councillors to have a presence within the community, meet residents and have two-way discussions on key topics. 	<ul style="list-style-type: none"> • Pop-up Hub to continue at Fleet Market on a regular basis, and consider which other events/locations we can attend to have a presence and raise our profile: Fleet Carnival, Fleet Pond Society Day, Events at the Views/Calthorpe Park etc

	<ul style="list-style-type: none"> • Build relationships with local community groups, schools, charities and organisations • Consider campaigns and projects that could involve local people or organisations • Obtain feedback to evaluate how effective engagement is and to inform what needs to improve. • Continue to facilitate community events ensuring that involvement is communicated 	
Newsletter	<ul style="list-style-type: none"> • Continue to produce printed newsletter on a quarterly basis • Consider changing the name and branding design to make it clear it's from FTC and preferably to look consistent with the redesigned website • Redesign the layout to make it easy to see key messages at a glance, using interesting headlines, eye-catching images, and engaging content • Refocus the content to cover who FTC are, weaving in elements of FTC's Vision, our projects, assets and events, as well as what our community partners are doing and other community events • Aim to include valuable information about upcoming events so people retain it • Continue to upload on to website and start to send out to email list. • Pull out key content and share on social media where appropriate 	<ul style="list-style-type: none"> • Research how many read the newsletter and how effective it is and use findings to inform the design, structure and content. • Ideas from councillors on the name change and content most welcome
Press	<ul style="list-style-type: none"> • Write regular press releases about key projects and events • Create a database of local and specific print publications, online publications • Press releases will also be uploaded on FTC website 	
Email	<ul style="list-style-type: none"> • Create an email mailing list and send regular emails to subscribers including information about events, Council updates, meeting dates and the newsletter. • Enable people to sign up to receive FTC email updates from a page on the website • Ensure GDPR guidelines are adhered to 	<ul style="list-style-type: none"> • Establish a framework for collecting and storing email data using model from The Harlington
Other offline communications	<ul style="list-style-type: none"> • Community news magazines - Take up opportunities in to talk about specific projects or aspects of our vision. • Posters – continue to update noticeboards and signage to communicate with those not on social media • Noticeboards – Keep information up to date and make sure noticeboards are in good repair 	
Photography/videography	<ul style="list-style-type: none"> • Create an image bank of photography of Fleet Town Council buildings, open spaces, events and key areas of council work that can be used to illustrate digital and printed communications. • Create an image style which promotes consistency across imagery. Where this isn't possible, use filters and effects to unify the style of imagery. • Use video creatively to illustrate key areas of council work 	
Evaluation	<ul style="list-style-type: none"> • Regularly evaluate the effectiveness of our communication to ensure we remain on track and can quickly evolve to changes in communication approaches to remain effective 	<ul style="list-style-type: none"> • Use online tools to track reach and responses in digital communications, use online and paper surveys and informal discussions to reach other audiences.

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Press	<ul style="list-style-type: none"> • Write regular press releases about key projects and events • Create a database of local and specific print publications, online publications • Press releases will also be uploaded on FTC website 	
Email	<ul style="list-style-type: none"> • Create an email mailing list and send regular emails to subscribers including information about events, Council updates, meeting dates and the newsletter. • Enable people to sign up to receive FTC email updates from a page on the website • Ensure GDPR guidelines are adhered to 	<ul style="list-style-type: none"> • Establish a framework for collecting and storing email data using model from The Harlington
Other offline communications	<ul style="list-style-type: none"> • Community news magazines - Take up opportunities in to talk about specific projects or aspects of our vision. • Posters – continue to update noticeboards and signage to communicate with those not on social media • Noticeboards – Keep information up to date and make sure noticeboards are in good repair 	
Photography/ videography	<ul style="list-style-type: none"> • Create an image bank of photography of Fleet Town Council buildings, open spaces, events and key areas of council work that can be used to illustrate digital and printed communications. • Create an image style which promotes consistency across imagery. Where this isn't possible, use filters and effects to unify the style of imagery. • Use video creatively to illustrate key areas of council work 	
Evaluation	<ul style="list-style-type: none"> • Regularly evaluate the effectiveness of our communication to ensure we remain on track and can quickly evolve to changes in communication approaches to remain effective 	<ul style="list-style-type: none"> • Use online tools to track reach and responses in digital communications, use online and paper surveys and informal discussions to reach other audiences.



The Harlington
236 Fleet Road
Fleet
Hampshire
GU51 4BY
01252 625246

18 February 2019

Julian Higgins
Economy, Transport & Environment Department
Client Monitoring Team
1st Floor, Solent Park
Hampshire, PO6 1SR

Dear Mr Julian Higgins

Maintenance of Street Lighting on Ancells Farm

Referencing your letter dated the 24th August 2018, a decision was made by Fleet Town Council on the 6th February 2019 to approve entering into a contract for 17 years with Hampshire County Council for the ongoing service and the provision of energy usage of three lampposts on in Faulkners Close, Ancells Farm for approximately £160 per annum. Lampposts numbered 3, 4 & 5. Fleet Town Council would therefor like to accept option 1, as detailed in your letter.

Please find attached a signed copy of the agreement.

Yours sincerely

Ben Crane
Facilities & Open Spaces Manager
Fleet Town Council

BETWEEN:

- (1) **Hampshire County Council of the Castle Winchester SO23 8UJ ("HCC")**
and
- (2) **Fleet Town Council, The Harlington, 236 Fleet Road, Fleet, Hants GU51 4BY (the "Client")**

WHEREAS:

- a. HCC has entered into a 25 year PFI Project Agreement ("Contract") with **Tay Valley Lighting** ("Service Provider") dated 10th December, 2009 pursuant to which the Service Provider has agreed to inter alia remove, demolish, repair or replace street lighting and off highway lighting ("Apparatus") and design, construct, test, commission, maintain, clean and inspect Apparatus.
- b. ~~HCC has agreed that certain Apparatus owned by the Client ("Client Apparatus") shall be included as part of the Apparatus the subject of the Contract.~~

NOW IT IS HEREBY AGREED as follows:

~~Unless the context otherwise requires the following definitions shall apply:~~

1 Definitions

1.1 The following terms shall have the following meanings for the purposes of this agreement :

1.1.1 "**Agreement**" means this agreement between HCC and the Client together with all the schedules hereto;

1.1.2 "**Agreement Term**" means the period of 16 years from the Commencement Date unless terminated in accordance with the terms of the Agreement;

1.1.3 "**Annual Indexation**" means RPIX as updated annually

1.1.4 "**Business Days**" means any day which is not a Saturday, Sunday or public holiday in England;

1.1.5 "**Client Apparatus**" means street lighting and off highway lighting installations details of which are held on the inventory attached hereto at Schedule 1.

- 1.1.6 **“Attachment”** means any Client owned street or traffic signs or sign plate or notices or other equipment and items authorised by HCC to be attached to Apparatus.
- 1.1.7 **“Commencement Date”** means the service commencement date pursuant to the Agreement as defined in 2.1 ;
- 1.1.8 **“Change”** means any change to the Service by addition, modification, omission or otherwise made in accordance with this Agreement ;
- 1.1.9 **“Confidential Information”** means any information which has been designated as confidential by either Party in writing or that ought to be considered as confidential (however it is conveyed or on whatever media it is stored) including information which relates to the business, Intellectual Property rights, know-how, personnel, customers and suppliers of either Party, all personal data and sensitive personal data within the means of the General Data Protection Regulations 2018 and commercially sensitive information;
- 1.1.10 **“Client Intellectual Property”** means all Intellectual Property Rights owned by the Client provided to or made available to HCC in connection with the Service;
- 1.1.11 **“Default”** means any material breach of the obligations of either Party (including in respect of the Client a failure to pay the Price when due); or any default, act, omission, negligence or statement of either Party, its employees, agents or sub-contractors in connection with or in relation to the subject matter of the Agreement and in respect of which such Party is liable to the other;
- 1.1.12 **“EIR”** means the Environmental Information Regulations 2004;
- 1.1.13 **“Expiry Date”** means the date on which the Contract expires;
- 1.1.14 **“FOIA”** means the Freedom of Information Act 2000 and any subordinate legislation made under this Act from time to time together with any guidance and / or codes of practice issued by the Information Commissioner in relation to such legislation;
- 1.1.15 **“Information”** has the meaning given under Section 84 of the Freedom of Information Act 2000;
- 1.1.16 **“Intellectual Property Rights”** means all intellectual property rights of whatever nature subsisting in any part of the world at any time including (without limitation) patents, registered designs and trade marks (whether registered or not) and

applications for any of the foregoing, copyright, database right, rights in and information to confidential and protection similar to any of the foregoing subsisting in any part of the world at any time;

1.1.17 "Notice" means notice complying with the terms of clause 19;

1.1.18 "Parties/Party" means HCC and the Client;

1.1.19 "Payments" means any additional payments due and payable by the Client in respect of any Change instructed pursuant to Clause 10 ;

1.1.20 "PFI" means the Government's Private Finance Initiative;

1.1.21 "Price" means the amount to be paid by the Client calculated in accordance with Clause 3.1;

1.1.22 "Requests for Information" shall have the meaning set out in FOIA or any apparent request for information under the FOIA, the EIR;

1.1.23 "Service" means the services including:

- (a) the removal, demolition, repair or replacement of the Client Apparatus and the design, construction, testing, commissioning, maintenance, cleaning and inspection of the Client Apparatus, which will be provided by the Service Provider under the terms of the Contract; and
- (b) Inclusion of Client Apparatus as part of the Apparatus under the terms of the Contract; and
- (c) Compliance with the terms of the Contract in so far as the same relates to Client Apparatus; and
- (d) procurement of the provision of electricity in relation to Client Apparatus

1.1.24 "Termination Date" means any date of early termination of the Contract;

1.2 Headings contained in this Agreement are for reference purposes only and should not be incorporated into this Agreement and shall not be deemed to be any indication of the meaning of the clauses to which they relate.

1.3 Except where the context otherwise requires, the masculine includes the feminine and vice-versa; the singular includes the plural and vice-versa; and a reference to any clause or schedule is, except where it is

expressly stated to the contrary, a reference to such clause or schedule of this Contract.

2. Commencement Date

- 2.1 This Agreement will commence on the Commencement Date and shall continue for a period of 16 years unless terminated in accordance with the terms of the Agreement as set out in Clause 11.
- 2.2 HCC will give the Client [7] Business Days notice of the Commencement Date.

3 Payment

- 3.1 In consideration of HCC's provision of the Services in accordance with the Agreement the Client shall pay to HCC the Price together with any other Payments due and payable pursuant to Clause 10. The Price is calculated as follows:
- (a) £34.26 per column per annum (ex VAT) in respect of the services provided by the Service Provider under the terms of the Contract which figure is subject to Annual Indexation, plus
 - (b) £14.73 per column per annum (ex VAT) in respect of the provision of energy pursuant to the terms of HCC's agreement with its energy supplier which figure shall be subject to adjustment from time to time and HCC shall give the Client reasonable notice of any such adjustment, plus
 - (c) a Management Fee of 8% of the total amount payable under (a) and
 - (d) a Management Fee of 3% of the total amount payable under (b) above.
- 3.2 HCC will invoice the Client in arrears on a 6 monthly basis and the Client shall make Payment to HCC within 30 days of receiving a valid invoice.
- 3.3 All sums due from the Client to HCC which are not paid by the due date (without prejudice to the rights of HCC under this Agreement) shall bear interest from day to day at the annual rate of 2% over the base lending rate of NatWest Bank PLC.

4 HCC and the Client's Obligations

- 4.1 HCC shall provide the Services during the Agreement Term in accordance with the terms of the Agreement in consideration of the payment of the Price plus any other Payments due and payable by the Client pursuant to Clause 10.
- 4.2 The Client shall co-operate with HCC at all times and in all respects so as to enable HCC to comply with its obligations under the Contract

5 The Client's Grant of Licence

5.1 Subject to the terms and conditions of the Agreement, the Client shall grant HCC a licence to access and use the Client's Apparatus as listed in the inventory at Schedule 1 for the purposes of providing the Services and shall include but not be limited to:

5.1.1 Installation of Client Apparatus;

5.1.2 Use, manage, work on, remove, maintain, clean and repair the Client's Apparatus;

5.1.3 Affix or remove Attachments to or from the Client's Apparatus.

5.2 The Client furthermore agrees that HCC may grant a sub-licence to the Service Provider for the purposes of providing the Services including those requirements identified at clause 5.1.1, 5.1.2 and 5.1.3 above.

5.3 All new Client Apparatus shall become the property of the Client upon the date that installation is completed and the Client shall licence the new Client Apparatus to HCC pursuant to this clause 5 with immediate effect.

5.4 The grant of the licence to HCC by the Client of the Client's Apparatus is not a lease of the Client's Apparatus and the Parties do not intend the licence to transfer any real property from the Client to HCC or grant any interest in the Client's Apparatus which is the subject of this licence.

6 Attachments to Client Apparatus

6.1 In the event that the Client grants permission to a third party to install Attachments to the Client's Apparatus, the third party must in addition obtain consent from HCC to install the Attachments where after the third party shall be required to enter into an agreement for the installation of the Attachments on commercially acceptable terms with Service Provider, the cost of which shall be borne by the third party.

6.2 Existing Attachments shall form part of the Client Apparatus and therefore shall be the responsibility of the Service Provider and included in the Price. Any request by the Client for the installation of additional Attachments shall be deemed to be a Change and priced accordingly.

7 Intellectual Property Rights

7.1 The Client hereby grants to HCC a non-exclusive, non transferable, royalty free licence for the Agreement Term to use and copy any Client Intellectual Property

solely for the purpose of carrying out the Service and/or HCC's obligations pursuant to this Agreement.

- 7.2 The licence granted to HCC under Clause 7.1 shall include the right for HCC to grant a sub-licence to the Service Provider on terms no less onerous than those set out in this Agreement.
- 7.3 It is a condition of this Agreement that the Services will not infringe any Intellectual Property Rights of any third party. HCC shall on written demand indemnify and keep indemnified the Client against all actions, suits, claims, demands, losses, charges, damages, costs and expenses and other liabilities which the Client may suffer or incur as a result of or in connection with any breach of this Clause.

8 Indemnity

8.1 HCC agrees to indemnify and keep indemnified the Client from and against all liability for:

- (a) death or personal injury;
- (b) loss of or damage to property (including property belonging to the Client or for which it is responsible but excluding the Client Apparatus)
- (c) any breach of statutory duty
- (d) third party actions, claims, demands, costs, charges and expenses (including legal expenses)

which may arise out of, or in consequence of:

- (i) the design, installation, operation or maintenance of the Client Apparatus;
- (ii) the performance or non-performance of the Service Provider of its obligations under the Contract
- (iii) the presence on the Client's property of the Service Provider or HCC; or
- (iv) the performance or non-performance of HCC of its obligations under this Agreement.

8.2 HCC shall not be responsible or obliged to indemnify the Client for;

- (a) any of the matters referred to in clause 8.1 (a) to 8.1 (d) (inclusive) to the extent such matters arise as a direct result of the Service Provider or HCC acting on the instruction of the Client;
- (b) any injury, loss, damage, cost and expense caused by the negligence or wilful misconduct of the Client or by the breach by the Client of its obligations under this Agreement; or
- (c) any claims made under clause 8.1 (c) in excess of £1 million..

8.3 Without prejudice to the provisions of this clause the Client shall indemnify and keep indemnified HCC against all claims, demands, proceedings, damages costs, charges and expenses whatsoever which may result from the Client's withdrawal of any instruction made pursuant to Clause 10.

9 Insurance

9.1 HCC shall procure that the Service Provider shall take out and maintain the required insurances under the provisions of the Contract and any other insurances as may be required by legislation.

10 Changes

10.1 Any proposed Changes by the Client must be submitted in writing to HCC and agreed by HCC following which HCC shall submit the proposed Change to the Service Provider pursuant to the terms of the Contract.

10.2 All costs, expenses and claims incurred by HCC as a result of the submission of the Client's proposed Change shall be borne by the Client. Any such costs, expenses or claims including the cost of carrying out or implementing the Change shall be paid for by the Client by way of an additional Payment and/or by way of applying the Price calculation set out at Clause 3.1.

11 Termination

11.1 The Parties recognise that the intention is to contract with the Service Provider for the duration of the Contract (i.e. 25 years) and the Price has been calculated accordingly, and save as provided in this clause the Parties shall have no right to terminate this Agreement and it shall continue for the 25 year term.

11.2 Either Party may terminate this Agreement on 30 Business Days written notice in the event that a Default has occurred and the defaulting party has not put forward an acceptable rectification programme within 25 Business Days of receiving from the other party a notice specifying the Default, or fails to implement such programme in accordance with its terms and rectify the Default in accordance with the programme.

- 11.3 HCC may terminate the Agreement with immediate effect if the Contract is terminated for whatever reason.
- 11.4 In the event of a termination under clauses 11.2 or 11.3 or clause 14.1 responsibility for the Client Apparatus and for all future maintenance and replacement thereof shall return to the Client and HCC shall have no further obligation under this Agreement in respect thereof.
- 11.5 In the event of a termination by HCC under clause 11.2 for Default or clause 14.1, the Client recognises that HCC will have an ongoing obligation to the Service Provider and will therefore be required to meet any additional charges HCC incurs as a result of the termination including but not limited to any cancellation or compensation charges or payments to the Service Provider in respect of the Client Apparatus, and any additional charges as a result of the recalculation of the charge to HCC under the Contract.
- 11.6 In the event of a termination by the Client under clause 11.2 for Default or clause 14.1, the Client shall be entitled to engage others to provide the Service and any additional of costs so incurred by the Client over the Price together with any and all additional charges and expenses incurred as a result of the HCC's default, shall be recoverable by the Client from HCC.

12 Confidentiality

12.1 Each Party :-

- (a) shall treat all Confidential Information belonging to the other Party as confidential and safeguard it accordingly;
- (b) shall not disclose any Confidential Information belonging to the other Party to any other person without the prior written consent of the other Party, except to such persons and to such extent as may be necessary for the performance of the Agreement or except where disclosure is otherwise expressly permitted by the provisions of this Agreement.

12.2 Both Parties shall take all necessary precautions to ensure that all Confidential Information obtained under or in connection with the Agreement and Services :-

- (a) is given only to such of the staff, and professional advisors or consultants engaged to advise it in connection with the Agreement as is strictly necessary for the performance of the Agreement and only to the extent necessary for the performance of the Agreement;
- (b) is treated as confidential and not disclosed (without prior approval) or used by any staff, or such professional advisors or consultants otherwise than for the purposes of the Agreement.
- 12.3 Neither Party shall use any Confidential Information it receives from the other Party otherwise than for the purposes of the Agreement.

12.4 The provisions of Clauses 12.1 to 12.3 shall not apply to any Confidential Information received by one Party from the other :-

- (a) which is or becomes public knowledge (otherwise than by breach of this condition);
- (b) which was in the possession of the receiving Party, without restriction as to its disclosure, before receiving it from the disclosing Party;
- (c) which is received from a third party who lawfully acquired it and who is under no obligation restricting its disclosure;
- (d) is independently developed without access to the Confidential Information; or
- (e) which must be disclosed pursuant to a statutory, legal or parliamentary obligation placed upon the Party making the disclosure, including any requirements for disclosure under the FOIA, or the Environmental Information Regulations.

12.5 Nothing in this clause shall prevent either Party :-

- (a) disclosing any Confidential Information for the purpose of the examination and certification of that Party's accounts and audit procedures ; or
- (b) disclosing any Confidential Information obtained from the other party to any person engaged in providing any services to either Party for any purpose relating to or ancillary to the Agreement ;

provided that in disclosing information under sub-paragraph (b) the Parties only disclose the information which is necessary for the purpose concerned and requires that the information is treated in confidence and that a confidentiality undertaking is given where appropriate.

12.6 Nothing in this clause shall prevent either Party from using any techniques, ideas or know-how gained during the performance of the Agreement in the course of its normal business, to the extent that this does not result in a disclosure of Confidential Information or an infringement of Intellectual Property Rights.

12.7 HCC shall and shall procure that the Service Provider shall at all times comply with the General Data Protection Regulations 2018 including, where appropriate maintaining a valid and up to date registration or notification under the General Data Protection Regulations 2018.

13 Freedom of Information

13.1 Each Party acknowledges that the other Party is subject to the requirements of the FOIA and the EIR and each Party shall assist and co-operate with the other

(at their own expense) to enable the other Party to comply with these Information disclosure obligations.

13.2 Where a Party received a Request for Information in relation to Information which it is holding on behalf of the other Party, it shall (and shall procure that its sub-contractors shall) :-

- (a) transfer the Request for Information to the other Party as soon as practicable after receipt and in any event with two Business Days of receiving a Request for Information;
- (b) provide the other Party with a copy of all Information in its possession or power in the form that the other Party requires within five Business Days (or such other period as the client may specify) of the request for that information ; and
- (c) provide all necessary assistance as reasonably requested by the other Party to enable that Party to respond to a Request for Information within the time for compliance set out in Section 10 of the FOIA or regulation 5 of the EIR.

13.3 Where a Party receives a Request for Information which relates to the Agreement, it shall inform the other Party of the Request for Information as soon as practicable after receipt and in any event within two Business Days before disclosure.

13.4 Where a Party determines that Information (including Confidential Information) must be disclosed pursuant to Clause 13.5 it shall notify the other Party of that decision at least two Business Days before disclosure.

13.5 Each Party shall be responsible for determining at its absolute discretion whether the commercially sensitive information and / or any other Information :-

- (a) is exempt from disclosure under the FOIA or the EIR ;
- (b) is to be disclosed in response to a Request for Information

13.6 Each Party acknowledges that the other Party may be obliged under the FOIA or the EIR to disclose Information:

- (a) without consulting with the other Party, or
- (b) following consultation with the other Party and having taken its views on account.

13.7 Each Party acknowledges that any lists or schedules provided by it outlining Confidential Information, are of indicative value only and that the other Party may nevertheless be obliged to disclose Confidential Information in accordance with Clause 13.6

14 Corrupt Gifts

- 14.1 Either Party shall be entitled to cancel the Agreement and to recover from the other Party the amount of any loss resulting from such cancellation if the Party or any person on its behalf shall have offered or given or agreed to give any person any gift or consideration of any kind as an inducement or reward for doing or forbearing to do or having done or forborne to do any act in relation to the obtaining or execution of this contract or any other contract with either Party or for showing or forbearing to show favour or disfavour to any person in relation to the Agreement or any other contract with the other Party or if like acts shall have been done by any person employed by such Party or on its behalf (whether with or without the knowledge of the other Party) or if in relation to any contract with the Party the other Party or any person employed by that Party or acting on its behalf shall have committed any offence under the Prevention of Corruption Acts 1889 or 1916 or shall have given any fee or reward the receipt of which is an offence under Section 117 (2) and (3) of the Local Government Act 1972.

15. Social Responsibility

- 15.1 HCC shall in all matters arising in the performance of the Agreement comply with the provisions of all legislation relevant to Equalities and Diversity, (including but not limited to the Sex Discrimination Act 1975, the Disability Discrimination Acts 1995 and 2005, the Race Relations Act 1976 and the Race Relations (Amendment) Act 2000, Employment Equality (Age) Regulations 2006) and the Health and Safety at Work Act 1974 and any extensions, re-enactments or amendments made thereunder.

16. Force Majeure

- 16.1 Neither Party shall be liable to the other Party for any failure to fulfil its obligations under this Agreement if such a failure is caused by circumstances beyond its reasonable control and if it is not attributable to the wilful act or neglect of or failure to take reasonable precautions of the affected Party, its agents or employees.

17 Severability

- 17.1 If any term, condition or provision contained in this Agreement shall be held to be invalid, unlawful or unenforceable to any extent, such term condition or provision shall not affect, the validity, legality or enforceability of the remaining parts of this Agreement.

18. Whole agreement

18.1 Each Party acknowledges that this Agreement contain[s] the whole agreement between the Parties and that it has not relied upon any oral or written representation made to it by the other or its employees or agents and has made its own independent investigations into all matters relevant to it.

19 Notices

19.1 Any notice which either Party is required to give to the other shall be given in or confirmed by writing and shall be sufficiently served if sent to the other Party at its nominated address for service either by (a) hand, (b) pre-paid first class post or recorded delivery or, (c) facsimile or electronic mail transmission confirmed by registered, first class post or recorded delivery within 2 Business Days of transmission.

20. Waiver

20.1 The failure by either Party to enforce at any time or for any period any one or more of the terms or conditions of this Agreement shall not be a waiver of them or of the right at any time subsequently to enforce all terms and conditions of this Agreement.

21 Dispute Resolution

21.1 The Parties shall attempt in good faith to negotiate a settlement to any dispute between them arising out of or in connection with the Agreement within 30 Business Days of either party notifying the other of the dispute. Such efforts shall involve the escalation of the dispute to mediation.

21.2 If the Parties fail to reach agreement within 30 Business Days of reference of the dispute to mediation, or such longer period as may be agreed between Parties, then any dispute or difference between them may be referred to the Courts.

22. Third Party Rights

22.1 A person who is not a party to this Agreement has no rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any terms of this Agreement.

23 Proper Law and Jurisdiction

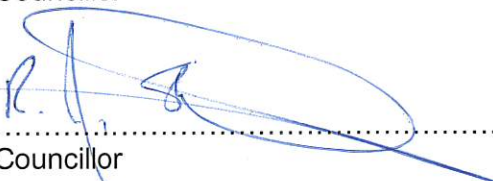
23.1 This Agreement shall be governed by English law in every respect including formation and interpretation and shall be deemed to have been made in England.

23.2 Any proceedings arising out of or in connection with this Agreement may be brought in any court of competent jurisdiction in England and Wales.

Signed on behalf of Fleet Town Council by



.....
Councillor

L.G. HOLT
.....


.....
Councillor

R. J. SCHORLEW
.....

Witnessed by the Town Clerk


.....
Janet Stanton

Date 4 March 2019
.....



.....
Signed for and on behalf of HCC

Officer Report

RLA Committee

Wednesday 20th December 2023

OFFICER: Facilities and Open Spaces Manager (FOSM)

DATE: 11th December 2023

SUBJECT: General Report

1. Ancells Farm Community Centre

- Ongoing plumbing issues have been resolved such as faulty toilet flushers and tap replacements.
- All services such as Fire Alarm system, Gas and electrical works are all up to date.

2. Ancells Play Park

- Two of the large play units previously take out of action have now been repaired and are back in operation.
- Further repairs on other equipment is now needed and FOSM is looking at options for these items.

3. Ancells Farm – Green Gym

- FOSM will arrange a suitable day for Members of the Council and the Public to come along for a free induction event of the new equipment.
- Proposal to arrange the Induction Day for the Green Gym in January (subject to availability) as part of a “New Years Resolution” for residents.



4. Ancells Farm General

- New Bollards have now been installed at the rear of The Faulkners Arms Pub. This is to prevent vehicle access from the rear of the pub, onto the open green space.
- An idea is being considered create a small garden within this area for the local residents.
- At the moment, the Executive Officer is looking for Grant Funding, for the project, and concept ideas are being put together. A grant application has been submitted to HDC for the scheme.
- FOSM will update members when more information becomes available.

5. Ancells Farm Pavilion.

CONTINUED FROM SEPTEMBER 2023 RLA REPORT

- On Saturday 7th January 2023, it was reported that there was a leak in the Pavilion from the ceiling. It was later discovered that a water pipe from the main water tank had burst.
- The burst pipe had been isolated, and the mains water restored. However, the electrical system and hot water had been non-operational.
- Zurich insurance sent a surveyor on the 28th February to assess the damage and make a recommendation for repairs.
- The Scope of Works was received on the 12th May and approval was given for the works to begin. See attached.
- On the 1st August, Prism Network made contact to confirm they would be making the electrics safe in order to install drying equipment.

- 15th August, Drying equipment was installed in the Pavilion. FOSM was also made aware that there were 2 further leaks found, one in another pipe in the loft area and one pipe leading to a radiator. Awaiting repair on these two items.
- 30th August, Drying equipment was removed from the Pavilion. Awaiting further updates.
- Ceilings in the Entrance Hall and the Officials Changing Rooms have all been removed along with warped doors and flooring.

UPDATE SINCE SEPTEMBER 2023 RLA

- 23rd November 2023, FOSM advised that all works have been completed.
- New doors have been installed.
- Ceiling has been replaced. Along with electrics.
- Walls have been repainted along with new tiles where required.
- New lino has been laid throughout the affected areas.
- FOSM has requested a service of the boiler system since it has been out of action for 11 months.

6. Basingbourne

- A new Trash Screen has been installed in one of the ditches in Basingbourne Park Woodland.
- The Ditch runs along the back gardens of houses in Longmead and is the lowest point of the park, which means it is a high-risk flood area (and has flooded in the past).
- Cllr Schofield and FOSM attended site to look for a small culvert pipe and cleared away debris to determine its effectiveness.
- After determining the culvert was functioning, a new trash screen has now been placed around it to prevent blockages.
- The Friends Of Basingbourne held their annual Christmas Carol singing on the 1st of December.
- They are also doing their extremely popular “Hot Chocolate Mornings” for the local community on the following dates;
4th & 11th Dec
8th, 15th, 22nd, 29th Jan
5th Feb



7. Basingbourne Pavilion

- Quotes are being obtained for repairs to the ceiling in the Pavilion Toilets which has collapsed.
- The Toilets have been blocked off and users advised.
- The rest of the pavilion along with the adjacent Toilets are still in use.

8. Calthorpe Park General

- Fleet Lions held their annual Fire Works Event which all went well. Despite the wet ground, there was very little damage done.

9. Calthorpe Park Tennis

- A small depression in the tarmac, appeared by court number 6 and was closed off for a few weeks.
- FOSM met Surrey Surfacing on site to quote for repairs, however they kindly carried out the repair free of charge.

10. Harlington

- The leak in the foyer roof has now been repaired by Hart DC, FOSM will continue to monitor for any further leaks.
- A staff area has been created at the front of the building (the old clinic) for staff to take breaks during panto season.
- The Electrical inspections for the building have been completed. These are 3 yearly inspections which must be completed.
- FOSM has been covering DM shifts due to staff shortages/training and covering Pantomime shows.
- Fleet had its annual Fleet Festivities on the 22nd November which once again was a huge success.

11. The Views

- A new plaque of remembrance has been installed in the Views in memory of Cllr Sharyn Wheele.
- A unveiling of the plaque took place on the Views on Saturday the 2nd December 2023 and guests were then invited to come to the Harlington for food and beverages.

12. Oakley Park

- The Friends of Oakley Park have been planting samplings as part of their Autumn Planting session. There are some surplus saplings available if the Council would like them.

13. Additional

Street Lighting / Lampposts

Hampshire County Council (HCC) have asked if FTC would like to take on the financial responsibility for streetlights in Basingbourne Park by adding them to the existing Private Finance Initiative (PFI) contract between FTC and HCC. The existing PFI agreement is for three lights at Falkners Close, Ancells Farm taken out for a period of 16 years from March 2019. The reason for the request is that HCC is seeking to reduce the number of lights they maintain on land they do not own.

There are no.5 lampposts which are located along the access track, in Basingbourne, which lead to the Lions Store, The Girl Guilds Hut and the Scouts Hut.

Unit_ID	Road_Name	Unit_Refer	Unit_Locat	Operational Area
129855	Basingbourne Road Footpath	2	Near Entrance To C.p.a.	Fleet
177169	Basingbourne Road Footpath	1	opp 80	Fleet
177170	Basingbourne Road Footpath	5	opp hall	Fleet
177171	Basingbourne Road Footpath	6	opp end of hall to col 5	Fleet
177172	Basingbourne Road Footpath	7	footpath opp hall	Fleet

Based on previous invoices the approximate cost would be £69.07 per unit, plus £39.07 per unit for service and maintenance per annum. Prices are increased in line with RPI annually. There is also an 8% management charge added to the service / maintenance fee and a 3% management charge added to the energy fee.

Approximate cost of energy for current units (Ancells Farm, no.3) -	£207.21
Approximate cost of Maintenance for current units (Ancells Farm, no.3) -	£117.21
Total -	£324.42
Approximate costs of energy for the additional units (no.5) per annum -	£345.35
Approximate costs of Maintenance for additional units (no.5) per annum -	£195.35
Total -	£540.07
Approximate costs of energy for the all units (no.8) per annum -	£552.56
Approximate costs of Maintenance for all units (no.8) per annum -	£312.56
Total -	£865.12

There is also the option that FTC could join HCC's Part-night Lighting Initiative if eligible. This will reduce consumption by approximately 20%.

RECOMMENDATION

- To approve adding the five streetlights at Basingbourne Park to the total of £540.07, to the existing Private Finance Initiative contract with Hampshire County Council.

Open Spaces

- FTC entered the South and Southeast in Bloom Awards 2023. The Results for this year are;
- Oakley Park – Silver Gilt
- Oakley Park Conservation Area – Silver Gilt
- The Views Meadow (New Entry) - Silver
- Basingbourne Conservation Area – Gold
- Basingbourne Park - Gold
- Calthorpe Park – Silver Gilt
- Fleet Cemetery – Gold

Below is a table showing the past eight years of award results.

	2023			2022			2021			2020			2019			2018			2017			2016		
	Score	Award	Difference	Score	Award	Difference	Score	Award	Difference	Score	Award	Difference	Score	Award	Difference	Score	Award	Difference	Score	Award	Difference	Score	Award	
Basingbourne Conservation Area	172	Gold	-4	176	Gold	-1	177	Gold	-8	185	Gold	2	183	Gold	8	175	Gold	30	145	Silver-Gilt				
Basingbourne Park	171	Gold	no change	171	Gold	-4	175	Gold	-10	185	Gold	-3	188	Gold	18	170	Gold	7	164	Silver-Gilt				
Calthorpe Park	154	Silver-Gilt	-4	158	Silver-Gilt	3	155	Silver-Gilt	-20	175	Gold	20	155	Silver-Gilt	2	157	Silver-Gilt							
Fleet Cemetery	173	Gold	-4	177	Gold	no change	177	Gold	-8	185	Gold	5	180	Gold	23	157	Silver-Gilt	no change	157	Silver-Gilt	16	141	Silver-Gilt	
Oakley Park	155	Silver-Gilt	1	154	Silver-Gilt	1	153	Silver-Gilt	-12	165	Silver-Gilt	9	156	Silver-Gilt	1	155	Silver-Gilt	-17	172	Gold	11	161	Silver-Gilt	
Oakley Park Conservation Area	160	Silver-Gilt	8	152	Silver-Gilt	11	141	Silver-Gilt	-24	165	Silver-Gilt	19	146	Silver-Gilt	2	144	Silver-Gilt	-20	164	Silver-Gilt	3	161	Gold	
The Views Meadow	115	Silver																						

Electrical Safety

- Electrical Safety Certificate (EIC) Remedial works have been carried out on all The Harlington Distribution Boards for the 3-year inspection.

CCTV – Calthorpe Park – Oakley Park – Basingbourne Park

FTC has 3 CCTV cameras which are operated and viewed via Runnymede Borough Council. The purpose of these cameras is to deter crime and aid in crime prevention.

During 2022-2023 the cost to FTC for CCTV operation and monitoring was around £5353.00

Over the last 5 years, FTC has requested incidents to be searched, which may have been captured on CCTV relating to either damage within the parks or antisocial behaviour.

Unfortunately, due to the operation of the cameras (their Pan, Tilt & Swivel action) no incidents have been recorded taking place.

There have been occasions (when FTC Officers have been made aware) that the police have requested footage from the Control Room and obtained successful footage of incidents. There may also be many other incidents that FTC have not been made aware of where the CCTV cameras have been a great asset.

RECOMMENDATIONS

- To note.

Summary of Annual Tree Survey works costs from 2019 – 2022

The figures below are solely based on Tree Survey Works and the original quote received for each site.

P2= Priority 2

P3= Priority 3

P4= Priority 4

		Ancells	Open Spaces	Calthorpe	Oakley	Basingb	Views	Cemetery	Total
2019	P2	£1,680	£815	£870	£1,150	£2,124	£220	£375	£7,234
2019	P3	£580	£540	£1,630	£225	£2,736	£110	£1,400	£7,221
2019	P4			£945		£1,692	£490		£3,127
2020	P2	£1,613	£638	£4,940	£1,388	£3,975	£675	£788	£14,015
2020	P3	£1,913	£825	£1,425	£938	£4,125	£450	£825	£10,500
2020	P4	£75		£188	£120	£600	£75	£150	£1,208
2021	P2	£650	£300	£1,050	£1,560	£2,660	£320	£340	£6,880
2021	P3	£400	£200	£1,988	£305	£830		£60	£3,783
2021	P4	£285		£100	£52	£437		£98	£972
2022	P2	£420	£140	£420	£820	£2,511		£320	£4,631
2022	P3	£1,200	£1,135	£1,230	£450	£1,947		£2,400	£8,362
2022	P4								£0

All Priority 1 tree works are carried out as emergency works or as part of general works and so are not included in the annual tree survey works.

Totals in Priority Order – Note that these figures are based on the costs quoted based on the works within the financial years, and not in the years the invoices for works were completed.

2018-2019	P2	£7,234
2019-2020	P2	£14,015
2020-2021	P2	£6,880
2021-2022	P2	£4,631
2018-2019	P3	£7,221
2019-2020	P3	£10,500
2020-2021	P3	£3,783
2021-2022	P3	£8,362
2018-2019	P4	£3,127
2019-2020	P4	£1,208
2020-2021	P4	£972
2021-2022	P4	

Summarised totals

2019 - £17,582

2020- £25,723

2021 - £11,634

2022 - £12,993

The View Play Equipment / Skate Park Report

Skate Park Background

The Parks & Open Spaces Working Group met on the 2nd November 2023 to discuss the options for repairing or replacing the Skate Park either as a whole or in part, following recent ROSPA reports highlighting the decline in condition.

Cllr Schofield, Cllr Einchcomb and FOSM, met with skate park design and installation companies to get an idea of what is required.

It was noted that one part of the skate park (the half pipe and associated ramps) are in need of replacing. There are potential options to sand back the paint to bare metal and retreat, which would be a more cost effective option if successful, however there is no guarantee that this would work or if additional problems would be found after sanding back.

Initial costs to replace this one single unit would be in the region of £65,570.

The central ramp system, at present seems to be in ok condition.

And finally, the largest ramp, is in need of attention, although an accurate condition could not be given, this unit is not as in need as the half pipe ramp unit.

The Executive Officer is looking for potential grant funding options for the project.

Attached are designs and costs from two companies who visited the site, for reference only.

The Views Play Area

Cllr Einchcomb and FOSM met with a playground designer to get some ideas of what could be done to improve the Views Play area.

The equipment has been there for around 40years and is in need of updating.

Attached is a concept idea of a piece of equipment which could be installed and how it might look.

RECOMMENDATION

To note.

Parks Report Summary

Please see attached report following the Parks and Open spaces working Group Meeting.

RECOMMENDATIONS SUMMARY

- **To approve adding the five streetlights at Basingbourne Park to the existing Private Finance Initiative contract with Hampshire County Council.**
- **To approve the costs of ongoing maintenance and running costs.**
- **To note the Facilities and Open Spaces Manager's report.**

Park Report Summary

Item 8.b

OFFICER: Facilities & Open Spaces Manager (FOSM)
DATE: 06.12.2023
SUBJECT: Park Works

Background

The Parks & Open Spaces Working Group met on the 2nd November 2023 to discuss the costs of repairs across all play parks.

FOSM presented various options of repairs along with the costs. The working group decided the best option was to go with the items listed below.

However, since the working group met, some additional costs have come up, mainly within Calthorpe Park and Basingbourne to the sum of £1190.00.

Costs of repairs, without removing equipment. - this includes the additional works required in Ancells Farm Park and the building maintenance works required in Basingbourne Pavilion, along with the additional playground works at Calthorpe Park and Basingbourne Park.

	Works Required	Budget Left	Variance
Ancells Farm Park	£1,505.00	£1,935	£430
Basingbourne Park	£4,445.00	£594	-£3,851
Blackthorns		£1,025	-£335
Sorrels	£1,360.00		
Calthorpe Park	£1,375.00	£1,403	£46
Oakley Park	£880.00	£1,120	£240
The Views	£1,100.00	£4,192	£202
Skate Park	£2,890.00		
Total	£13,555.00	£10,269.00	-£3,286

Notes.

1. Work on Ancells Farm has already been carried out and completed.
2. Since then, some additional items in Ancells Farm Park, have been placed out of action until confirmed funds of £1505 become available.
3. Edenbrook play equipment repairs have not been included in the costs until a decision has been made regarding the future of the existing equipment. However, repairs to the fencing have been left in the list of works.
4. The previous works carried out on Ancells Farm Play equipment is now compliant.

Present works required vs budget.

		Ancells	Calthorpe	Oakley	Basingb	Views	Edenbr	Total
		AF 208	CP 310	OP 315	BB 320	TV 325	EB 330	
Building Maintenance Budget	4170	£4,126	£1,478	£1,080	£2,183			£8,867
Playground Maint Budget	4230	£1,935	£1,403	£1,120	£594	£4,192	£1,025	£10,269
Estimated Building repair costs	4170				£7,500			£7,500
Play equipment repair costs	4230	£1,505	£1,375	£880	£4,445	£3,990	£1,360	£13,555

To carry out all relevant playground repairs, the total cost would be £13,555 which would leave a deficit of £3286 across code 4230.

In Basingbourne Pavilion, the ceiling in the Gents Toilets has begun collapsing. The estimated cost of repairs for this is £4000.

The door is also in desperate need of replacing. Attempts have been made over the last couple of years to extend the doors life with repairs, however it is now in need of full replacement.

The Estimated cost of this is around £3500.

This would leave in the Basingbourne Building Maintenance budget of £1367.

Officers recommendation is fund from reallocations from all building maintenance and play expenditure codes. This means that the net shortfall will have to be found from savings against the total open spaces budget.

Totals after works.

Playground Maintenance -£3286 deficit.

Building maintenance £1367 remaining.

Which means to offset this short fall, a total of £1919 would need to be found from budget savings.

RECOMMENDATION

To Approve the reallocations of funds from all building maintenance and play expenditure codes to offset the net shortfall across the total open spaces budget.

Ben Crane
Facilities & Open Spaces Manager
Fleet Town Council
The Harlington
236 Fleet Road
Fleet
Hants.
GU51 4BY

Quote Ref/No : ESPL00075

Ref : The Views Fleet
Replacement Phase 1

Date : 25 - 10 - 2023

QUOTATION

Quantity	Unit/Part No.	Description	H	W	L	P/form Depth	Unit Cost	Value
1.0		Manufacture, deliver & install the following new, fully integrated skate ramp unit onto existing hard standing base area :						
		Consisting Of The Following :						
① 1.0	QP5244	Quarter Pipe	1660	7320	3320	1220		£16,585.00
② 6.0	FLR412	Floor Section	65	1220	3660	N/A	£1,555.00	£9,330.00
③ 1.0	JB584 - 25	Jump Box	1500	2440	6910	1220		£10,895.00
④ 1.0	VR5121	Volcano	1500	3660	4395	300		£10,495.00
⑤ 1.0	RO24	Roll - Over	745	1220	4395	N/A		£3,525.00
17.0		Precision Cut 3mm Galvanised Enclosure Panel					£195.00	£3,315.00
		* ENCLOSED Galvanised Steel Structure						
		* Laser Cut 6mm profiled steel						
		* 18mm Phenolic Coated, Acoustic Substrate						
		* 7mm, 'Skatelite Pro' (slate black) Composite Riding Surface						
		* Integrated Steel Surface Wear Protection						
		* Stainless Steel / Tamper Resistant Hardware						
		* BSEN 14974: 2006 / BSEN 1176/1 Compliant						

Comments:

- * Measurements above are shown in **mm** and are approximate
- * Delivery / Installation Assumes Unhindered Access With Crane Assisted Haulage & Site Support Vehicle
- * Quotation **INCLUDES** the provision of temporary site security fencing for the duration of works.
- * Quotation **INCLUDES** all necessary, plant, fuel and crew travel/welfare costs.
- * Quotation **DOES NOT INCLUDE** the removal of existing equipment.
- * Quotation **DOES NOT** include the provision of an independant post installation inspection.
- * Current Lead-Time (Equipment) : **12 - 14** weeks
- * Anticipated Duration (**On-Site**) **7** Days

QUOTATION VALID FOR **30** DAYS

Goods	£54,145.00
Discount Applied @ T.B.C	
RoSPA P.O.I	Not Inclusive
Delivery	£500.00
Installation	£10,925.00
SUB TOTAL	£65,570.00
VAT @ 20%	£13,114.00
TOTAL	£78,684.00

Evolution Skate Parks Ltd, Matthews Road, Yeovil, Somerset, BA21 4JQ England

OFFICE TEL: +44 07506 731284 EMAIL: al@evolutionskateparks.com info@evolutionskateparks.com

Registered in England No. 052131532

VAT No : 442 8711 91



Ben Crane
Fleet Town Council
The Harlington
236 Fleet Road
Fleet
Hampshire
GU51 4BY

16 November 2023

Dear Ben,

Thank you for allowing us the opportunity to quote for The View Skate Park - Fleet.

Our aim at Proludic is to capture the imagination of every visitor to our play areas through inventive designs, creative ideas on inclusive play and stimulating products. We design our play areas to incorporate all these aspects whilst ensuring we achieve compliance with the relevant legislations.

We offer a full service including advice, design, contract management and a dedicated after sales service which is unmatched in this industry. We pride ourselves on our offering of complete solution from start to finish of your project.

We will contact you within two weeks to see how we can help further with your project. However if you have any queries regarding this quote or any part of our service in the meantime please do not hesitate to contact me on 07976744249.

Yours sincerely

Tim Bird
Area Manager
Proludic Ltd

Prepared for: Fleet Town Council
 Our Reference: 2311.40912
 Date: 16 November 2023

Quotation for The View Skate Park - Fleet

Qty	Code	Product Name	Unit Price	Total Line Price	
05. Partnership Play Equipment					
1	UKRHINO	Rhino Ramps Skate Package A4 (See CAD for details)	52,622.00	52,622.00	
1	UKPRHINO	Installation of Rhino Ramps Skate Package A4	8,840.00	8,840.00	
			Total:	£61,462.00	
10. Groundwork and Landscaping					
1	UKTARMAC	432m ² tarmac wearing course overlay (See CAD for details)	13,910.83	13,910.83	
1	UKREM	Remove and dispose of all existing metal skate equipment	2,327.00	2,327.00	
			Total:	£16,237.83	
11. Miscellaneous Items					
1	UKA1005	Prelims	2,640.00	2,640.00	
			Total:	£2,640.00	
12. Services					
1	UKA1100	Post Installation Inspection	475.00	475.00	
			Total:	£475.00	
				Delivery Charge:	£5,262.20
				Total Quote Amount:	£86,077.03



Subject to full site survey from a Proludic Representative.

Preliminaries have been included within your quotation, these equate to site setup, safety fencing, safety signage, welfare, offloading of equipment, storage & waste removal.

Subject to further survey from a Proludic Representative to assess what is under the existing skate ramps and check quality of existing tarmac to enable a successful overlay.

If additional groundworks are required to enable the new tarmac surface to be laid then additional charges will apply.

Some images shown are for illustrative purposes only. The quote and items list will show the exact equipment used.

This quote is valid until 22/12/2023.

Please note all prices quoted are excluding VAT.

Terms and Conditions

Formation of a Contract

The quotation given on or attached to these terms and conditions will remain valid for a period of 90 days, unless otherwise stated on the quote. Acknowledgment and acceptance of this proposal is made by you placing an order within the specified period above, at which time you will be bound by these terms and conditions. Each proposal accepted shall constitute an individual legally binding contract between you and us. Such contract is hereinafter referred to in these terms and conditions as "an order". Nothing in these terms and conditions shall prejudice any condition or warranty expressed or implied, or any legal remedy to which we may be entitled in relation to the goods / and or the work the subject of this order.

Our Responsibility

We will ensure that all materials supplied comply with safe building practices and are free from defects and that any work carried out is carried out with reasonable care and skill and to a reasonable standard. Before starting any work we will carry out an inspection to make sure that all work quoted is appropriate and practicable. If after our inspection any further work is necessary either because of alterations in design, specification or otherwise and this causes an increase in costs we will send you a further proposal giving details of the extra costs and will only proceed with the works once your written acceptance has been received. Subject to our terms we will carry out the work in accordance with our proposal. We will make good any damage caused whilst carrying out the work.

Your Responsibility

You will permit us during normal working hours to carry out an inspection and thereafter to undertake the works according to the programme set out in the proposal. You will remove all items necessary to allow us to commence the works and cover and protect all fixtures and fittings, which cannot be removed. You will obtain all permissions and consents, (including if necessary planning permission) from landlords, local authorities and others, which are required before the work can commence. Where you are required to provide us with measurements or other information such measurements or information must be correct. If we rely on the measurements or information given when preparing our proposal and such measurements or information are incorrect we reserve the right to increase the price to make good any errors or additional works required as a result.

Payment

Goods are invoiced upon dispatch. Payment terms are strictly net 30 days from the date of invoice. Acceptance of this order constitutes agreement of these terms and overrides any other payment terms, including any quoted on your purchase order. We reserve the right to issue interim invoices or applications for payment, or request payment prior delivery or installation on a proforma basis. Please note all prices quoted are excluding VAT.

Delivery/Installation Dates

UK delivery is priced at 10% (with a minimum £100 charge) based on the total list price value of the equipment. We reserve the right to increase the delivery charge dependent on location of delivery address, all amended prices will be notified on quotations. You will be provided with an estimated delivery date on receipt of order and updated throughout the order process. Delivery is approximately 4-6 weeks from the date of order. Deliveries that cannot be accepted by the customer within 4 weeks of the agreed date, will be subject to a storage charge of £100 per week or 1% of the equipment value, whichever is greater

Minimum Installation Charge

On orders received with installation, a minimum installation charge per site of £1000 applies in all cases.

Budget costs assume that easy lorry access & precise siting of the equipment will be provided, no surface or underground obstructions will be encountered during excavation such as concrete, hard-core, rock, chalk, roots, drainage, gas or water pipes, telephone or electricity cables etc. In the event of any such obstructions we reserve the right to charge for any additional work involved. We cannot accept liability for any consequent charges that may be incurred by disruption of any of the foregoing services. For fixed installation prices, a site survey is required by a company representative prior to the order being placed

Main Contractor's Discount

Our quotation does not include for a Main Contractor's Discount. If a 2.5% Main Contractor's Discount is applicable, please add 2.563% to our quoted prices.

Cancellation Policy

The Company reserves the right to levy a cancellation charge of:

- 25% of the total order value if cancelled more than 6 weeks from the scheduled delivery / start date.
- 50% of the total order value if cancelled less than 6 weeks from the scheduled delivery / start date.

Please Note: Any such charge is non-negotiable and is solely at the discretion of the Company. All drawings, descriptive and forwarding specifications, particulars of weights and dimensions are approximate only and not binding and illustrations contained in catalogues, price lists, sales literature and other advertisement material are for the purpose of general description only and none of these shall form part of this Contract.

The Play Hub, Bradmore Business Park, Loughborough Road, Nottingham NG11 6QA

OFFICERS: Rochelle Halliday (Executive Officer), Alex Robins (General Manager), Ben Crane (Facilities and Open Spaces Manager) and Sian Taylor (Cemetery Clerk).
DATE: 14th December 2023
MEETING: Recreation, Leisure and Amenities Committee - 20th December 2023
SUBJECT: Item 9 – Council Fees for 2024/25

1. Introduction – Council Fees for 2024/25

Officers have compiled the revised fees for next financial year based on the cost of providing these services generally increase in line with Retail Prices Index inflation, mainly due to contractual obligations.

At the time of writing, inflation is falling, therefore a general 7.5% uplift (rounded) has been applied to the majority of Council fees detailed in the Draft FTC Price List and Draft Cemetery Fees documents attached.

2. Commentary on Fee Changes and Comparison

Room Hire and Service Charges

FTC Price List

Prices have been set based on times and services most and least in demand and comparison with other halls for hire. The reasoning for the proposed price structure is to maximize income in a way that supports current hirers, whilst remaining as attractive as possible to potential new customers.

The Harlington

- Times of day on a Saturday amended to reflect operating costs. Therefore, a Saturday from 2pm (previously 5pm) now falls into a more expensive category as there is an additional staff cost at this time.
- Daytimes during the week are least in demand and would usually be hired for children's classes or those aimed at a more elderly clientele. Hires could be for small commercial operators or for community activities. Freezing these prices makes hiring at these times a more attractive option.
- Evening and weekend hires are more in demand and have increased by 7.5% (rounded).
- The dance studio is a popular hire space, and has had prices frozen, due to it being competitive with high end studio fees and to encourage hirers, current and new, to increase their hours by trying out new classes.
- Increases have been studied against current hirers to ensure the impact doesn't rise to the extent that their activities would no longer be viable.

Extras

- Standard increases to reflect operating costs and wage rises.
- Certain equipment hire which is used by both community and commercial hirers has now been split into different pricing tiers. Community charges have been frozen, with commercial prices seeing increases.

Ancells Farm Community Centre

- Due to very competitive prices already in operation, a 7.5% increase (rounded) has been levied.
- Party packages have also been increased. They are very much in demand, although current regular classes limit the number which can be booked.

Casual Room Hire Deposits and Payments

Officers will be working on implementing a damage deposit process for casual, one-off hires. Casual hirers will also be required to pay for their booking in advance to avoid issues with non-payment post hire.

Comparison with Similar Venues

Facilities and costs for various halls in the area have been researched. Some are very difficult to locate up to date online information, however, comparisons have been made with a cross section of different types of halls, to include those run by councils and churches. The most detailed information has come from The Key Centre, Zebon Hall, Crookham Hall, Hale Community Centre and Fleet Parish Community Centre (in the grounds of All Saints Church).

The main comparison can be made against Ancells Farm as the facilities are more closely linked in terms of size and use. A 7.5% increase has been applied across the board, but still shows the centre as generally being cheaper than other halls researched.

Comparison is more difficult against The Harlington as the size and facilities are largely different to community halls, however, by freezing daytime rates as proposed, the main hall does become more competitive for basic hires at these times.

Open Spaces

FTC Price List

Tennis court fees have been increased by 7.5%.

For football pitch bookings, a 7.5% increase has been applied. An optional 1 hour add on per booking is also now shown, as discussed at the Parks and Open Spaces Working Group.

Comparison with Similar Provisions

Other local councils and organisations who offer football pitch facilities, FTC seems to middle of the range (see table 1 for 2023 prices). There are some councils who offer a lower price than FTC for some pitch sizes but then higher for others.

Most seem to offer a similar range of sizes as FTC such as Adult 11, youth 9/11 and 5 aside. However, Everyone Active do not seem to have this on their tariff list. Also, the majority of local facilities are 2 hour time slots for 11 and 9 aside, whereas Everyone Active only offer 50 minutes on their website.

Table 1

			FTC	Peter Driver	Frimley Lodge	Rushmoor	Everyone Active
Full Size Pitch Hire 9/11	Youth	Casual 2hrs	£61.00	£40.00	£33.00	£35.00	
Full Size Pitch Hire 9/11	Adult	Casual 2hrs	£128.00	£80.00	£64.20	£72.00	£188.00
Mini Pitch	Junior	Casual 1hr	£20.00	£36.00	£22.00	£20.00	
Full Size Pitch Hire 9/11	Youth	17 weeks 2hrs	£781.00	£550.00		£900.00	
Full Size Pitch Hire 11	Adult	17 weeks 2hrs	£1,737.00	£1,100.00		£1,844.00	
Mini Pitch	Junior	17 weeks 1hr	£250.00			£510.00	

Fleet Cemetery

Cemetery Fees

A 7.5% increase has been applied to all fees, except the lettering cost for the sanctums as this is unknown at present.

Comparison with Other Cemeteries

The Council's cemetery fees are currently the most expensive in the Hart, although this may be due to the relative size of other cemeteries in the area.

Comparisons on 2023 prices and for exclusive rights, interment and memorial permit (full interment):

Yateley - £1,332 for resident – non resident £3,996

Odiham - £907 for resident – non resident £2,084

Hook - £960 for resident – non resident £2,400

Outside Hart:

Farnham - £3,160 for resident – non resident £5,028

Rushmoor £5,105 for resident – non resident £10,210

Old Basing £715 for resident – non resident £2,515

RECOMMENDATION

To approve the Council fees for the 2024/25 financial year.

DRAFT Fleet Cemetery Fees from April 2024

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 and associated work.

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)	£4,040	£2,020
New Cremation Plot (Exclusive rights, interment and memorial permit fee)	£1,770	£885
Memorial permit for existing grave (Either Burial or Cremation memorial)	£410	£205
Additional Inscription on memorial (Either Burial or Cremation memorial)	£170	£85
Reservation of Full Burial plot Exclusive Rights of Burial and memorial permit, excludes interment fee)	£2,990	£1,495
Reservation of Cremation Plot Exclusive Rights of Burial and memorial permit, excludes interment fee)	£1,360	£680
Interment only – Full Burial (Exclusive Rights already purchased)	£1,050	£525
Interment only – Ashes (Exclusive Rights already purchased)	£410	£205
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	£340	£170
General administration – change name etc	£44	£22

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 TBC		
Lease for 25 years to include lettering up to 80 letters. Further lettering £1.90 + VAT per letter. Artwork and photo plaque cost to be confirmed. Price includes updating of burial records for one set of ashes	£2,150	£1,935
Lease for 25 years to include lettering up to 80 letters. Further lettering £1.90 + 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	£2,345	£2,120
Lease for 50 years to include lettering up to 80 letters. Further lettering £1.90 + VAT per letter. Artwork and photo plaque cost to be confirmed. Price includes updating of burial records for one set of ashes	£2,800	£2,580
Lease for 50 years to include lettering up to 80 letters. Further lettering £1.90 + 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	£2,980	£2,760
Second set of ashes at a different time, plus additional inscription (if room has been left). Artwork and photo plaque cost to be confirmed	£580	£450
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	£840	£710
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.	£1,065	£910
Rose memorial only – prices include VAT		
Rose bush - lease/maintenance 15 years, including 6" x 4" granite plaque with inscription	£580	£450
Rose bush - lease/maintenance 15 years, including 7" x 5" granite plaque with inscription Artwork Design cost to be confirmed.	£710	£580
Standard Rose lease/maintenance for 15 years, including 6" x 4" granite plaque with inscription only	£710	£580
Standard Rose lease/maintenance for 15 years, including 7" x 5" granite plaque with inscription. Artwork Design cost to be confirmed.	£845	£710
Other – prices include VAT on memorials only		
brass plaque on memorial bench in Garden of Remembrance	£335	£215
Memorial disc on mushroom in children's area	£135	£135
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)	£785	£610
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)	£730	£570
Interments in Garden of Remembrance		
Interment or scattering of ashes if Kerb block or rose memorials are leased. No charge for children's ashes.	£410 (50% reduction in fees for Fleet Town Council resident - £205)	

Fleet Town Council Room/Service Charges & Fees

DRAFT wef 1st April 2024

THE HARLINGTON ROOM /SERVICE CHARGES						
	Commercial Rate (Per hour) + VAT			Community Rate (Per hour) + VAT		
ROOM	Mon-Fri 9am-5pm Sat 9am-2pm	Mon-Thur 5pm-12am	Fri 5pm-12am Sat 2pm-12am & All Sun	Mon-Fri 9am-5pm Sat 9am-2pm	Mon-Thur 5pm-12am	Fri 5pm-12am Sat 2pm-12am & All Sun
Auditorium	£35.00	£43.00	£59.00	£25.00	£32.25	£48.35
Dance Studio (Arts & Dance hires)				£17.00	£17.00	£17.00
Dance Studio (Business hires)	£30.00	£37.50	£43.00			
Function Room	£30.00	£37.50	£43.00	£20.00	£26.85	£32.25
Meeting Room	£17.00	£17.00	£17.00	£14.00	£14.00	£14.00
The Hub (old cafe)	£30.00			£20.00		
Foyer	£12.00			£12.00		
Harlington: Special Hire and Commercial Packages are priced on request.						
EXTRAS				RATE +VAT		
Sound (Use of infrastructure/no technician)				£30.00		
Lighting (Use of infrastructure/no technician)				£30.00		
Mobile PA (Function Room/Dance Studio)				£50.00		
Backstage Facilities				£30.00		
RVS/Green Room Facilities				£30.00		
Technical staff (4 hr min call - £16.50/hr for additional hrs)				£72.00		
Bar Service (up to 4 hours)				£50.00		
Bar Extension (past 11pm)				£21.00		
Additional bar staff (4 hrs min)				£50.00		
Additional front of house staff (4 hrs min)				£50.00		

Event Stewards (4 hrs min)	£50.00	
Stage Use (per hour, up to 3 hours)	£5.00	
Stage Use (per hour over 3 hours)	£50.00	
Auditorium Screen and Projector	Commercial £50.00	Community £25.00
Standard Screen & Projector / Screen Only	Commercial £30.00/£10.00	Community £15.00/£5.00
Standard Projector Only	Commercial £20.00	Community £10.00
Wireless Mic	From £15.00 (Dependant on requirement)	
Performing Rights Society	At current rate	

THE POINT ROOM CHARGES		
	Existing Regular User Rate + VAT	Casual rate + VAT
Main room and kitchen and side room	£14 per hour	£20 per hour
Fleet Phoenix office space	£1000 per annum	

ROYAL VOLUNTARY SERVICE BUILDING/GREEN ROOM CHARGES		
	Existing Regular User Rate + VAT	Casual rate + VAT
RVS Building (Main Room)	£14 per hour	£20 per hour

ANCELLS FARM COMMUNITY CENTRE ROOM/SERVICE CHARGES						
ROOM	Regular Rate (Per hour) + VAT			Casual Rate (Per hour) + VAT		
	Mon-Fri 9am-6pm	Mon-Fri 6pm- 11.30pm	Weekends Anytime	Mon-Fri 9am-6pm	Mon-Fri 6pm-11.30pm	Weekends Anytime
Main Hall	£12.00	£16.85	£23.00	£15.20	£21.10	£28.85
Kitchen	£7.10	£8.25	£8.25	£8.25	£10.20	£10.20
Committee Room	£7.60	£9.45	£9.45	£9.30	£11.75	£11.75
Half Hall	£7.10	£8.85	£12.15	£8.70	£11.15	£15.20
Creche	£8.25	£8.25	£8.25	£10.50	£10.50	£10.50
Storage – per cupboard	£8.60 + VAT per month					

OTHER	Rate (per hour) + VAT		
	Mon-Sun Anytime	Mon- Sun Daytime	Mon- Sun Evening (6-11pm)
Garden * (must be hired in conjunction with creche)	£7.90		
Children's Party (3hrs. Use of creche, garden, kitchen)		£90.00	
Evening party (5hrs. Exclusive)			£140.00

PARK USE FOR COMMERCIAL PURPOSES	
Park use for commercial organisations operating community activities. (E.g. Fitness groups, dog training groups, martial arts at a reduced rate.	POA
Park hire for events by commercial organisations (e.g. circus)	POA

MEMORIALS/BENCHES IN PARKS/PARK USE FOR COMMERCIAL PURPOSES	
Memorial Tree	POA
5ft memorial bench (inc cost of bench, fittings, installation, delivery and admin fee)	POA
6ft memorial bench (inc cost of bench, fittings, installation, delivery and admin fee)	POA
Memorial Plaque for bench	POA
Memorial Plaque	POA

TENNIS COURT HIRE CHARGES	Rate per hour (no VAT applied)	Annual Fee (no VAT applied)
Court /each per hour	£7.20	
Tennis Membership		£44.00

PHOTOCOPYING CHARGES	Price per copy + VAT
A4 Black and White	14p
A4 Colour	50p
A3 Black and White	30p

FOOTBALL PITCH HIRE OTHER			
Size	For	Use	Price
Full Size Pitch Hire 9/11	Youth	Casual*- 2 hrs	£66.00
Full Size Pitch Hire 9/11	Adult	Casual*- 2 hrs	£138.00
Mini Pitch	Junior	Casual*- 1 hrs	£22.00
Full Size Pitch 9/11	Youth	Season 17 alternate weeks 2 hrs	£840.00
		1hr extension per booking**	£420.00
Full Size Pitch 11	Adult	Season 17 alternate weeks 2 hrs	£1867.00
		1hr extension per booking**	£933.00
Mini Pitch	Junior	Season 17 alternate weeks 1 hr	£269.00
		1hr extension per booking**	£135.00

*Casual Hire = less than 10 hires.

**1hr extensions shall be per booking slot i.e. 17.

OFFICER: Rochelle Halliday, Executive Officer
DATE: 13th December 2023
MEETING: Recreation, Leisure and Amenities Committee - 20th December 2023
SUBJECT: Item 10 – Council Projects

1. Background

The Council previously maintained a list of capital works, which parishes were encouraged to compile when bidding for section 106 allocations.

This item is to review the capital works list to determine which prospective projects to take forward that meet the following criteria:

- Adds value to the Council's service offering and a variety of benefits for residents.
- Is potentially suitable for grant funding (environmental projects, for example) or section 106 funding.
- Meets the aspirations and themes within the Vision for Fleet document.

2. Three Year Project List

Attached is the capital works list that was updated in 2022. From this list, it is proposed that the projects detailed in the table below are retained to form a draft three year project list, since they meet the above criteria. Please note that some projects on the capital works list have already been completed.

Project & Estimated Cost	Funding Source	Vision Link
The Harlington Development including environmental and contents improvements. £10m	Public Works Loan repaid by precept. Grant funding (environmental, arts, community facilities).	<ul style="list-style-type: none"> • Providing ambitious opportunities for recreation, culture and wellbeing. • Improved facilities.
Playground renovation – Edenbrook x 2. £60k	Commuted sum.	<ul style="list-style-type: none"> • Supporting young people. • Providing ambitious opportunities for recreation, culture and wellbeing. • Improved facilities.
Skate Park – The Views. £150k - £200k	Grant funding (accessible, environmentally friendly equipment). Fundraising from the community. Earmarked reserves. Precept.	<ul style="list-style-type: none"> • Supporting young people. • Providing ambitious opportunities for recreation, culture and wellbeing. • Improved facilities.
Playground renovation – one location. £150k	Grant funding (accessible, environmentally friendly equipment). Earmarked reserves. Precept.	<ul style="list-style-type: none"> • Supporting young people. • Providing ambitious opportunities for recreation, culture and wellbeing. • Improved facilities.

Sensory Garden final zone – The Views. £10k	Grant funding (inclusivity and wellbeing). Precept. Remaining section 106 in earmarked reserve is for maintenance.	<ul style="list-style-type: none"> • Supporting the vulnerable. • Inclusivity.
Town Centre – street furniture and green planting zones. £50k	Section 106 (Church Crookham).	<ul style="list-style-type: none"> • Being environmentally conscious.

Members are invited to propose any further amendments to the potential projects list. All projects listed are subject to securing adequate funding or budget provision in future years.

The review of the Park Development Plans may determine further open spaces projects.

Once agreed, the projects list will be shared with residents via the FTC Pop Up Hub and at the Annual Residents' Meeting to obtain feedback.

RECOMMENDATION

To approve the Council's potential projects list.

AREA	SHORT	MED	LONG	OPERATIONAL	DETAILS	POTENTIAL FUNDING	COMMENTS
THE HARLINGTON							
Refurbished or New Harlington	15,000,000					Loan repaid via the precept	Harlington Development -
Decoration and tidying up				20,000	Keeping building presentable (3 yearly)		
Table/chair replacement	20,000				Replacement of broken/unsafe furniture	Grant	Lottery funding?
Semi-permanent sound position			10,000		Creation of ground level sound/tech position		
Extension of fire alarm system				3,000			
Coffee shop area				9,500	Redesign		As required
Auditorium Floor				12,000	Sand & Seal wood floor		
LED Lighting throughout				10,000	Replace old lighting units to take LEDs		Climate Change assist
Replace roof windows in FTC Office				5,000			
ANCELLS COMMUNITY CENTRE							
Decoration and tidying up				20,000	Keeping building presentable (5 yearly)		Floor & decoration as per current earmarked reserve
Table/chair replacement				5,000	Replacement of broken/unsafe furniture	Grant	Several tables/chairs already broken
Re-fitting toilets	10,000						As required
Heating/air handling system				5,000			As required - Climate Change Assist
Guttering replacement				5,000			As required
Centre redevelopment		???			Redevelopment of Ancells Farm Community centre		

AREA	SHORT	MED	LONG	OPERATIONAL	DETAILS	POTENTIAL FUNDING	COMMENTS
OAKLEY PARK							
Play Equipment - additional			100,000		Play provision for ages under 8s		As Development Plan
Toilets in pavilion				Price to be obtained	Painting toilets in pavilion		
Trim Trail equipment	11,300				Teen - Adult exercise equipment	S106/grant funding	
Repairs to footpaths	9,000				Repair damaged paths	Donation/FTC	
CALTHORPE PARK							
New Multi - use Pavilion and car park			£3m		Pavilion to be resited for use by FTFC, indoor bowls, football tennis etc.	FA funding/ sports grant/ FTC	
MUGA			150,000		Provision for ages 13-17	S106/grant funding	Ideally after the new pavilion has been built.
Drainage of the football Field and leveling pitches	10,000				Install new drainage across football pitches		Funding maybe availabel from the FA - due to landfill issues specialialist advice required on type of drainage required.
CCTV to cover upper area near tennis courts.	25,000				Protect park assets and deter anti social behaviour	S106 funding	
The tennis courts	40,000				Providing tennis court Lighting		Less if only two courts are illuminated (5 & 6)
THE VIEWS							
Sensory Garden/ Sensory Spaces	51,500				To be accessible to those in Campbell Place and others fron the Town Centre	S106 funding received - £56k	Work in progress
The Play area / play ground for children up to age 10		100,000			A more natural play area not fenced in		A guestimate of the cost

AREA	SHORT	MED	LONG	OPERATIONAL	DETAILS	POTENTIAL FUNDING	COMMENTS
New Skate Park		300,000			Move the skate park to open up the Views to other uses.		Estimates will need to be obtained once exact location is finalised and planning have agreed to any changes in location.
ANCELLS FARM PARK							
Drainage to football Field		30,000			Install new drainage across football pitches	Grant funding?	Funding from the FA?
Install a path extension between pavilion and bridges / Ancells Road and • Staggered barriers at both entrances plus installation	9,000					Donation to FTC	
Green Gym Equipment	15,000				Teen - Adult exercise equipment	\$106/grant fund	
BASINGBOURNE PARK							
Drainage to football Field			30,000		Install new drainage across football pitches	FA/Grant	Funding from the FA
Play Areas			100,000		Under 8 Play Area		
Canal Path			5,000		Canal Footpath accessibility from park through woodland		FOBP have already raised some funding
CEMETERY							
Cemetery Road		30,000			Repair road surface and parking enforcement		
Renew main paths from the entrance to the cemetery to all other areas.	23,150				Many paths are now very uneven and accessibility is extremely difficult for some people.		

DRAFT Capital Works List
Original List as at 29th June 2022

AREA	SHORT	MED	LONG	OPERATIONAL	DETAILS	POTENTIAL FUNDING	COMMENTS
TOWN CENTRE, GENERAL AREAS GREEN SPACES							
Park bins, park furniture, bollards and noticeboards				15,000			Replacements
Repair to Leawood Rd Amenity Path				3,700	Improve access path across amenity land	General Reserve	
Outside Depot/ Storage area			20,000		Container and compound for storage of outside equipment etc.		Most convenient location would be Calthorpe Park. Other location for consideration - the rear of the cemetery.
GENERAL MANAGEMENT COSTS							
Telephone system		??					Ideally not required until there is a new or refurbished Harlington. However, should the system fall over, it is beyond repair. The system is extended to its full limit and no further phones can be added.
IT systems in the Cloud		??					Ideally not required until there is a new or refurbished Harlington.
Councillor IT Equipment and set up support		25,000					IT for Councillors such as laptops - part of climate change actions?
	15,480,950	485,000	415,000	113,200			