



Notice is hereby given of

THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING

on

Wednesday 20th September 2023 at 7pm at The Harlington

All Committee members are summoned to attend.

To Councillors:

G. Chenery, K. Cottrell, 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 September 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 21 st June 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 a) To note the report of the Cemetery Clerk. b) To consider if new burial plots are to be restricted for Fleet Town Council residents only.</p>
7.	<p>FACILITIES AND OPEN SPACES MANAGER'S REPORT To consider the Facilities and Open Spaces Manager's report (<i>copy attached</i>).</p> <p>RECOMMENDATIONS a) To note the Facilities and Open Spaces Manager's report. b) To discuss how the Council wishes to get the Tree Survey works back Pre-Covid management, to carry out all priority works related to the relevant Tree Survey within the Survey financial year.</p>
8.	<p>RoSPA PLAYGROUND INSPECTION REPORTS To receive a summary of maintenance required following the annual RoSPA inspection in July 2023 and to agree the repair schedule (<i>copy attached</i>).</p> <p>RECOMMENDATION To approve the RoSPA repair schedule.</p>
9.	<p>FLEET CRICKET CLUB RENOVATION WORKS To consider and provide permission for the internal renovation works at Fleet Cricket Club (<i>copy attached</i>).</p> <p>RECOMMENDATION To provide permission for the internal renovations works at Fleet Cricket Club.</p>
10.	<p>HART DISTRICT COUNCIL DOG FOULING PUBLIC SPACE PROTECTION ORDER CONSULTATION To consider and agree the Council's response to the consultation (<i>see Executive Officer's report</i>).</p> <p>RECOMMENDATION To support the proposal from Hart District Council to implement a district wide Public Space Protection Order for dog fouling.</p>
11.	<p>EVENT APPLICATION - CALTHORPE PARK To consider and approve the request for a Hart FC event to be held in Calthorpe Park (<i>copy attached</i>).</p> <p>RECOMMENDATION To approve the request.</p>
Part 2 – ITEMS TO NOTE	
12.	<p>EXECUTIVE OFFICER'S REPORT To receive any updates from the Executive Officer (<i>copy attached</i>).</p>

13. FUTURE EVENTS

To note the future and recent events taking place on Council property, as detailed below.

Family Fun Run & 10 th birthday celebrations (Friends of Basingbourne Park)	2 nd September	Basingbourne Park
Music Concert (Friends of Oakley Park)	17 th September	Oakley Park
Lions Fireworks Fiesta	4 th November	Calthorpe Park
Christmas Festival	22 nd November	Gurkha Square and High Street
Basingbourne Scrub Bash	11 th December	Basingbourne Park

14. DATE AND TIME OF NEXT MEETING

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

Part 3 – CONFIDENTIAL ITEMS

Under the Public Bodies (Admission to Meetings) Act 1960 Exclusion of the public in accordance with Section 1(2) and by reason of the confidential nature of the business of the Town Council, the Public and Press will be excluded from the meeting.

The following types of business will be treated as confidential:

- a. Matters relating to individual staff, engagement, terms of service, conduct and dismissal of employees.
- b. Terms of tenders, and proposals and counter-proposals in negotiations for contracts.
- c. Receipt of professional legal advice and preparation of cases in legal proceedings.
- d. The early stages of any dispute.
- e. Matters of a commercial nature.

No confidential items for consideration.



FLEET TOWN COUNCIL

MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING

Wednesday 21st June 2023 at 7pm

PRESENT

Councillors: G. Chenery, L. Holt, E. May, A. Oliver, R. Schofield, S. Tilley, K. Cottrell, G. Woods, R. Fang (Chairman for the meeting) and D. Taylor

Also Present: Rochelle Halliday – Executive Officer
Alex Robins – Harlington General Manager
Ben Crane – Facilities and Open Spaces Manager
Sian Taylor – Cemetery Clerk
Louise Rogers – Administration Support Officer
Leigh Wallace – Hart District Council Countryside Manager
Mike Bye – Friends of Oakley Park

RLA JUNE 2023 ITEM 1

ELECTION OF CHAIRMAN

Councillor Paul Einchcomb was nominated and seconded for the position of Chairman. There were no other nominations.

RESOLVED

That Councillor Einchcomb be re-elected to the office of Chairman of Recreation, Leisure and Amenities Committee for the local Government year 2023/2024.

RLA JUNE 2023 ITEM 2

ELECTION OF VICE CHAIRMAN

Councillor Roy Fang was nominated and seconded for the position of Vice Chairman. There were no other nominations.

RESOLVED

That Councillor Fang be re-elected to the office of Vice Chairman of Recreation, Leisure and Amenities Committee for the local government year 2023/2024.

Councillor Fang chaired the meeting in Councillor Einchcomb's absence.

RLA JUNE 2023 ITEM 3

APOLOGIES

Members received and accepted the apologies from Councillor Paul Einchcomb.

Councillor Wildsmith and Councillor Willcocks were absent.

RLA JUNE 2023 ITEM 4

DECLARATIONS OF INTEREST

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

RLA JUNE 2023 ITEM 5**QUESTIONS FROM THE PUBLIC**

There were no questions from the public.

RLA JUNE 2023 ITEM 6**MINUTES OF PREVIOUS MEETING**

Members received and approved as a correct record the minutes of the Recreation, Leisure and Amenities Committee meeting held on 15th March 2023. The Chairman signed the minutes as a true record of the meeting.

Members agreed to take items 8, 9 and 16 next.

RLA JUNE 2023 ITEM 7**THE HARLINGTON AND ANCELLS FARM COMMUNITY CENTRE REPORT**

Members received an update on events, hiring's, and operational activities. Members were encouraged by the show performances over the last few months.

RESOLVED

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

The Harlington General Manager left the meeting at 7:45pm

RLA JUNE 2023 ITEM 8**THE CEMETERY CLERK'S REPORT**

Members received and noted the report of the Cemetery Clerk Officer.

RESOLVED

Members approved the installation of a Commonwealth War Graves Commission sign at Fleet Cemetery.

RLA JUNE 2023 ITEM 9**BADGER ACTIVITY AT FLEET CEMETERY**

An update was provided on the badger activity at the Fleet Cemetery, where several graves have been disturbed. Members considered the desired approach to managing the badger setts. The Council's appointed ecology consultants had visited the site and submitted a selection of options for the Council to consider.

RESOLVED

Members agreed to apply for the relevant licence from Natural England to infill and make good any surface damage to the graves and block the entrances resulting from badger activity.

The Cemetery Clerk left the meeting at 7.13pm.

RLA JUNE 2023 ITEM 10**FACILITIES AND OPEN SPACES MANAGER'S REPORT**

Members received and noted the report of the Facilities and Open Spaces Manager.

RESOLVED

- 1) Members agreed to waive the casual tennis court fee for the period from 3rd July 2023 until 16th July 2023 during Wimbledon.
- 2) Members agreed spending £100 for the application of three tennis courts to be painted on the event field adjacent to the tennis courts, to allow free play.
- 3) Members noted the report of the Facilities and Open Spaces Manager.

RLA JUNE 2023 ITEM 11

SECTION 106 ANCELLS FARM GREEN GYM

Members received an update of costs for the installation of a Green Gym.

Members requested that a formal quotation request is made to all interested parties. This can then be taken to the next Council meeting for final consideration.

It was noted that the approximate cost is under the threshold for a formal tender through Contracts Finder.

RESOLVED

- 1) To submit a formal quotation request to all interested parties associated with the project.
- 2) To select the appropriate contractor at the next available Council meeting.

RLA JUNE 2023 ITEM 12

SECURING THE OPEN SPACE NEAR ANCELLS FARM PARK

Members discussed the suggestions required to prevent vehicle access along the land leading up to Ancells Farm Park, which includes the installation of wooden bollards.

If the Committee wishes to remove the parking area and reinstate the area to a green space, this will cost approximately £3,740.

The Committee to further consider how to design the green space, which could include some form of planting.

RESOLVED

To install 26 bollards in a straight line to remove the parking area and to re-secure fallen bollards at a cost of £2,730 + VAT. Work to be undertaken by the Council's main grounds maintenance contractor.

RLA JUNE 2023 ITEM 13

CRICKET CLUB SIGNAGE

Members received the request from Fleet Cricket Club for the installation of new signage at Calthorpe Park.

It was suggested that it would be more appropriate to have a smaller sign, perhaps measuring 2000mm x 50mm.

RESOLVED

To approve the installation of a sign for Fleet Cricket Club based on the design presented, subject to further discussions by the Facilities and Open Spaces Manager with the Club regarding reducing the size.

RLA JUNE 2023 ITEM 14

THE VIEWS - SENSORY GARDEN PROJECT

Members reviewed the proposal for the final stage of the Sensory Garden project.

It was noted that a project plan is already in place and Members asked that this be reviewed in line with the funds available.

RESOLVED

To review the options in the original plan and bring to the next meeting for consideration.

RLA JUNE 2023 ITEM 15

EVENT APPLICATION - OAKLEY PARK

Members received the request for a brass band event to be held in Oakley Park in September 2023, to be organised by Friends of Oakley Park.

RESOLVED

To approve the event at Oakley Park.

RLA JUNE 2023 ITEM 16

**HART DISTRICT COUNCIL COUNTRYSIDE
ENGAGEMENT PLAN**

The Hart District Council Countryside Manager gave a brief introduction to the engagement plan and outlined items to note:

- For the Parish Council to have quarterly meetings with Hart District Council.
- To share social media posts and help each other during events.
- To have joint volunteer days.
- For the Parish Council to connect with Hart District Council regarding biodiversity.
- To understand what projects Hart District Council are doing for biodiversity, and to not duplicate effort.
- Parish Council to line up projects and sharing of resources.

A member questioned whether there are any rules regarding what land can be leased or passed over to the Parishes and asked if the Countryside Manager could find this out.

A member questioned about the what the District Council's expected outcomes from the engagement are after a year of the project and whether the plan is to develop more engagement with the District Council regarding decision making.

The Countryside Manager responded that the aim is working together more effectively, sharing of views of the local community and for the parish to have an influence on the management of sites.

RLA JUNE 2023 ITEM 17

EXECUTIVE OFFICER'S REPORT

Members received and noted the report from the Executive Officer.

Members agreed that the Council's duty to have regard to preserving biodiversity should be considered through the Climate Change Working Group.

RLA JUNE 2023 ITEM 18

FUTURE EVENTS

Members received and noted the upcoming events.

The Christmas Festival date has now been confirmed for the 22nd November 2023.

The South and South East in Bloom judging is to take place in June and July.

The date for the Open Air Cinema needs to be checked, as it usually two separate dates.

RLA JUNE 2023 ITEM 19

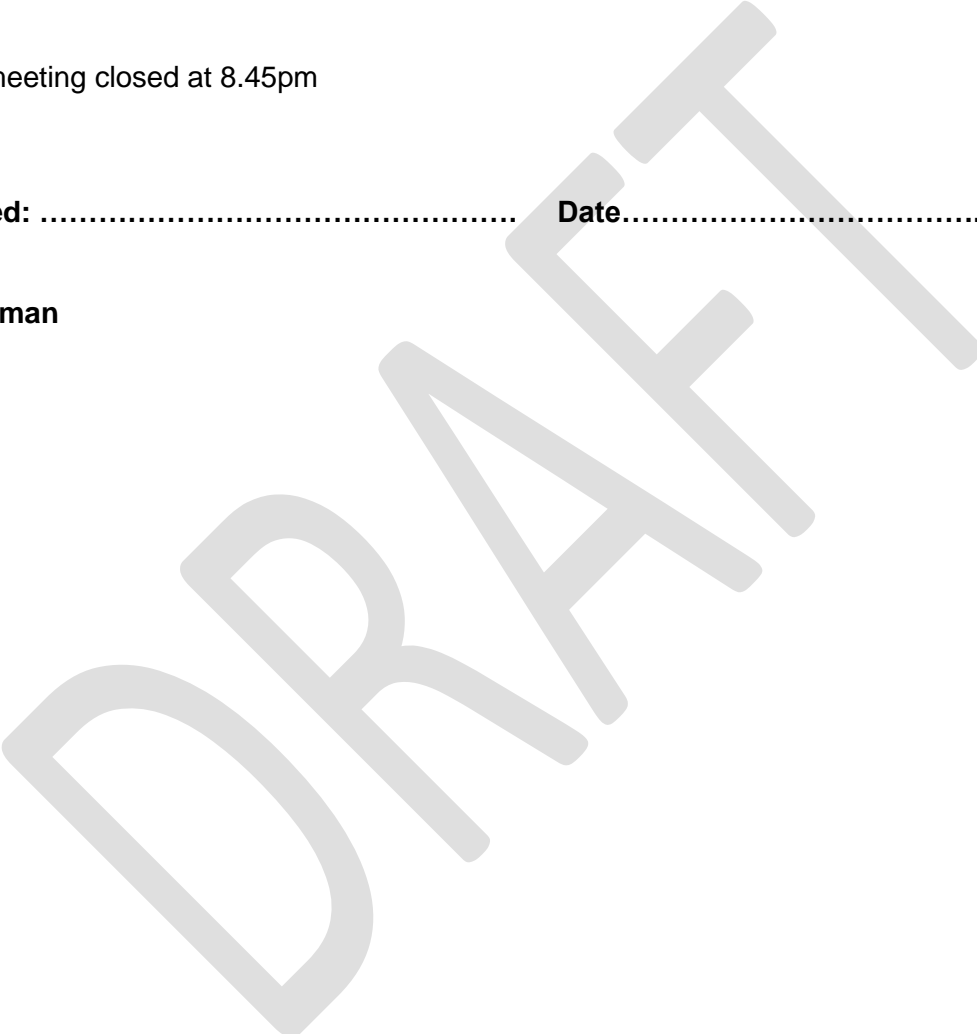
DATE AND TIME OF NEXT MEETING

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

The meeting closed at 8.45pm

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

Chairman



DATE: RLA meeting 20th September 2023

OFFICER: Alex Robins – General Manager

REPORT COVERING: June - August 2023

1. General overview

- The quieter period of the year has now come to an end, having completed both the Easter and long summer holidays. The Autumn season is just beginning. From now until the end of December, the venue will be operating almost continuously at seven days a week, with some large hires to include five weeks of the Tudor Rose Dance festival and the annual pantomime. Shows are scheduled for just about all other available dates. This is always the key period for the year and will define the financial results at year end.

RECOMMENDATION: FOR NOTING

2. Hall hire

Hires are remaining consistent, with some larger hires to come through the Autumn. The officer has been trying to attract day hires for video shoots and one was completed recently for a record label who were promoting a new album. Together with producing some video to go with album tracks, they were making a live recording to be streamed mainly in the USA. The venue will receive a credit, meaning that the benefits of such hires include hire income, awareness of the venue to new audiences and building relationships with industry people who represent bands that could become future live bookings.

The hirer was very happy with the venue facilities, together with the assistance, willingness and ability of the team to provide all the technical support required.

3. Ticket Sales

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

Bootleg Blondie - £2,600 contribution

Jazz Club x 2 - £2,000 contribution

Benidorm Tom - £1,200 contribution

Money For Nothing - £1,100 contribution

Ultimate Commitments & Blues Brothers – £1,100 contribution

Voodoo Room - £1,000 contribution

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

None

4. Bars

- Bar sales are on target for the year. Spend per head is where it's budgeted to be. There have been several stock cost increases over the past months, with the latest in August due to the Government changing duty in line with alcohol strength. This has meant an increase on most alcoholic products and prices at the bar have

increased in line with these changes. Harlington prices do continue to remain competitive, in order to encourage attendees to arrive early and use the venue's facilities.

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

- Income is very encouraging and with the implementation of some upgrades to the centre's online presence and the ability to make booking enquiries via an electronic link, interest in one off party bookings in particular has increased. Current booking times do limit the number of enquiries that can actually be converted into firm bookings; however, awareness has been raised. Further improvements are still to be implemented.

RECOMMENDATION: FOR NOTING

Monthly Performance Totals (net of VAT)

Month	Hall Hire Income	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution
April												
Comedy Club	£ -	£ 1,875.00	69%	£ 1,182.82	£ 692.18	£ 1,570.66	£ 634.80	£ 935.86	£ 229.98	£ 3,445.66	£ 2,047.60	£ 1,398.06
Jazz Club	£ -	£ 2,104.17	89%	£ 1,364.23	£ 739.94	£ 732.65	£ 294.46	£ 438.19	£ 71.50	£ 2,836.82	£ 1,730.19	£ 1,106.63
Roller Disco	£ 245.00	£ -	n/a	£ -	£ -	£ 783.99	£ 331.16	£ 452.83	£ 106.81	£ 1,028.99	£ 437.97	£ 591.02
90's Rewind	£ -	£ 6,966.67	93%	£ 2,550.00	£ 4,416.67	£ 6,974.91	£ 2,791.48	£ 4,183.43	£ 484.61	£ 13,941.58	£ 5,826.09	£ 8,115.49
Legend	£ -	£ 3,228.33	83%	£ 2,000.00	£ 1,228.33	£ 1,965.49	£ 824.40	£ 1,141.09	£ 252.38	£ 5,193.82	£ 3,076.78	£ 2,117.04
Rock For Heroes	£ -	£ 4,636.67	100%	£ 3,224.60	£ 1,412.07	£ 2,175.41	£ 870.65	£ 1,304.76	£ 233.54	£ 6,812.08	£ 4,328.79	£ 2,483.29
Film Club x 2	£ 300.00	£ -	n/a	£ -	£ -	£ 350.49	£ 140.96	£ 209.53	£ 21.36	£ 650.49	£ 162.32	£ 488.17
Roller Disco drop in session	£ 175.00	£ -	n/a	£ -	£ -	£ 218.58	£ 92.77	£ 125.81	£ 93.56	£ 393.58	£ 186.33	£ 207.25
Rock Choir x 1	£ 100.00	£ -	n/a	£ -	£ -	£ 50.41	£ 20.16	£ 30.25	£ -	£ 150.41	£ 20.16	£ 130.25
Ceroc x 4	£ 1,139.20	£ -	n/a	£ -	£ -	£ 464.41	£ 186.25	£ 278.16	£ 174.52	£ 1,603.61	£ 360.77	£ 1,242.84
TOTALS FOR APRIL	£ 1,959.20	£ 18,810.84		£ 10,321.65	£ 8,489.19	£ 15,287.00	£ 6,187.09	£ 9,099.91	£ 1,668.26	£ 36,057.04	£ 18,177.00	£ 17,880.04
May												
Maet Live	£ -	£ 3,349.17	85%	£ 2,162.45	£ 1,186.72	£ 1,976.08	£ 793.28	£ 1,182.80	£ 233.67	£ 5,325.25	£ 3,189.40	£ 2,135.85
Francis Rossi	£ -	£ 8,666.67	85%	£ 6,434.13	£ 2,232.54	£ 1,118.90	£ 448.20	£ 670.70	£ 227.83	£ 9,785.57	£ 7,110.16	£ 2,675.41
Ultimate Elton	£ -	£ 3,387.50	88%	£ 2,000.00	£ 1,387.50	£ 1,776.25	£ 713.18	£ 1,063.07	£ 224.45	£ 5,163.75	£ 2,937.63	£ 2,226.12
Black Sabbitch	£ -	£ 1,678.33	26%	£ 2,000.00	£ -321.67	£ 1,100.66	£ 440.67	£ 659.99	£ 153.33	£ 2,778.99	£ 2,594.00	£ 184.99
Film Club x 2	£ 300.00	£ -	n/a	£ -	£ -	£ 275.12	£ 110.66	£ 164.46	£ 23.45	£ 575.12	£ 134.11	£ 441.01
Jazz Club	£ -	£ 1,404.17	60%	£ 1,012.29	£ 391.88	£ 486.83	£ 195.55	£ 291.28	£ 72.54	£ 1,891.00	£ 1,280.38	£ 610.62
Roller Disco	£ 245.00	£ -	n/a	£ -	£ -	£ 600.16	£ 253.41	£ 346.75	£ 116.57	£ 845.16	£ 369.98	£ 475.18
Comedy Club	£ -	£ 1,744.17	65%	£ 1,096.73	£ 647.44	£ 1,386.57	£ 559.58	£ 826.99	£ 168.92	£ 3,130.74	£ 1,825.23	£ 1,305.51
Roller Disco drop in session	£ 80.00	£ -	n/a	£ -	£ -	£ 100.71	£ 42.02	£ 58.69	£ 72.94	£ 180.71	£ 114.96	£ 65.75
Rock Choir x 4	£ 400.00	£ -	n/a	£ -	£ -	£ 144.50	£ 57.80	£ 86.70	£ -	£ 544.50	£ 57.80	£ 486.70
Ceroc x 4	£ 1,139.20	£ -	n/a	£ -	£ -	£ 339.08	£ 135.99	£ 203.09	£ 166.31	£ 1,478.28	£ 302.30	£ 1,175.98
TOTALS FOR MAY	£ 2,164.20	£ 20,230.01		£ 14,705.60	£ 5,524.41	£ 9,304.86	£ 3,750.34	£ 5,554.52	£ 1,460.01	£ 31,699.07	£ 19,915.95	£ 11,783.12
June												
Voodoo Room	£ -	£ 2,469.17	70%	£ 1,494.93	£ 974.24	£ 1,344.24	£ 539.08	£ 805.16	£ 226.37	£ 3,813.41	£ 2,260.38	£ 1,553.03
Ultimate Commitments & Blues Bros	£ -	£ 2,790.00	72%	£ 1,706.04	£ 1,083.96	£ 1,701.65	£ 684.04	£ 1,017.61	£ 200.44	£ 4,491.65	£ 2,590.52	£ 1,901.13
Roller Disco	£ 245.00	£ -	n/a	£ -	£ -	£ 268.91	£ 113.34	£ 155.57	£ 96.48	£ 513.91	£ 209.82	£ 304.09
Film Club x 2	£ 300.00	£ -	n/a	£ -	£ -	£ 170.91	£ 68.54	£ 102.37	£ 23.45	£ 470.91	£ 91.99	£ 378.92
Jazz Club	£ -	£ 2,154.17	91%	£ 1,246.96	£ 907.21	£ 823.89	£ 331.14	£ 492.75	£ 56.14	£ 2,978.06	£ 1,634.24	£ 1,343.82
Comedy Club	£ -	£ 1,091.67	42%	£ 1,000.00	£ 91.67	£ 1,145.08	£ 462.08	£ 683.00	£ 233.05	£ 2,236.75	£ 1,695.13	£ 541.62
Money For Nothing	£ -	£ 3,070.83	79%	£ 2,000.00	£ 1,070.83	£ 1,718.57	£ 690.87	£ 1,027.70	£ 252.99	£ 4,789.40	£ 2,943.86	£ 1,845.54
Bootleg Blondie	£ -	£ 3,815.83	70%	£ 1,250.00	£ 2,565.83	£ 2,310.08	£ 926.20	£ 1,383.88	£ 283.61	£ 6,125.91	£ 2,459.81	£ 3,666.10
Rock Choir x 4	£ 400.00	£ -	n/a	£ -	£ -	£ 134.25	£ 53.70	£ 80.55	£ -	£ 534.25	£ 53.70	£ 480.55
Ceroc x 5	£ 1,424.00	£ -	n/a	£ -	£ -	£ 350.25	£ 140.47	£ 209.78	£ 203.19	£ 1,774.25	£ 343.66	£ 1,430.59
TOTALS FOR JUNE	£ 2,369.00	£ 15,391.67		£ 8,697.93	£ 6,693.74	£ 9,967.83	£ 4,009.46	£ 5,958.37	£ 1,575.72	£ 27,728.50	£ 14,283.11	£ 13,445.39
July												
Starburst	£ 3,931.00	£ -	62%	£ -	£ -	£ 5,439.39	£ 2,194.43	£ 3,244.96	£ 927.19	£ 9,370.39	£ 3,121.62	£ 6,248.77
Film Club x 1	£ 150.00	£ -	n/a	£ -	£ -	£ 110.66	£ 44.31	£ 66.35	£ 20.84	£ 260.66	£ 65.15	£ 195.51
Albert Cummings	£ -	£ 1,583.33	44%	£ 1,200.00	£ 383.33	£ 855.49	£ 343.63	£ 511.86	£ 189.75	£ 2,438.82	£ 1,733.38	£ 705.44
Benidorm Tom	£ -	£ 2,692.50	69%	£ 1,500.00	£ 1,192.50	£ 1,370.25	£ 550.26	£ 819.99	£ 215.94	£ 4,062.75	£ 2,266.20	£ 1,796.55
Jazz Club	£ -	£ 2,158.33	94%	£ 1,088.27	£ 1,070.06	£ 674.24	£ 270.74	£ 403.50	£ 67.21	£ 2,832.57	£ 1,426.22	£ 1,406.35
Ceroc x 4	£ 1,139.20	£ -	n/a	£ -	£ -	£ 225.49	£ 90.43	£ 135.06	£ 170.35	£ 1,364.69	£ 260.78	£ 1,103.91
TOTALS FOR JULY	£ 5,220.20	£ 6,434.16		£ 3,788.27	£ 2,645.89	£ 8,675.52	£ 3,493.80	£ 5,181.72	£ 1,591.28	£ 20,329.88	£ 8,873.35	£ 11,456.53
August												
Ceroc x 5	£ 1,424.00	£ -	n/a	£ -	£ -	£ 544.08	£ 217.81	£ 326.27	£ -	£ 1,968.08	£ 217.81	£ 1,750.27

TOTALS FOR AUGUST	£	1,424.00	£	-	£	-	£	-	£	544.08	£	217.81	£	326.27	£	-	£	1,968.08	£	217.81	£	1,750.27
TOTALS	£	13,136.60	£	60,866.68	£	37,513.45	£	23,353.23	£	43,779.29	£	17,658.50	£	26,120.79	£	6,295.27	£	117,782.57	£	61,467.22	£	56,315.35

Officer Report

RLA September 2023

OFFICER: Sian Taylor
DATE: 12th September 2023
SUBJECT: Cemetery Report

Item 6

Items for decision

Restricting the new burial area

Following the request from RLA to consider the pros and cons of restricting the new burial area to Fleet residents only:

The new burial area is the last available area for full burials in the cemetery. All other free land is below the water table so can only be used for ashes. There are approximately 80 plots which should last approximately 8 years before we close for new burials.

Restricting the remaining plots to Fleet residents would make the plots last longer as approximately half the burials are non-residents, but it also has the potential to reduce income from the double fees. If we restrict the plots, I anticipate many complaints and disappointment/anxiety from Church Crookham residents and their families. Many people do not understand that the pricing structure contributes towards future maintenance and not the previous years. They believe as they have lived in "Fleet" all their lives and pay council tax to HDC, they are Fleet residents.

Pros	Cons
More plots available for Fleet residents	Reduced income from double fees
Plots will last longer for residents	Distress and anxiety from non-residents after losing a loved one
	Complaints from non-residents

RESOLUTION: to consider if new burial plots are to be restricted for Fleet Town Council residents only

Items for information

War Graves sign

This has now been fixed to the gate and I have already had requests where the graves are located.

Badger update

The licence to deal with and reinstate the original grave came through on 11th September, however as of the weekend of the 9th/10th September, there is a new grave been dug into, located in the middle of the cemetery. The Ecology group have been informed and asked if the licence will cover this grave too, awaiting their reply.



Travellers

As you are aware travellers have been using the taps at the cemetery as their shower. Unfortunately, they have also been using the floor as a toilet and leaving soiled clothing and other rubbish around the area. The Police are aware. Cleaners will be required to sanitise and sterilise the area.

Cemetery pathways

Levelling the graves over the past 2-3 years has been behind with the grave diggers but has been taking place this week. It has produced excess soil which is being used to fill the smaller pathways. This will then be seeded, and thereby reducing the need for some of the pathways to be resurfaced.

Rules and Regulations

I am currently looking at ways to update and improve these, especially around the subject of the mounds on graves and being levelled and ornaments and flowers on the new burial area. It has become increasingly difficult for grounds maintenance to keep this area tidy due to the number of things on the graves, and as a consequence I am receiving complaints. The remainder of the cemetery does not appear to be affected and in fact, I receive many compliments for it.

Bins

These are increasingly a problem as people are not sorting the green waste and are putting plastic in the green waste bin despite signage, this therefore means the bins don't get emptied, and then overflows into the bin shed area. If the new signs continue to be ignored, I propose we remove the green waste bin so at least they will all be emptied as general waste.

Officer Report

RLA Committee

Wednesday 20th September 2023

OFFICER: Facilities and Open Spaces Manager (FOSM)

DATE: 5th September 2023

SUBJECT: General Report

1. Ancells Farm Community Centre

- Replacement emergency exit push bars have been installed to the Creche Fire Exit doors after the old units failed.
- Multiple plumbing issues have been resolved such as faulty toilet flushers and tap replacements.

2. Ancells Play Park

- Two of the large play units have been taken out of action prior to a visit from ROSPA.
- Quotes for repairs have been requested, following the ROSPA reports.

3. Ancells Farm – Green Gym

- The new Green Gym has now been installed in Ancells Farm Park. Fresh Air Fitness, as part of their costs have included a free “Induction Session”. The 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.



4. Ancells Farm General

- An order has been placed for new/replacement bollards at the rear of the Faulkner’s Arms, around the open green space. This is to prevent vehicle access from the rear of the pub, onto the open green space.
- The new bollards will block out the parking area and make it unavailable for parking.
- The new bollards are expected to be installed mid by the end of September.
- The Faulkner’s Arms, have been made aware of the bollard installation.

5. Ancells Farm Pavilion.

- 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.
- A completion date is yet to be confirmed.

6. Basingbourne

- Further repairs have been ordered for the damaged wetpour surfacing around the over 8's play area after being damaged again.
- The Friends of Basingbourne Park held their first, Family Fun run on the 2nd September.

7. Calthorpe Park General

- Graffiti was reported on some of the woodland play equipment and was removed within hours of the report.
- Fleet saw another successful Fleet Carnival take place at the beginning of July.
- Fleet Cricket Club have now installed their new sign at the entrance to Calthorpe Park.

8. Calthorpe Park Tennis

- FTC allowed free use of its Tennis Courts during the Wimbledon Championships from the 3rd July till the 16th July.
- Also, 3 small scale Tennis Courts were painted on the field beside the main courts allowing families to play with young children or even bring along a pop-up net and have a play.

9. Harlington

- Various plumbing repairs have been made around the building including; Replacement of the ground floor urinal pipework and replacement water heaters.
- New combination locks have been installed on various doors following a health and safety assessment, such as cleaning cupboards.
- The boilers and air systems are now having their full service.
- FOSM has been covering DM shifts due to staff shortages.

10. The Views

- The Open Air Silent Cinema took place on the 11th August, and received positive feed back from residents.
- Fleet Phoenix held their annual Scam Jam on the 22nd July with their regular Thursday evening Summer Project finishing on the 31st August.

11. The Views Sensory Garden Project

- Currently there is a figure of £10,981 remaining in the S106 fund allocated to the Sensory Garden.
- However, it has been determined by the Executive Officer that as part of the original S106 application, £18,767.00, was to be held for associated commuted maintenance funding.
- Amount available for the project was £51579.
- A total of £40,598 was spent for the Sensory Garden Project.
- Leaving a figure of £10,981 to be retained for ongoing maintenance costs.
- Due to remaining funds available, it is not possible to complete all items the originally desired plan for the Sensory Garden.
- A contributing factor for this is also the cost of materials has more than doubled in recent years, this includes the cost of trees.
- Changes from the original plan requested by the Open Spaces Working Group, and approved by the RLA include items such as the Orchard Garden, Prunus Tai Haku Trees and Cherry Tree Walk Way.
- Below is a full list of items and associated cost, requested and approved by RLA.

Summary of Costs (all costs + VAT + Delivery)	Total
Resin Bond Surfacing -	£20,780.00
Bench Installation - FTC to supply benches	£1,440.00
Bin Installation cost -	£460.00
Planting Works -	£3,895.00
6x Punus tai haku	£1907.82
Orchard Garden - preparatory and ground works	£6,450.00
Orchard Planting Works - Cost of works -	
Orchard Mulching Works	
x6 Fruit Trees	£2,765.00
The Views Cherry Tree Walkway	£2,900.00
Grand Total	£40,598
Remaining Balance	£10,981

12. Oakley Park

- The Friends of Oakley Park are due to host a Brass Band in the Park on Sunday 17th September.
- One of the benches placed in the under 8's play area, has had to be removed due to it rotting. A repair was attempted unfortunately it is beyond repair.

13. Additional

Open Spaces

- FTC have entered the South and Southeast in Bloom Awards 2023, the awards date is the 29th September 2023.
- The parks entered this year;
- Oakley Park
- Oakley Park Conservation Area
- The Views Meadow (New Entry)
- Basingbourne Conservation Area
- Basingbourne Park
- Calthorpe Park
- Fleet Cemetery

Electrical Safety

- Electrical Safety Certificate Reports (EICR) are due to be carried out on all The Harlington Distribution Boards for the 3-year inspection due November 2023.
- Inspections have now been carried out and are awaiting the report.

Annual Tree Survey and General Tree Works

- During March 2020, just after the Covid pandemic was announced, FTC took the decision to only carry out Priority 1 and 2 tree works within the 2019/20 budget following the 2019 Tree Survey. This was because the Council's revenue stream was instantly halted, and this was a practical way to save money.
- This meant that within the 2020/21 budget, the remaining Priority 3 and 4 (dependant on the work required to Priority 4's) would need to be completed.
- Adding onto this, the 2020 Survey would then also raise new Priority 1,2,3 and 4's which would also have to be considered all within the same budget.
- Once again, the Priority 3 and 4s were carried out from the 2019 survey and the Priority 1 and 2's from the new 2020 survey, would all need to be carried out.
- By holding back the original priority 3 and 4 tree works from the 2019 Tree Survey, it has caused an ongoing delay in management of the tree works.
- For the 2023/24 tree Budget, the £12,070.00 was allowed across all centres. Out of that so far £8,362.00 has been spent on the Priority 3 tree works from the previous financial year's Tree Report (2022). Furthermore, in the late Autumn/early winter the 2023 Tree

Survey will be produced with further tree works required. Currently it is not possible to tell what that amount will be.

- There is also potential of extra costs, as if all priority works are carried out at the same time, the labour costs are reduced.
- This financial year is likely to be over spent, however a figure cannot be estimated until the 2023 Tree Survey has been completed. This will then be reported to the December RLA.
- Currently, the Cemetery priority 3 tree works are still due to be carried out at the cost of £2400. There is currently £1100 available to spend which will leave an over spend of £1300 within the Cemetery tree budget.
- Consideration needs to be made on how to approach next years tree works to get back on track.

RECOMMENDATION

- To discuss how the Council wishes to get the Tree Survey works back Pre-Covid management, to carry out all priority works related to the relevant Tree Survey within the Survey financial year.

RECOMMENDATIONS SUMMARY

- To note the Facilities and Open Spaces Manager's report.
- To discuss how the Council wishes to get the Tree Survey works back Pre-Covid management, to carry out all priority works related to the relevant Tree Survey within the Survey financial year.

ROSPA Report Summary

OFFICER: Facilities & Open Spaces Manager
DATE: 05/09/2023
SUBJECT: Rospa Reports

Item 8

Background

Each year Fleet Town Council ask ROSPA to carry out an inspection on all its parks and play equipment. Each item is assessed for risk and damage.

How risk levels are calculated

It is important to note that where an outcome is catastrophic, but for which the likelihood is rare this will present a score of $1 \times 5 = 5 =$ low risk. Similarly, a certain event for which the consequence is insignificant will present a score of $5 \times 1 = 5 =$ low risk. It is important to consider likelihood and consequence, and not just one of the factors in isolation. The multiplication of the factors into a risk matrix is given here in Table 1, with a judgement made as to risk scoring indicated by colour.

Green = LOW risk, **Amber** = MEDIUM risk, **Red** = HIGH risk.

Table 1 – Risk Score Matrix

		Severity				
		1 Insignifi- cant	2 Minor	3 Moderate	4 Major	5 Catastro- phic
L i k e l i h o o d	1 = Rare	1 LOW	2 LOW	3 LOW	4 LOW	5 LOW
	2 = Unlikely	2 LOW	4 LOW	6 LOW	8 MEDIUM	10 MEDIUM
	3 = Moderate	3 LOW	6 LOW	9 MEDIUM	12 MEDIUM	15 HIGH
	4 = Likely	4 LOW	8 MEDIUM	12 MEDIUM	16 HIGH	20 HIGH
	5 = Certain	5 LOW	10 MEDIUM	15 HIGH	20 HIGH	25 HIGH

Summarised Costs

	High	Medium	Low	Very Low	Total
Ancells Farm Park		£5,000.00	£6,295.00	£60.00	£11,355.00
Basingbourne Park	£1,600.00	£5,735.00	£14,605.00	£180.00	£22,120.00
Blackthorns		£520.00	£615.00		£1,135.00
Calthorpe Park		£1,455.00	£3,525.00		£4,980.00
Oakley Park		£3,505.00	£7,661.00		£11,166.00
Sorrels		£8,500.00	£3,620.00		£12,120.00
The Views		£3,040.00	£3,269.00		£6,309.00
Skate Park		£2,890.00			£2,890.00
Total	£1,600.00	£30,645.00	£39,590.00	£240.00	

RECOMMENDATION

- To approve the RoSPA repair schedule

Summarised List of High & Medium Risk Items

Item	Maintenance Finding	Description of Works	Risk	Cost
Ancells				
Hexagonal bench	Missing parts, decay & screws projecting	Remove	Medium	£450.00
Ariel runway	Service parts. Visible corrosion. Traveller brake function very weak.	Dismantle & inspect. Replace parts as necessary	Medium	£325.00
Swing basket	Bolts loose & movement in top horizontal beam	Tighten/replace bolts to secure	Medium	£240.00
Multiplay junior	Timber decayed & hard/sharp projections	Replace 3 x rotten timbers & tighten projections as appropriate	Medium	£250.00
Climber	Free space and/or falling space contains obstacles that are not permitted. Ground anchors exposed	Build up with soil	Medium	£150.00
Multiplay senior	Bolts loose	Tighten and replace any missing bolts	Medium	£500.00
Multiplay senior	Timber decayed	Replace affected parts	Medium	£260.00
Multiplay senior	Post cracked	Replace	Medium	£850.00
Climbing boulders	Worn grass matting	Inspector advised the operator invests in a safer alternative. Suggested mulch 4m x 3m	Medium	£1,975.00
Junior swing	Bolts loose	Tighten bolts	Medium	
Basingbourne				
Multiplay senior	Timber is decayed	Inspector considers this asset to have reached the end of its useful working life. Retire - removal costs	High	£1,600.00
Shelter	Foundations present a tripping/impact hazard	Build up type 1 concrete pad to eliminate risk 3m x 3m. Fire debris in shelter on assesment	Medium	£1,750.00
Shelter	Children witnessed using bin to climb onto roof	Reposition bin	Medium	£285.00
Play house - station platform	Timber is decayed	Replace affected parts/remove & replace	Medium	£1,250.00
Junior swing	Damaged seats	Remove & replace seats	Medium	£370.00
Multiplay junior	Significant erosion too underneath of platform	Replace platform	Medium	£380.00
Carousel - rotator pole	Shrinking/seperation of the surface	Resurface to make safe edge repairs in black x 300mm	Medium	£480.00
Space net	Surface need repair	Surface repair to make safe	Medium	£290.00
Swing - Mixed - 2 Bay 1 Basket 1 Junior	Surface needs repair	Surface repair to make safe	Medium	£280.00
Kick wall	Timber is decayed	Replace timber	Medium	£650.00
Blackthorns				
Agility - Bridge	Edges not radiused or chamfered	Provide a minimum 3 mm radius	Medium	£520.00
Calthorpe Park				
Swing - Single Point - Basket	The supporting components should be dismantled and inspected according to the manufacturer's instructions. This	Dismantle and inspect according to manufacturer's instructions	Medium	£325.00

	will need doing on a regular basis. This can lead to a high risk if no action is taken			
Slide - Embankment	Trip points on the surface	Make level. The inspector recommends filling the steps with a bound material - x 6m2 in total - Rhyno pave	Medium	£850.00
Agility Trail	Fixtures loose. Most hand grips. Determine the cause and repair as appropriate	Tighten	Medium	£80.00
Swan Play Structure	All decayed & rotten	Advise remove & replace all	Medium	£1,800.00
Goal posts	Posts loose in ground	Re set posts	Medium	£450.00
Goal posts	Worn ground areas, surface very worn & uneven	Make good - soil or soil & grass mat 4m x 5m	Medium	£650.00
Oakley				
Swing - Junior - 1 Bay 2 Seat	Surface has holes in it	Repair - insert colour wear pad 3 x 1.5m	Medium	£520.00
Football Goal	Trip points on the surface	Make level along edge 5m x 1.5 EPDM - rip up existing patches	Medium	£1,050.00
Swing - Cantilever	The supporting components should be dismantled and inspected according to the manufacturer's instructions. This will need doing on a regular basis. This can lead to a high risk if no action is taken	Dismantle and inspect according to manufacturer's instructions	Medium	£325.00
Swing - Cantilever	Surface has holes in it	Repair 2x2m repair Mulch	Medium	£360.00
Climber - Boulders	In the inspector's opinion the protective surface may not meet the head injury criteria requirements from the height required. Surface heavily worn. The inspector recommends investing in an alternative harder wearing safer surface	Install a more suitable surface - Mulch Pad	Medium	£1,250.00
Sorrels				
Fencing - Post & Rail	Item is at the end of its useful working life	Install new fence	Medium	£4,650.00
Swing - Basket	Bolts loose. Top horizontal beam moves under load	Tighten	Medium	£250.00
Multiplay - Senior	Item has a limited life	Percussion testing was inconclusive in places. The condition of the timber must be monitored closely. Plan to replace- Recommend removal of this item -	Medium	£3,600.00
The Views				
Seating	Ground erosion present, foundations visible (2 x benches)	Build up 2.5m x 2m x 100mm base to make safe	Medium	£280.00
Seating	Ground erosion visible	Consider adding grass matting to prevent wear	Medium	£350.00
Multiplay slide climber	Corrosion, holes in frame present	Treat & repair	Medium	waiting for price from fabricator

Junior swing - 2 bay, 4 seat	Evidence of internal corrosion. Dismantle & repair as appropriate	Inspect & treat rust	Medium	£280.00
Junior swing - 2 bay, 4 seat	Surface needs repair	Surface repair to make safe replace colour wear pad 6 x 1.5 plus 1m2 patchin black	Medium	£1,100.00
Climber - tractor	Item has corrosion (holes in frame, beneath platform, 1 ground mount has failed)	Treat & repair	Medium	waiting for price from fabricator
Climber - tractor	Timber is decayed	Remove - serve no purpose	Medium	£180.00
Climber - tractor	Trip points on the surface (foundations & tree root)	Make level - build up soil - across whole entrance area to tractor	Medium	£850.00
Skate Park				
Half pipe	Surface has holes in it	The asset is considered to be beyond the point of economical repair. Replace. Monitor hazards in the interim, consider preventing use.- remove?	High	
Combination Quarter Pipe & Jump Ramp	The transition between ground and unit exceeds 5mm	Modify with bonded stone 2.6m x 300mm	Medium	£380.00
Combination Grind Box & Jump Ramps	Safety zones should be free from any obstacles	Add self-closing mechanism to the gates	Medium	£280.00
Combination Grind Box & Jump Ramps	The transition between ground and unit exceeds 5mm	Modify with bonded stone 5.5m x 300mm	Medium	£840.00
		Ramp edge surface repair 7.5m x 300mm		£1,150.00
Missing fence pole 94cm x 18mm		Fabricator to fit and weld		£240.00

Complete List of all Items

Item	Maintenance Finding	Description of Works	Risk	Cost
Ancells Farm				
Fencing - Palings	Missing posts	Replace 5no posts	Low	£265.00
Youth shelter	Lateral movement when shaken. Bolts loose & timbers cracked	Remove	Low	£1,200.00
Dinosaur rocker	Seat laminate damaged	Source new seat - not available from manufacturer. Replace with buffalo board	Low	£250.00
Agility balance trail	Rope has been taped	Remove loose/flapping tapes & replace	Low	£50.00
Carousel flat disk	Evidence of wear to the mechanism	service	Low	£275.00
Swing basket	Seat set at incorrect height	Adjust as necessary	Low	£60.00
Multiplay senior	Natural splits/shakes in timbers	Monitor & sand back any splintered edges as required - Man for a day to sand as much as is possible	Low	£450.00
Goal post	Ground level movement	More movement to the post nearer the hut. Re set into place	Low	£450.00
Basketball post	Trip points on surface	Overskim with Thyno pave to make level 5.3m x 5.3m	Low	£2,750.00
Climbing boulders	Missing some parts, finger entrapment risk	Fill void	Low	£180.00
Junior swing	Chain wear	Monitor & replace before 40% wear	Low	£180.00
Junior swing	Seat	Tear in 1 seat, replace	Low	£185.00
Hexagonal bench	Missing parts, decay & screws projecting	Remove	Medium	£450.00
Ariel runway	Service parts. Visible corrosion. Traveller brake function very weak.	Dismantle & inspect. Replace parts as necessary	Medium	£325.00
Swing basket	Bolts loose & movement in top horizontal beam	Tighten/replace bolts to secure	Medium	£240.00
Multiplay junior	Timber decayed & hard/sharp projections	Replace 3 x rotten timbers & tighten projections as appropriate	Medium	£250.00
Climber	Free space and/or falling space contains obstacles that are not permitted. Ground anchors exposed	Build up with soil	Medium	£150.00
Multiplay senior	Bolts loose	Tighten and replace any missing bolts	Medium	£500.00
Multiplay senior	Timber decayed	Replace affected parts	Medium	£260.00
Multiplay senior	Post cracked	Replace	Medium	£850.00
Climbing boulders	Worn grass matting	Inspector advised the operator invests in a safer alternative. Suggested mulch 4m x 3m	Medium	£1,975.00
Junior swing	Bolts loose	Tighten bolts	Medium	
Agility balance trail	Caps missing	Replace caps	Very low	£60.00
Climber	Strimmer damage to timbers	Prevent strimming so closely to prevent further damage	Very low	monitor
	Replace like for like			£1,500.00

	Replace with timber shelter https://www.aeevans.co.uk/product/hexagonal-shelter-with-infills-and-seats/			£9,500.00
	Replace springer			£1,750.00
TOTAL				£24,105.00
Basingbourne Park				
Multiplay senior	Timber is decayed	Inspector considers this asset to have reached the end of its useful working life. Retire - removal costs	High	£1,600.00
Fence palings	3 x missing palings	Replace 3 x missing palings	Low	£180.00
Gates - pedestrian	Gate has violent action	Install slow closer	Low	£360.00
Seating	Item damaged - hole developing fairly sharp edges	Fill to make safe	Low	£120.00
Agility bridge	Trip points on the surface	extend pad and chase cut into ground to finish level and remove trip hazard	Low	£240.00
Play house - station platform	Trip points on the surface	extend pad and chase cut into ground to finish level and remove trip hazard	Low	£240.00
Play house - station platform	Edges not radiused or chamfered	Sand edges to comply	Low	£180.00
Rocker - chicken, elephant & horse	Projecting bolt thread	Change bolt or cut to size. Add cap cover	Low	£60.00
Rocker - chicken, elephant & horse	Shrinking/separation of the surface	Edge repair in black EPDM 22.5 x 300,, plus 1m2 patch in black epdm	Low	£950.00
Rocker - chicken, elephant & horse	Missing star bolt	Replace & tighten	Low	£20.00
Junior swing	Chain wear	Remove & replace chains	Low	£180.00
Junior swing	Shrinking/separation of the surface	edge repair x 22 linear metres x 300mm plus new wear pad 8m2	Low	£1,600.00
Multiplay junior	Wet pour surface is cracking	Resurface patches to make safe x 10m2 total patches	Low	£950.00
Multiplay junior	Delamination of wood	Inspector recommends replacement	Low	£485.00
Multiplay junior	Shrinking/separation of the surface	Surface repair to make safe x 6	Low	included above
Multiplay junior	Slide is cracked	Monitor hazard and replace if necessary	Low	N/A
Multiplay junior	Monitor condition of ropes	Retape ropes	Low	£95.00
Agility - stepping posts	Timber is decayed	Monitor/ remove	Low	£1,200.00
Agility - balance beams x 4	Top of the beams should be made non slip	Add non slip textile x 4	Low	£495.00
Play house - signal box	Missing timbers	Replace 5 x missing timbers	Low	£375.00
Play house - signal box	Timber is decayed	Monitor, & replace if necessary	Low	£380.00
Play train	Paintwork in poor condition	De-scale & repaint	Low	£800.00
Play train	There is a head entrapment	Monitor	Low	N/A

Carousel - rotator pole	Worn bearings	Replace the worn bearings. Apply lubricant	Low	£950.00
Toddler swing	Chain wear	Replace chains x 2 sets	Low	£360.00
Toddler swing	Shrinking/separation of the surface	Resurface to make safe edge repairs x 200mm	Low	£800.00
Rocker - seesaw	Bolts loose	Tighten	Low	£30.00
Rocker - seesaw	Worn grass matting	Resurface with mulch to make safe	Low	£1,850.00
Multiplay - Vinci	Cap missing	Replace	Low	£15.00
Multiplay - Vinci	Item is bent	Fixtures supporting net. Cracks forming. Refer to manufacturer	Low	N/A
Multiplay - Vinci	Laminate damaged	Rub down & treat damaged edges	Low	£360.00
Rocker seesaw Quali	Unusual operation	Dismantle & inspect.	Low	£275.00
Rocker seesaw Quali	Surface is wearing	Surface repair to make safe	Low	£180.00
Space net	Fixtures loose/missing	Left tight by inspector. Apply thread locker	Low	£280.00
Swing - Mixed - 2 Bay 1 Basket 1 Junior	Chain wear & exposed metal rope core	Replace as necessary	Low	waiting for price
Kick wall	Worn grounds areas	Make good - build up and level	Low	£595.00
Swing - surfboard	Chain wear	Monitor & replace before 40% wear	Low	waiting for price
MUGA single end	Finger entrapment	Eliminate the entrapment	Low	N/A
Gates (green arch) - pedestrian	Trip points on the surface	Resurface to make safe	Medium	
Shelter	Foundations present a tripping/impact hazard	Build up type 1 concrete pad to eliminate risk 3m x 3m. Fire debris in shelter on assessment	Medium	£1,750.00
Shelter	Children witnessed using bin to climb onto roof	Reposition bin	Medium	£285.00
Play house - station platform	Timber is decayed	Replace affected parts/remove & replace	Medium	£1,250.00
Junior swing	Damaged seats	Remove & replace seats	Medium	£370.00
Multiplay junior	Significant erosion too underneath of platform	Replace platform	Medium	£380.00
Carousel - rotator pole	Shrinking/separation of the surface	Resurface to make safe edge repairs in black x 300mm	Medium	£480.00
Space net	Surface need repair	Surface repair to make safe	Medium	£290.00
Swing - Mixed - 2 Bay 1 Basket 1 Junior	Surface needs repair	Surface repair to make safe	Medium	£280.00
Kick wall	Timber is decayed	Replace timber	Medium	£650.00
MUGA single end	Children witnessed using goals to climb	Replace panels with ones that don't encourage misuse	Medium	N/A
Rocker - chicken, elephant & horse	Paintwork in poor condition	De-scale & repaint	Very low	£180.00
	Gate area to bridge inside park 3.3m x 1.25 rhynopave			£385.00
	Above including area just outside gate to path			£480.00

TOTAL				£22,985.00
Blackthorns				
Fencing - Post & Rail	Item has some parts missing	Replace missing parts	Low	£220.00
General Surface - Grass	Mole hill present	Eliminate	Low	N/A
Log Stockade	Timber is decayed	Check on a routine basis	Low	N/A
Multiplay - Junior	There are natural splits / shakes in the timbers. Shakes vary	Monitor and consult manufacturer if dimensions exceed 8 mm at sections used to grip / grasp.	Low	N/A
Carousel - Bowl	Fixtures loose or missing	Tighten/replace as necessary	Low	£60.00
Carousel - Bowl	Bolt heads projecting slightly	Tighten	Low	£60.00
Swing - Basket	Chain covers prevent a thorough inspection of all chain links	Service. Remove chain covers to inspect according to manufacturer's instructions	Low	£275.00
Swing - Basket	There are natural splits/shakes in the timbers	Shakes vary. Monitor and consult manufacturer if dimensions exceed 8 mm at sections used to grip/grasp	Low	N/A
Agility - Bridge	Edges not radiused or chamfered	Provide a minimum 3 mm radius	Medium	£520.00
TOTAL				£1,135.00
Calthorpe Park				
Litter bin	Loose in ground	Reset	Low	£250.00
MUGA - Single End	Bolts missing	Replace	Low	£80.00
MUGA - Single End	Netting is damaged	The net encourages climbing - remove (already removed)	Low	N/A
Table Tennis Table	Fixtures loose/missing	Tighten/replace (1 missing 1 stuck)	Low	£80.00
Table Tennis Table	Item is damaged	Monitor hazards and replace as appropriate	Low	Can't be repaired
Bouncing Facility - Small	The surface is crumbling	Surface liable to vandalism. Monitor wear and repair as appropriate	Low	N/A
Swing - Mixed - 2 Bay 4 Seat	Chain wear	Monitor for further deterioration and replace before 40% wear	Low	£720.00
Carousel - Flush	Bearings are worn	Asset not rotating freely. Dismantle / repair as appropriate	Low	waiting for price
Carousel - Flush	The surface is crumbling	wear pad 9.5 x 500mm	Low	£450.00
Multiplay - Toddler	Projecting bolt thread, underside of asset	Cut off and file down to remove sharp edges or use the correct length of bolt	Low	£30.00
Multiplay - Toddler	Bolts missing	Replace	Low	£60.00
Multiplay - Toddler	Cap missing	Replace	Low	£15.00
Agility Trail	This equipment relies on one post for its stability. Special attention should be paid to maintenance (e.g. by monitoring degradation) and if necessary decommissioning the item	Consult with the manufacturer's guidance to determine suitable maintenance	Low	N/A

	before the end of its operating life			
Agility Trail	RoSPA is concerned by accidents on some types of overhead ladders and rings. However, there is a strong development value in these items	The protective surface under all bars and rings must be kept in good condition	Low	N/A
Swing - Junior - 1 Bay 2 Seat	Some chain wear	Monitor for further deterioration and replace before 40% wear	Low	£360.00
Multiplay - Fort	RoSPA is concerned by accidents on some types of overhead ladders and rings. However, there is a strong development value in these items	The protective surface under all bars and rings must be kept in good condition	Low	N/A
Multiplay - Fort	The barrier height is below the minimum of 700 mm, when measured from the surface of the platform, stairs or ramp	Adjust the barriers to provide the correct minimum height	Low	£180.00
Multiplay - Fort	There is a head entrapment	Eliminate the entrapment	Low	N/A
Multiplay - Fort	There is a finger entrapment. Across the unit, prioritise those within an area of forced movement	Eliminate the entrapment	Low	N/A
Multiplay - Fort	Guard rail height is above the maximum permitted of not greater than 850 mm above the surface of the platform, step or ramp. Across the unit	No action required	Low	N/A
Multiplay - Fort	The opening in the guardrail is wider than 500 mm when measured at a height of 600 mm to 850 mm from the platform. Numerous barrier openings across the unit should be fitted with suitable guard rails. These rails should meet the requirements for grasp	Modify to comply x3	Low	£750.00
Cableway - Seat - Double	Chain covers prevent a thorough inspection of all chain links	Remove chain covers to inspect according to manufacturer's instructions	Low	£550.00
Cableway - Seat - Double	There is a finger entrapment	Eliminate the entrapment	Low	N/A
MUGA - Single End	Panel	This design encourages climbing. Monitor and adjust design if appropriate	Medium	N/A
Swing - Single Point - Basket	The supporting components should be dismantled and inspected according to the manufacturer's instructions. This will need doing on a regular basis. This can lead to a high risk if no action is taken	Dismantle and inspect according to manufacturer's instructions	Medium	£325.00
Slide - Embankment	Trip points on the surface	Make level. The inspector recommends filling the steps with a bound material - x 6m2 in total - Rhyno pave	Medium	£850.00
Swing - Mixed - 2 Bay 4 Seat	Fixtures missing	Replace	Medium	Not missing
Swing - Mixed - 2 Bay 4 Seat	Item is not secure	Apply thread locker and tighten	Medium	as above

Agility Trail	Fixtures loose. Most hand grips. Determine the cause and repair as appropriate	Tighten	Medium	£80.00
Multiplay - Fort	Fixtures loose. Most hand grips. Screw heads across the unit are projecting	Tighten	Medium	Appear to be tightened
Cableway - Seat - Double	Cables have been known to fail under load due to wear and corrosion. This is generally where the cable enters into a tube, top bar, sleeve or similar, where the wire is in contact and wears and frays over time but can happen anywhere on the cable. It is important to inspect any hidden parts at least annually. Damaged cables require replacement. This cannot be determined during an annual inspection and is excluded from our inspection. This can lead to a high risk if no action is taken. Refer to the manufacturer's instructions to ensure the correct check is carried out	Some externally visible signs of corrosion present. Conduct an appropriate dismantling inspection according to the manufacturer's instructions	Medium	included in above
Cableway - Seat - Double	The equipment is easily accessible, has a free height of fall exceeding 600 mm, but does not have barriers to the standing surface	No reasonably practicable action is identified	Medium	N/A
TOTAL				£4,780.00
Oakley Park				
Gates - Pedestrian	There is a crushing or shearing point on the side of the gate. Where the gaps reduce to less than 12 mm these have been known to cause serious, permanent injury to children, especially on the hinge side where the leverage forces are significant.	Adjust gate / posts / fit new rubber buffer to ensure a spacing of at least 12 mm throughout the range of the gate to remove the entrapment. The 12 mm gap also should apply on the hinge side of the gate	Low	£120.00
Carousel - Rotator - Pole	Shrinkage/separation of the surface. This may give a trip hazard	Repair 12 LM x 200	Low	£420.00
Carousel - Rotator - Pole	Laminate damaged	Rub down & treat damaged edges	Low	£180.00
Carousel - Rotator - Pole	The surface is cracking. Tree root growth creating trip points	Repair - break out damaged tarmac - regrade base top with EPDM - extend pad - 12m2 x 30mm	Low	£1,680.00
Swing - Junior - 1 Bay 2 Seat	Shrinkage / separation of the surface. This may give a trip hazard	Repair 20LM edge in black	Low	£700.00
Agility - Balance Trail	Shrinkage / separation of the surface. This may give a trip hazard	Repair - edge 27LM x 200mm	Low	£945.00
Agility - Balance Trail	Exposed metal rope core(s)	Wrap with tape to extend life. Monitor for sharp strands breaking free	Low	£35.00
Climber	Shrinkage / separation of the surface. This may give a trip hazard	Repair	Low	

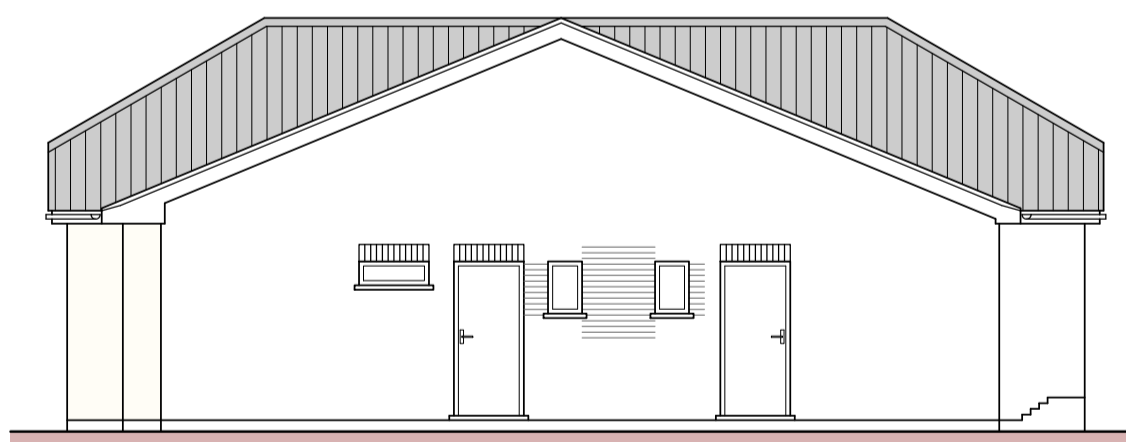
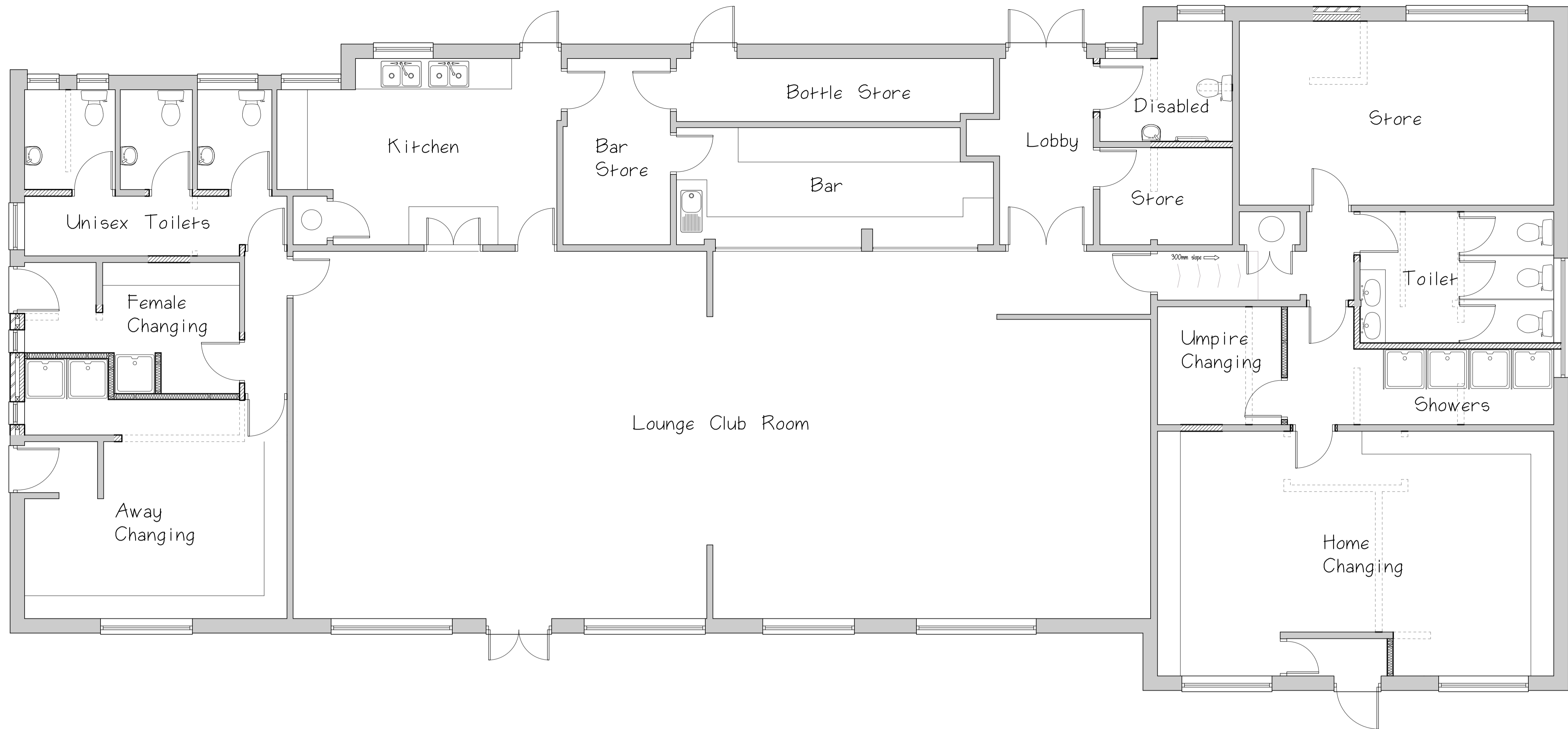
Climber	RoSPA is concerned by accidents on some types of overhead ladders and rings. However, there is a strong development value in these items	The protective surface under all bars and rings must be kept in good condition - edge repair 22lm x 200mm	Low	£770.00
Slide	Shrinkage / separation of the surface. This may give a trip hazard	edge repairs 19.5 LM x 200mm	Low	£683.00
Multiplay - Toddler	Shrinkage / separation of the surface. This may give a trip hazard	edge repairs 19.5 LM x 200mm	Low	£683.00
Swing - Toddler - 1 Bay 2 Seat	The wet pour surface is cracking	Repair - colour wear pad 3 x 1.5m	Low	£520.00
Rocker - Seesaw	Cap missing	Replace x 5	Low	£65.00
Rocker - Seesaw	Shrinkage / separation of the surface. This may give a trip hazard	Repair - edge repair black 14.5 x 300	Low	£580.00
Swing - Cantilever	Some chain wear	Monitor for further deterioration and replace before 40% wear	Low	N/A
Swing - Cantilever	This equipment relies on one post for its stability. Special attention should be paid to maintenance (e.g. by monitoring degradation) and if necessary decommissioning the item before the end of its operating life	Consult with the manufacturer's guidance to determine suitable maintenance	Low	N/A
Swing - Cantilever	There are natural splits / shakes in the timbers	Shakes vary. Monitor and consult manufacturer if dimensions exceed 8 mm at sections used to grip / grasp	Low	N/A
Carousel - Overhead	Item has some parts missing	Replace missing parts	Low	Complete
Basketball Post	Trip points on the surface	Make level 1m x 300mm top up soil	Low	£280.00
Swing - Junior - 1 Bay 2 Seat	Surface has holes in it	Repair - insert colour wear pad 3 x 1.5m	Medium	£520.00
Football Goal	Trip points on the surface	Make level along edge 5m x 1.5 EPDM - rip up existing patches	Medium	£1,050.00
Swing - Cantilever	The supporting components should be dismantled and inspected according to the manufacturer's instructions. This will need doing on a regular basis. This can lead to a high risk if no action is taken	Dismantle and inspect according to manufacturer's instructions	Medium	£325.00
Swing - Cantilever	This equipment has been designed in a way that makes it possible for children to climb to the top. Monitor for issues. The inspector recommends retrofitting a suitable barrier	Fit suitable barrier as advised	Medium	N/A
Swing - Cantilever	Surface has holes in it	Repair 2x2m repair Mulch	Medium	£360.00
Climber - Boulders	In the inspector's opinion the protective surface may not meet the head injury criteria requirements from the height required. Surface heavily worn. The inspector recommends investing in an alternative harder wearing safer surface	Install a more suitable surface - Mulch Pad	Medium	£1,250.00

Agility - Balance Trail	Some chain wear	Monitor for further deterioration and replace before 40% wear	Very low	N/A
TOTAL				£11,166.00
Sorrels				
Gates - Pedestrian	Noisy in operation	Repair - Inspect & Grease	Low	£175.00
Signage	Dog ban & ownership signs recommended	See https://www.rospa.com/en/Play-Safety/Advice/Signs	Low	£650.00
Fencing - Log Stockade	Timbers missing, some decayed	Remove all - make ground good with soil top up	Low	£750.00
Multiplay - Junior	Timber is decayed	Replace affected parts 1 no 2.4m x 17.5cm x 25mm	Low	£220.00
Multiplay - Junior	There is a finger entrapment	Eliminate the entrapment - resin?	Low	£120.00
Swing - Basket	Chain covers prevent a thorough inspection of all chain links	Service. Remove chain covers to inspect according to manufacturer's instructions	Low	£275.00
Swing - Basket	Exposed metal rope core(s)	Replace 1.2m seat	Low	£1,250.00
Swing - Basket	There are natural splits / shakes in the timbers. Shakes vary	Monitor and consult manufacturer if dimensions exceed 8 mm at sections used to grip / grasp	Low	N/A
Swing - Basket	A secondary support device is required to prevent collapse in the event of supporting component failure	Install safety chains	Low	£180.00
Multiplay - Senior	There are natural splits / shakes in the timbers. Shakes vary	Monitor and consult manufacturer if dimensions exceed 8 mm at sections used to grip / grasp as above remove	Low	
Fencing - Post & Rail	Item is at the end of its useful working life	Install new fence	Medium	£4,650.00
Swing - Basket	Bolts loose. Top horizontal beam moves under load	Tighten	Medium	£250.00
Swing - Basket	Timber is not in good condition	Discolouration and percussion testing inconclusive. Check on a routine basis	Medium	N/A
Multiplay - Senior	Item has a limited life	Percussion testing was inconclusive in places. The condition of the timber must be monitored closely. Plan to replace- Recommend removal of this item -	Medium	£3,600.00
Multiplay - Senior	Item has some parts missing. Range of motion not properly restricted. The supporting timbers and fixings are making cracking noises when the asset is used	Replace missing parts - as above remove	Medium	

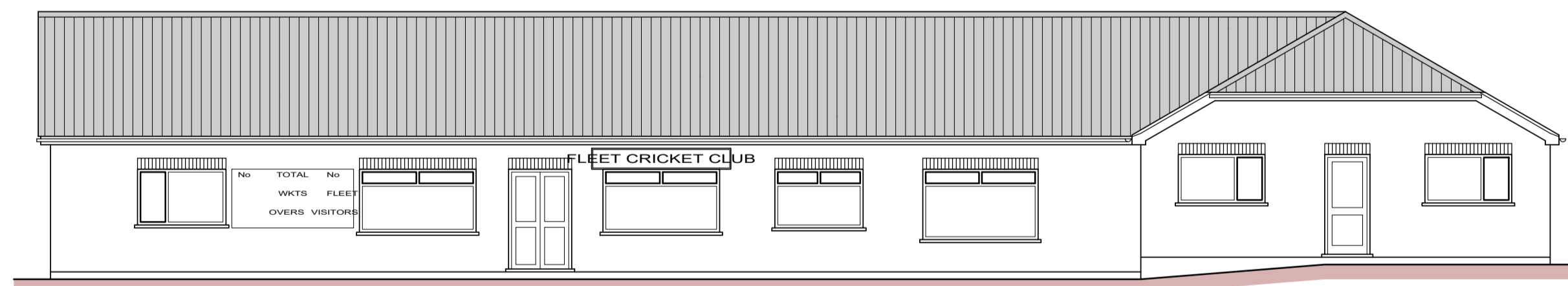
Multiplay - Senior	Inspector is unable to access the upper timbers to verify their integrity. Ensure that they are inspected by a suitably qualified person. The inspector notes visual evidence of timber deterioration	Inspect upper timbers as above remove	Medium	
Multiplay - Senior	Inspector suspects that the upper sections of this item can be reached by climbing	Monitor as above remove	Medium	
TOTAL				£12,120.00
The Views Play Park				
Gate - Pedestrian	Item is damaged	Mesh damaged on gate, replace to make safe	Low	£220.00
Multiplay slide climber	Bolts missing	Replace where possible (equipment is corroded)	Low	
Multiplay slide climber	There is a toggle entrapment	Eliminate the entrapment	Low	N/A
Toddler swing - 2 bay, 4 seat	There is wear in the bushes	Remove shackle bolt, check bush & shackle pin wear, replace as necessary	Low	£220.00
Junior swing - 2 bay, 4 seat	Trip points around the surface	Add earth, make level & sow seed	Low	£420.00
Toddler swing - 1 bay, 2 seat	Item has missing parts	Replace swing seat, chains & fittings	Low	£406.00
Toddler swing - 1 bay, 2 seat	Surface is wearing	Monitor & repair as necessary - edge repair 18LM x 100	Low	£513.00
Toddler swing - 1 bay, 2 seat	Trips points around the surface	Add eart, make level & sow seed	Low	£420.00
Small slide - embankment	Timber is not in good condition	Replace as necessary x 3 steps	Low	£240.00
Small slide - embankment	There is a toggle entrapment	Eliminate the entrapment	Low	N/A
Long slide - embankment	Cap missing on rail	Replace x3	Low	£65.00
Long slide - embankment	Foundations should not present a hazard (tripping, impact) Ensure foundations are not exposed as a result of erosion	Eliminate the hazard 4m2 build up with soil	Low	£570.00
Long slide - embankment	Trip points around the surface	Surafce repair EPDM on slide bank 1.5 x 1.5	Low	£195.00
Long slide - embankment	There is a toggle entrapment	Eliminate the entrapment	Low	N/A
Climber - tractor	There is a head entrapment	Monitor	Low	N/A
Seating	Ground erosion present, foundations visible (2 x benches)	Build up 2.5m x 2m x 100mm base to make safe	Medium	£280.00
Seating	Ground erosion visible	Consider adding grass matting to prevent wear	Medium	£350.00
Multiplay slide climber	Corrosion, holes in frame present	Treat & repair	Medium	waiting for price from fabricator
Multiplay slide climber	Slide faces south which may result in it getting hot	Monitor & prevent usage during these times if necessary	Medium	N/A

Junior swing - 2 bay, 4 seat	Evidence of internal corrosion. Dismantle & repair as appropriate	Inspect & treat rust	Medium	£280.00
Junior swing - 2 bay, 4 seat	Surface needs repair	Surface repair to make safe replace colour wear pad 6 x 1.5 plus 1m2 patchin black	Medium	£1,100.00
Climber - tractor	Item has corrosion (holes in frame, beneath platform, 1 ground mount has failed)	Treat & repair	Medium	waiting for price from fabricator
Climber - tractor	Timber is decayed	Remove - serve no purpose	Medium	£180.00
Climber - tractor	Trip points on the surface (foundations & tree root)	Make level - build up soil - across whole entrance area to tractor	Medium	£850.00
TOTAL				£6,309.00
Skate Park				
Half pipe	Surface has holes in it	The asset is considered to be beyond the point of economical repair. Replace. Monitor hazards in the interim, consider preventing use.- remove?	High	
Half pipe	The height of barriers should be at least 1200 mm and should be reached at a maximum distance of 300 mm from the front of the barrier	Monitor	Low	N/A
Half pipe	The spacing between the barrier bars is in excess of 89 mm. Missing part creating a potential head entrapment	Monitor, repair where necessary	Low	N/A
Combination Quarter Pipe & Jump Ramp	Paintwork is in poor condition	De-scale back to good base material and coat with lead free paint, using appropriate precautions. Repairs may be necessary where corrosion is severe.	Low	
Combination Grind Box & Jump Ramps	Paintwork is in poor condition	De-scale back to good base material and coat with lead free paint, using appropriate precautions. Repairs may be necessary where corrosion is severe	Low	
Combination Grind Box, Jump Ramps & Platforms	The height of barriers should be at least 1200 mm and should be reached at a maximum distance of 300 mm from the front of the barrier	Monitor	Low	N/A
Gate	Gate opens on to the road	Insector advised this is locked to reduce the likelihood of collision with cars - add padlock or bolt shut	Medium	
Half pipe	Paintwork is in poor condition	De-scale back to good base material and coat with lead free paint, using appropriate precautions. Repairs may be necessary where corrosion is severe	Medium	

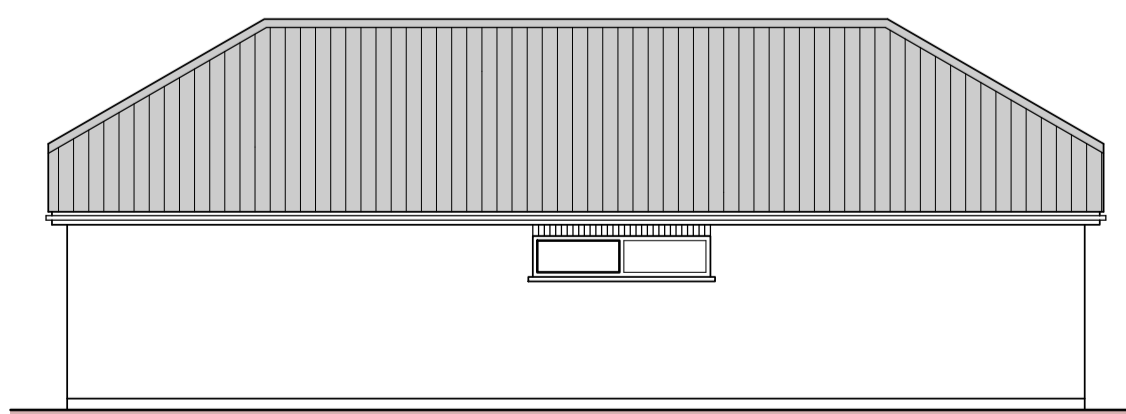
Combination Quarter Pipe & Jump Ramp	The transition between ground and unit exceeds 5mm	Modify with bonded stone 2.6m x 300mm	Medium	£380.00
Combination Grind Box & Jump Ramps	Safety zones should be free from any obstacles	Add self-closing mechanism to the gates	Medium	£280.00
Combination Grind Box & Jump Ramps	The transition between ground and unit exceeds 5mm	Modify with bonded stone 5.5m x 300mm	Medium	£840.00
Combination Grind Box, Jump Ramps & Platforms	Item has corrosion	Treat & repair	Medium	
Combination Grind Box, Jump Ramps & Platforms	Paintwork is in poor condition	De-scale back to good base material and coat with lead free paint, using appropriate precautions. Repairs may be necessary where corrosion is severe.	Medium	
Combination Grind Box, Jump Ramps & Platforms	Surface has small holes or dips	No reasonably practicable action is identified	Medium	N/A
Combination Grind Box, Jump Ramps & Platforms	Barrier query	Verify with the manufacturer that this aspect of the item meets the requirements of the relevant standards. Intermediate platform height measured to be 1500 mm	Medium	N/A
		Ramp edge surface repair 7.5m x 300mm		£1,150.00
Missing fence pole 94cm x 18mm		Fabricator to fit and weld		£240.00
TOTAL				£2,890.00



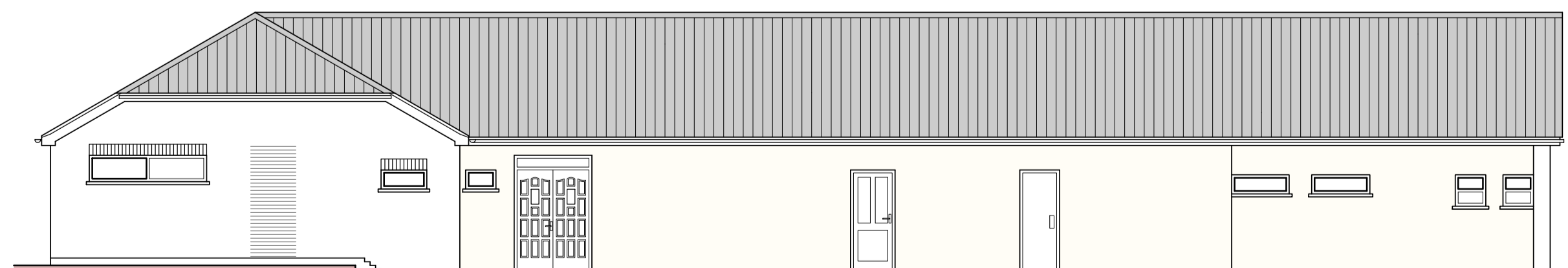
Side Elevation



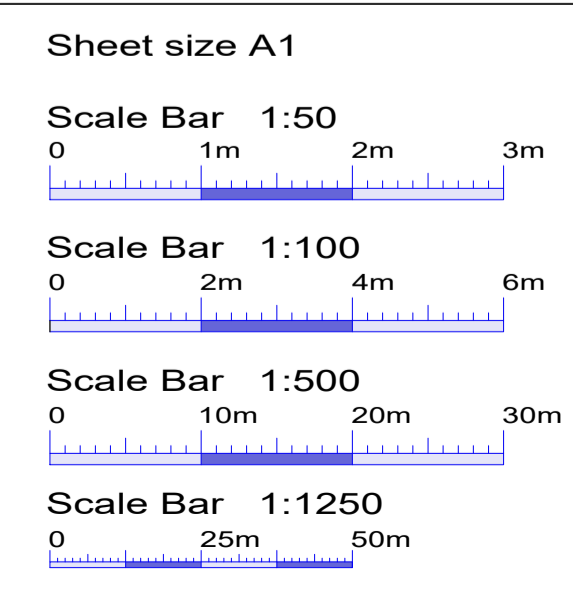
Front Elevation



Side Elevation



Rear Elevation



	CONTRACT Proposed Alterations at Fleet Cricket Club Calthorpe Park Fleet GU51 5DR		CLIENT Fleet Cricket Club	
	SCALE 1:50 1:100		DRG No. 21/22 / 009 / 2	
DRAWING PROPOSED PLANS			REV E	

Clive Milburn MRICS MCABE
 5 Helston Close
 Frimley
 Camberley
 Surrey
 GU16 9FL
 Tel : 01252 835607
 Email : milburndesigns@btinternet.com



Event Application Form

Name of event: Hart FC Summer Football Tournament
Event location: Calthorpe Park
Event date: TBC – Likely June 2024

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

Section 1 – Organiser Details

Name of organisation	Hart FC	
Name of applicant ⁽¹⁾	<input type="text"/>	
Position <i>(if applicable)</i>	Events Officer	
Contract Address	<input type="text"/>	
	Post Code:	<input type="text"/>
Is the above address to be used for invoices? YES/NO – if NO please provide details on a separate sheet		
Personal Contact Details	Home	<input type="text"/>
	Work	<input type="text"/>
	Mobile	<input type="text"/>
	Email Address	<input type="text"/>
Event Public Tel. Enquiry No.	<input type="text"/>	
Event Web Site Address	<input type="text"/>	

Section 2 – Event Details

Hart Football Club would like to hold a summer football tournament, similar to those held by other youth football clubs each year (e.g. Fleet Spurs event at Kennels Lane). As the club has no official 'home' we would like to use Calthorpe Park, as the only space large enough to encompass the necessary number of pitches, along with space for catering etc.

Please indicate the type of Event

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

(1) Name of Charity
Charity Registration Number

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

If NO please give details:

Timings

Date/time to enter site for preparation: Estimate 0700
Date/time to vacate the site after the Event: Estimate 2000
If event is for more than one day, please give details of the Start and Finish times each day

Charges

Is the Event free? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
If NO what are the approximate admission price?
Similar events charge approximately £50 per team, and supplement fund-raiding through charging for parking (usually around £5 per car)
Adults
Children (include any age ranged)
Concessions
Will programmes be available? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
If YES, what is the proposed price?

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Approximate number of people expected to attend?

If over 1000 people are expected please give details of security / stewarding.

The tournament will consist of a number of age brackets, with each bracket staggered over the course of the day. So for example, U7 and U8s start at 0900 until 1200, U9 and U10s 1200 until 1500, U11 and U12s 1500 until 1800

We estimate each bracket would be around 300 people on-site (200 children, along with parents and coaches). In the overlap between brackets, the maximum on-site would therefore be approximately 600

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

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

Item 11

- | | | | |
|---------------------|-------------------------------------|-------------------------|--------------------------|
| Portable staging | <input type="checkbox"/> | Re-enactment groups | <input type="checkbox"/> |
| P.A. System | <input checked="" type="checkbox"/> | Living history or other | <input type="checkbox"/> |
| Stewarding/Security | <input type="checkbox"/> | Other | <input type="checkbox"/> |

NOTES:

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

CAR PARKING

Will vehicles require access to the venue? YES NO

If yes, when and for how long?

NOTE: Parking is NOT allowed on footpaths or the grassed areas of the Council's Parks and Open Spaces

If you have ticked yes above, please provide more details

Access would be required for some vehicles to set up the site from early morning and break it down in the evening. Access would also be required for traders (ice cream van, BBQ) and if we were to have live music etc (tbc)

Will you require Car Park space for Event Staff YES NO

And/or the general public YES NO

Item 11

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

We envisage somewhere in the region of 200-250 cars per age bracket

Our optimum solution for parking would be to use the Views, allowing a safe and easy walk down to Calthorpe Park. Existing car parks (Gurkha Square/Victoria Rd) are unlikely to have the necessary capacity.

Facilities

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

TBC

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

Litter-picks throughout the day, run by age-groups managers

Notes:

1. The event organiser should ensure that the site is regularly litter-picked during the event and at the end of each. In the event that the organiser fails to do this then the Council reserves the right to carry out the works in default and charge the event organiser the cost incurred.

Item 11

2. It is the event organiser's responsibility to arrange removal of all rubbish from the site. You will not be permitted to use any on-site skip/litter bins or any bins in the vicinity of the site, etc for disposal.
3. Where permanent catering facilities are available in the vicinity of the site where the event will take place, the organisers must advise the caterers at least one month before the event takes place of the refreshments they will be providing.

UTILITIES

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

Electricity Water

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

Bad Weather Plan

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

Will the event be; Cancelled Postponed Continue

Please give details if Cancelled or Postponed:

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

Hart FC play in the North-East Hampshire Youth Football League, and regularly play in rain and wind. The only circumstance in which we cancel games are areas of significant standing water, or lightning.

Section 3 - Insurance

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

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

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

Section 4 – Emergency Services

Please supply details of the first aid cover to be provided

TBC

SECTION 5 – BOND

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

Name of person / organisation supplying the bond /cheque

Name

Address

Tel No

Email Address

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

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

Keys - £10 each

Padlocks - £65 Each

Locks - £45 each

SECTION 6 – ADDITIONAL REQUIREMENTS

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

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

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

Signed: [on original]

Position: Events Officer

Date:30 Aug 2023

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

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

Tel: 01252 625246

Email: executive.officer@fleet-tc.gov.uk

I have enclosed, where necessary, the following:-

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

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

(* these documents are required for all applications)

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

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

We are still in the very early stages of planning the event, and are looking to the RLA committee for an indication of whether they would be content with such an event before we explore the detail.

Additional

Any additional information:




Main Events User Agreement

Conditions of Use

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

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

Name (Authorised Signatory from Organisation)	
Signature	On original
Date	30 Aug 2023
Event and Date	Hart FC Summer Tournament – Date TBC
Organisation Name	Hart FC



OFFICER: Rochelle Halliday, Executive Officer
DATE: 6th September 2023
MEETING: Recreation, Leisure and Amenities Committee – 20th September 2023
SUBJECT: Item 12 - Executive Officer's Report

1. Fleet Cricket Club Renovation Works (Item 9.)

Fleet Cricket Club has been in regarding some internal reconfigurations to the Cricket Pavilion at Calthorpe Park.

The proposed internal plans are attached for the Committee's consideration. Whilst the plans show changes to internal walls, there are no changes proposed to the outside of the building.

Members of the Club have been asked to the meeting to answer any questions the Committee may have.

RECOMMENDATION

To provide permission for the internal renovation works at Fleet Cricket Club.

2. Hart District Council Dog Fouling Public Space Protection Order Consultation (Item 11.)

The following communication has been received from Hart District Council:

Hart District Council is running a consultation for the renewal of the dog fouling PSPO that has been in place since 2020. We have identified that you may be an interested party and would like to invite you to make comments.

A Public Space Protection Order (P.S.P.O) is an order that can be created by a Local Authority Under the Anti-social Behaviour, Crime and Policing Act 2014.

The orders can be used to help control behaviours that are having, or are likely to have, a harmful effect on a local community's quality of life.

Hart District Council is proposing to renew the current District wide PSPO, it is proposed that the order will apply to all publicly accessible land within Hart District.

The Order will require dog owners (or anyone with a dog in their care) to clear up and dispose of the dogs' faeces. It also enables a person to be served with a 'Fixed Penalty Notice' if they either fail to clear up and dispose of their dogs' faeces (or a dog within their care), or, if they fail to have the appropriate means to clear up after fouling occurs.'

The Order is proposed to last for a period of 3 years.

For more information please visit:

<https://www.hart.gov.uk/about-council/councillors-and-committees/get-involved-council-decisions/consultations>

The consultation is running from 13:00 04.09.2023 until 17:00 02.10.2023.

Note, that all of FTC owned open spaces are currently protected under the current Public Spaces Protection order for dog fouling.

RECOMMENDATION

To support the proposal from Hart District Council to implement a district wide PSPO for dog fouling.

3. Hart District Council Countryside Partnership Meeting

Just a reminder that the first partnership meeting with Hart District Council is on Monday 25th September, 1pm at The Harlington, for members of the Council who agreed to attend the meeting with the District Rangers.

4. Badger Activity at Fleet Cemetery

The consultant overseeing the Council's badger licence application with Natural England, has confirmed that they are still waiting for the application to be assessed.

Should the application be successful, works can only take place until November, therefore, I have asked the consultants if they can provide details of any specialist contractors to undertake the work so that we can tentatively organise quotes. No work will be undertaken until the licence has been received.

5. Farnborough Airport

The Council has been informed of a consultation by Farnborough Airport in relation to amending the way they operate their services, including increasing the number of flights per year.

For further information visit <https://farnboroughairport2040.com/>