



Notice is hereby given of

THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING

on

Wednesday 21st June 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, S. Tilley, D. Taylor, B. Willcocks, G. Woods and P. Wildsmith.

Rochelle Halliday, Executive Officer
14th June 2023

AGENDA

1.	ELECTION OF CHAIRMAN To receive nominations for and to elect a Chairman of the Recreation, Leisure and Amenities Committee for the local government year 2023/2024.
2.	ELECTION OF VICE CHAIRMAN To receive nominations for and to elect a Vice Chairman of the Recreation, Leisure and Amenities Committee for the local government year 2023/2024.
3.	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.
4.	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.
5.	QUESTIONS FROM THE PUBLIC (3 min per person maximum 15 minutes) To receive questions and statements from members of the public.
6.	MINUTES OF THE PREVIOUS MEETING To receive and approve as a correct record the minutes of the RLA Committee held on Wednesday 15 th March 2023 (<i>copy attached</i>).

Part 1 – ITEMS FOR DECISION	
7.	<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>
8.	<p>THE CEMETERY CLERK'S REPORT To consider the Cemetery Clerk's report (<i>copy attached</i>).</p> <p>RECOMMENDATIONS</p> <ol style="list-style-type: none"> a) To approve the installation of a Commonwealth War Graves Commission sign at Fleet Cemetery. b) To note the Cemetery Clerk's report.
9.	<p>BADGER ACTIVITY AT FLEET CEMETERY To consider and agree the desired approach to managing the badger setts at the Cemetery (see Cemetery Clerk's report).</p> <p>RECOMMENDATION To approve the most suitable approach from the following options:</p> <ol style="list-style-type: none"> 1. Leave the main sett in situ but block off the entrance in the grave (<i>see Cemetery Clerk's report</i>). 2. Close the sett and relocate the badgers to somewhere else within their territory (<i>see Cemetery Clerk's report</i>).
10.	<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</p> <ol style="list-style-type: none"> a) To consider and approve the waiving of tennis court casual hire charges for the period from the 3rd July until the 16th July during Wimbledon (subject to online booking system capabilities). b) To consider and approve the spend of £100 for the application of three Tennis Courts to be painted on the event field, adjacent to the Tennis Courts. c) To note the Facilities and Open Spaces Manager's report.
11.	<p>SECTION 106 ANCELLS FARM GREEN GYM To consider and agree the contractor to supply and fit of the Green Gym at Ancells Farm Park (<i>see Facilities and Open Spaces Manager's report</i>).</p> <p>RECOMMENDATION To approve the recommended contractor for the installation of a Green Gym at Ancells Farm Park, at a cost of £12,984 to be funded from section 106 money.</p>
12.	<p>SECURING THE OPEN SPACE NEAR ANCELLS FARM PARK To consider and agree the measures required to prevent vehicle access along the land leading up to at Ancells Farm Park (<i>see Facilities and Open Spaces Manager's report</i>).</p> <p>RECOMMENDATION To determine and approve the most suitable option to prevent vehicle access.</p>
13.	<p>CRICKET CLUB SIGNAGE</p>

To consider and agree a request from Fleet Cricket Club for the installation of new signage at Calthorpe Park (see *Facilities and Open Spaces Manager's report*).

RECOMMENDATION

To approve the request from Fleet Cricket Club to install a new sign at Calthorpe Park.

14. THE VIEWS - SENSORY GARDEN PROJECT

To consider and agree how the remaining section 106 funds for the Sensory Garden are to be used (see *Facilities and Open Spaces Manager's report*).

RECOMMENDATION

To determine how the remaining section 106 funds for the Sensory Garden are to be used.

15. EVENT APPLICATION - OAKLEY PARK

To consider and approve the request for a brass band event to be held in Oakley Park (*copies attached*).

RECOMMENDATION

To approve the request.

Part 2 – ITEMS TO NOTE

16. HART DISTRICT COUNCIL COUNTRYSIDE ENGAGEMENT PLAN

To receive the Hart District Council report (*copy attached*).

17. EXECUTIVE OFFICER'S REPORT

To receive any updates from the Executive Officer (*copy attached*).

18. FUTURE EVENTS

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

Fleet Carnival	1 st July	High Street/Calthorpe Park
SCAM JAM	22 nd July	The Views
Summer Project (Fleet Phoenix)	27 th July-31 st August	The Views
Open Air Cinema	11 th August-9 th September	The Views
Lions Fireworks Fiesta	4 th November	Calthorpe Park
Basingbourne Scrub Bash	11 th December	Basingbourne Park

19. DATE AND TIME OF NEXT MEETING

The next meeting of the Recreation, Leisure & Amenities Committee will be held on Wednesday 20th September 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. Engagement, terms of service, conduct and dismissal of employees
- b. Terms of tenders, and proposals and counter-proposals in negotiations for contracts
- c. Receipt of professional legal advice and preparation of cases in legal proceedings
- d. The early stages of any dispute
- e. Matters of a commercial nature.

There are no confidential matters.

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FLEET TOWN COUNCIL

MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING

Wednesday 15th March 2023 at 7pm

PRESENT

Councillors: G. Chenery, P. Einchcomb (Chairman), L. Holt, E. May, A. Oliver, R. Schofield

Absent: P. Wildsmith, B. Willcocks

Also Present: Rochelle Halliday – Executive Officer
Alex Robins – Harlington General Manager
Ben Crane – Facilities and Open Spaces Manager
Sian Taylor – Cemetery Clerk
Cllr Daniel Taylor (new FTC Member)
Brian Roberts - Environment Agency
Mike Bye and one other member - Friends of Oakley Park
Dave Harrison – Friends of Basingbourne Park

RLA MARCH 2023 ITEM 1 APOLOGIES

Members received and accepted the apologies from Cllr Woods, Tilley, Cottrell and Fang.

Cllrs Willcocks and Wildsmith were absent.

RLA MARCH 2023 ITEM 2 DECLARATIONS OF INTEREST

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

RLA MARCH 2023 ITEM 3 PRESENTATION FROM THE ENVIRONMENT AGENCY

Members received a presentation from Brian Roberts of the Environment Agency regarding the draft Flood Alleviation Scheme in Fleet. The following was discussed:

- Stakeholder liaison.
- Project progress since 2020 with studies of modelling and appraisal of the proposed project.
- Catchments areas focusing on Fleet Brook and Sandy Lane ditch.
- Issues of flooding intensity and property flooding.
- Currently looking at shortlist of options for flood alleviation including flood resilience measures for approx. 160 properties, topographical changes and de-culverting watercourses.
- Draft plans cover over Oakley and Basingbourne Parks and Beacon Hill. Current thinking is to slow water down and spread it out.
- Next steps are completion of draft scheme, preparation of a business case and community engagement.
- The Environment Agency are not planning on leading the delivery of the flood alleviation scheme and it will need joint financial support and additional grant funding.

Questions/Comments from Members

- Will people be reluctant to take on property level measures. The Environment Agency is projecting around 15 domestic properties likely to accept flood alleviation measures.
- Finding suitable land to take the water would be challenging in some locations especially Oakley Park.
- The draft schemes can be delivered in isolation.
- A site visit with the Environment Agency would be useful.

The full documentation discussed will be shared with the Council after the meeting.

Brian Roberts left the meeting at 7.40pm.

RLA MARCH 2023 ITEM 4

QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from the public.

RLA MARCH 2023 ITEM 5

MINUTES OF PREVIOUS MEETING

Members received and approved as a correct record the main and confidential minutes of the Recreation, Leisure & Amenities Committee meeting held on 21st December 2022. The Chairman signed the minutes as a true record of the meeting.

RLA MARCH 2023 ITEM 6

THE CEMETERY OFFICER'S REPORT

Members discussed the additional expenditure for the maintenance work to the Cemetery paths, to account for inflation. The steep increase was not deemed acceptable. It was noted that the revised price was included on the prior quote issued for the last meeting.

Members agreed that due to the urgent need of the work, that the Executive Officer should negotiate the price if possible.

Members discussed the request for introducing a deposit arrangement for the kerb stone plots. After some discussion, it was agreed to introduce a deposit fee at 50% of the full cost. The permission is valid for twenty-five years.

The revised cemetery fees were discussed briefly. It was suggested that due to the limited space that the option and impact of making the cemetery for Fleet residents only should be explored. **Action: Cemetery Clerk** to investigate.

A discussion took place regarding whether the surplus funds in the Cemetery cost centre should be ringfenced into an earmarked reserve to cover future maintenance costs. Whilst the Council is in a budget deficit situation, it was agreed to leave the funds within the cost centre to offset expenditure elsewhere. A Council decision is not required for this.

RESOLVED

- a) Members opted not to approve the revised cost of the cemetery paths work and to delegated to the Executive Officer to try and negotiate a lower price.
- b) To add to the cemetery fees the option of a 50% reservation deposit for the kerb blocks in the Garden of Remembrance.
- c) Members opted to approve the use of any surplus Cemetery income to reduce the overall year deficit until a balanced budget can be set.
- d) Members noted the Cemetery Officers Report.

RLA MARCH 2023 ITEM 7**CEMETERY FEES 2023/24**

Members reviewed the proposed cemetery fees for next financial year. Some fees have increased to cover costs due to the effects of inflation. Other fees have been increased by a smaller percentage to remain competitive. The overall approach to fee setting was discussed.

RESOLVED

To approve of the proposed fees for Fleet Cemetery 2023/24 with effect from 1st April 2023.

RLA MARCH 2023 ITEM 8**THE HARLINGTON AND ANCELLS FARM COMMUNITY CENTRE REPORT**

The report of the General Manager of the Harlington for the period December 2022 – February 2023 was presented. Members noted the following:

- Performances are going well and more shows are selling out this last quarter.
- More new customers are buying tickets likely as a result of the brochure drop and wider distribution.
- Income levels are good but they are being offset by the higher than expected costs for the building.
- Members commented that expenditure on the building should be closely monitored to ensure that repairs due for the landlord to pay are passed on.

It was agreed that the General Manager's report could be amended to highlight the shows that performed well and less well only, rather than narrative on every show in the period. The report on Ancells Farm Community Centre should remain.

RESOLVED

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

Harlington General Manager left at 8.35pm.

RLA MARCH 2023 ITEM 9**FACILITIES AND OPEN SPACES MANAGER'S REPORT**

Members received and noted the report of the Facilities and Open Spaces Manager (FOSM) for December 2022 – March 2023 along with the repairs list and associated costs for the playground works.

The following matters were discussed:

ROSPA Playground Reports

- Dealing with unbudgeted repairs is difficult when the Council is running a deficit budget so careful consideration needs to be made when approaching repairs.
- Need to consider price vs lifespan when considering repairs – for example any matting that is replaced with an upgraded rubberised surface will likely last longer
- Rather than replacing a piece of equipment of a poor design with like-for-like, the Council would like to consider alternative options first.
- Once the ROSPA report is received it should be saved to the Council portal for Members to review. A summary schedule of works should then be prepared for the Committee to review before undertaking any Medium risk repairs. For High risks officers to repair, in in budget, or take out of use pending a Council decision if over budget.

Ancells Pavilion

- Insurance for remedial work - FOSM met with contracted for insurance company and can confirm all works to repair the pavilion after the water leak will be covered through insurance.

Calthorpe Park

- Members noted there has always been a flooding problem by the public toilets. Installing a soakaway as discussed is unlikely to be an adequate solution – other options need to be sought and considered.

Harlington

- Auditorium flooring – members noted that the auditorium flooring will need sanding and resealing soon.

RESOLVED

Members noted the report of the FOSM.

RLA MARCH 2023 ITEM 10

STUDENT WORK PLACEMENTS

Members considered the option of hosting student work placements from Farnborough College of Technology to help map out a new website, redesign the newsletter and do some market research for the weekly market. The placements are for a period of 45 days and are likely to take place in May.

A meeting at Farnborough College of Technology to meet prospective placement students is to take place on 22nd March 2023.

RESOLVED

To approve, in principle, the hosting of student work placements from Farnborough College of Technology with formal approval to be sought at the next Full Council meeting.

RLA MARCH 2023 ITEM 11

TEMPORARY 4G NETWORK INSTALLATION ON CALTHORPE PARK

Members considered granting permission in principle for the installation of a temporary 4G network in Calthorpe Park for the Coronation event and potentially for future events. Any installation will be carried out and paid for by a third party. The network signal in the Calthorpe Park area is very poor and makes taking card payments at events difficult.

RESOLVED

To approve permission in principle for the installation of a temporary 4G network by an authorised third party in Calthorpe Park, subject to location and design being agreed by Officers.

RLA MARCH 2023 ITEM 12

TEMPORARY INSTALLATION TO RAISE AWARENESS OF YOUTH SUICIDE

Members noted a request from Hampshire Child and Adolescent Mental Health Service to host a sand timer that is being toured around Hampshire to raise awareness of youth suicide.

The 6ft sand timer revolves every 40 seconds to reflect that every 40 seconds across the world someone will end their life by suicide. Coloured balls pass through the timer to reflect on average how many young people end their life by suicide each year. There is also an information board detailing where people can get help.

The installation has been pencilled in for 11th September 2023 for a four week period.

Members noted that the installation would need to be placed somewhere within range of CCTV to ensure it is secure.

RESOLVED

To agree to the temporary installation of the youth suicide awareness sand timer in September, subject to deciding the best location for it.

1 member of the public left the meeting at 9.19pm.

RLA MARCH 2023 ITEM 13 EXECUTIVE OFFICER’S REPORT

Members noted the Executive Officer’s Report.

A donation has been received from the Friends of Ancells Farm as a contribution towards installing a new path. Since the cost of the originally proposed path now far exceeds budget, it was advised that the donation should be returned with a letter confirming that the Council would be willing to discuss any future projects with the group that they may wish to donate to.

RLA MARCH 2023 ITEM 14 FUTURE EVENTS

Members noted the list of future events.

RLA MARCH 2023 ITEM 15 DATE AND TIME OF NEXT MEETING

The next meeting of the Recreation, Leisure & Amenities Committee will be held on Wednesday 21st June 2023 at 7pm in The Harlington.

The meeting closed at 9.29pm

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

Chairman

DATE: RLA meeting 21st June 2023

OFFICER: Alex Robins – General Manager

REPORT COVERING: March - May 2023

1. General overview

- 2022/23 produced a better than expected result with The Harlington and Ancells Farm Community Centre between them finishing £17,500 ahead of budget on income, whilst achieving a £2,500 underspend on expenditure. The net result was a £20,000 surplus against budget. Much of the income improvement came over the final quarter, with a sudden increase in ticket sales, resulting in additional bar income too. The underspend, albeit not huge, was very welcome considering utilities and building maintenance costs exceeded budget considerably, and the officer had little control over these areas. Overall, the 2022/23 budget result was very positive and represented a huge step forward after a few years of considerable disruption.

The new financial year has started where the previous one left off, with continued positive ticket sales, bar sales and hall hire income. There will be the usual slow down heading into the summer, but this is a standard pattern and accounted for when budgeting.

RECOMMENDATION: FOR NOTING

2. Hall hire

The final quarter of the 2022/23 financial year saw the vacation of the vaccination programme, which had supported the venue's hall hire income throughout the year. Income continued well through standard hires, with year-end exceeding budget by £13k.

Hires are remaining strong into the current year.

3. Ticket Sales

Financial successes (over £1,000) March/April/May (based on net ticket sales v performance costs)

90's Rewind - £4,400 contribution
Guns 2 Roses - £3,800 contribution
Abba Fever - £2,400 contribution
Francis Rossi - £2,200 contribution
Comedy Club x 3 – £2,150 contribution
Genesis Connected - £1,400 contribution
Rock For Heroes - £1,400 contribution
Ultimate Elton - £1,400 contribution
Legend - £1,200 contribution
Maet Live - £1,200 contribution
Jazz Club x 3 - £1,200 contribution

Financial losses March/April/May (based on net ticket sales v performance costs)

Black Sabbitch - £300 loss

4. Bars

- Bar sales are determined by ticket sales and remained as strong as possible based on attendees. The positive was that throughout the year, even when attendees were lower, they were still spending money, with spend per heads being achieved or exceeded as a matter of course.

As with ticket sales, the final quarter was very strong and ensured that bar income came in exactly on target. This trend is continuing into the new financial year with good results across the board.

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

- All ancillary targets were exceeded for the year, with costs on target.

6. Coffee shop

- No coffee shop sales across the year. The area has been used for vaccinations for most of the period.

7. Ancells Farm Community Centre

- Income finished the year slightly ahead of target, however utilities and building maintenance costs were higher than budgeted meaning the bottom line was dead on target for the year.

The new financial year has started as it would be expected to.

RECOMMENDATION: FOR NOTING

Monthly Performance Totals (net of VAT)

April	Hall Hire Income	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution
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	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
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
TOTALS	£ 4,123.40	£ 39,040.85		£ 25,027.25	£ 14,013.60	£ 24,591.86	£ 9,937.43	£ 14,654.43	£ 3,128.27	£ 67,756.11	£ 38,092.95	£ 29,663.16

Officer Report

RLA June 2023

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

Items for decision

War Graves sign

The Commonwealth War Graves Commission would like to have a sign at the cemetery entrance to let the public know we have 9 war graves. The signs project commenced as part of the centenary of the First World War and they are hoping to have signs everywhere there is a war grave. It is an initiative to increase awareness of war graves in the UK and to remind people they need not travel abroad to find Commonwealth Commemorations.



The sign will be installed, paid for and maintained by the Commission on a permanent basis.

RECOMMENDATION

To approve the installation of a Commonwealth War Graves Commission sign at Fleet Cemetery.

Items to note

Badger update

Councillor Schofield, Rochelle Halliday and I met with 2 people from The Ecology Group at the cemetery, following evidence of increased badger activity. At the visit we discovered there were several setts and outlying setts all around the cemetery, including in the garden of remembrance. This was difficult to see at their last visit due to the snow. Most of the entrances that are in use are around the edges of the cemetery in the undergrowth so are not causing issues. Three graves have holes in – 2 have been identified as not badgers as the entrance holes are not large enough. These will be filled in by grounds maintenance.

The remaining grave pictured below will need to be dealt with and restored as it is in use by badgers. Fortunately, the tunnel through the grave does not look deep enough to have affected the coffins however the grave feels unstable and has been cordoned off for safety and the family notified.

The Ecology group will now send us a revised report, ready to complete the application to Natural England. This will include a method statement describing how a sett closure (if appropriate) would be undertaken and mapping of existing setts. This is required to obtain a licence.

At the meeting we discussed 2 options for dealing with the situation given the extent to which the badgers occupy the cemetery. Both need a licence:

1. Leave the main sett in situ but block off the entrance in the grave – this would involve one way gates and badger proof netting. Once the entrance is closed then the grave can be reinstated.

This option does not guarantee that the badgers won't dig somewhere else in another grave, but it will be preferable to not closing the sett which can be difficult. There would be a rolling watch put on the cemetery and other graves could be dealt with in the same way if more are damaged in the future.

2. Close the sett and relocate the badgers to somewhere else within their territory. This involves closing all entrances as above and once the sett is empty, digging it out otherwise new badgers would likely occupy it. We would then have to build a new sett for them somewhere close. The most likely place for this is down the bottom of the garden of remembrance in the corner by the garages. Due to the water table, the sett would have to be above ground.

This option does not guarantee that the badgers would even move there even though they would be encouraged to, and they could dig somewhere else within the cemetery. As there are so many entrances in separate locations, we do not know if they are separate setts or all part of the same family of badgers. This is a costly option with no guarantees.

We are currently waiting for the updated report and recommendations.



Cemetery pathways update

The red section of the pathways has been completed however is far from satisfactory. The surface is letting grass grow through, is damaged in places and looks unfinished. The company have met with us twice at the cemetery and they are very happy with their work, saying the product has performed well and as expected and that it improves with time. They have been back twice to make good repairs, but it has made little difference.

New burial area

I am looking into the pros and cons of keeping the new burial area for Fleet Town Council residents only as some other councils do.

SCOPE LIST - Supplement 1

Claim Details

Fleet Town Council
Ancells Farm Drovers End

Fleet
Hampshire
GU51 2XB

Client Reference: 27230000102

Our Reference: 470165

1 lobby (5.20m long x 5.10m wide x 2.40m high)		Floor (26.52 m2)	Walls (49.44 m2)	Perim (20.60 m)
<i>Line</i>	<i>Item</i>	<i>Units</i>		
1	Remove existing plasterboard Supply and fix Plasterboard 9.5mm thick nailed or screwed to ceilings skim finish over 300mm wide inc working platform up to 2.6m high. : (Includes Materials) -	26.52 (Per SQM)		
2	Supply and fit mat or quilt insulation glass fibre 200mm thick: (Includes Materials) -	26.52 (Per SQM)		
3	Prepare one Mist coat to ceilings: (Includes Materials) -	26.52 (Per SQM)		
4	Prepare two coats emulsion to ceiling: (Includes Materials) -	26.52 (Per SQM)		
5	Apply stain block to walls (Stained area only): (Includes Materials) -	4 (Per SQM)		
6	Prepare one Mist coat to walls: (Includes Materials) -	49.44 (Per SQM)		
7	Remove softwood or hardwood door dispose: (Labour Only) -	5 (Each)		
8	Fix only new internal flush door including fitting of all ironmongery: (Labour Only) -	5 (Each)		
9	[PC] PC6 x interior doors pc sum for supply only of doors	1 ()		
10	Prepare one coat primer one undercoat and one coat gloss to wood/metal surfaces. n.e. 300mm girth: (Includes Materials) -	45.6 (Per Lin M)		
11	Prepare one coat primer one undercoat and one coat gloss to wood/metal surfaces. over 300mm girth: (Includes Materials) -	10 (Per SQM)		
2 refs room (2.60m long x 2.60m wide x 2.40m high)		Floor (6.76 m2)	Walls (24.96 m2)	Perim (10.40 m)
<i>Line</i>	<i>Item</i>	<i>Units</i>		
12	Prepare one coat primer one undercoat and one coat gloss to wood/metal surfaces. n.e. 300mm girth: (Includes Materials) -	10 (Per Lin M)		
13	Prepare two coats emulsion to walls: (Includes Materials) -	24.96 (Per SQM)		
14	Apply stain block to walls (Stained area only): (Includes Materials) -	4 (Per SQM)		
15	Prepare one Mist coat to ceilings: (Includes Materials) -	6.76 (Per SQM)		
16	Prepare two coats emulsion to ceiling: (Includes Materials) -	6.76 (Per SQM)		
17	Supply and fit mat or quilt insulation glass fibre 200mm thick: (Includes Materials) -	6.76 (Per SQM)		
18	Remove existing plasterboard Supply and fix Plasterboard 9.5mm thick nailed or screwed to ceilings skim finish over 300mm wide inc working platform up to 2.6m high. : (Includes Materials) -	6.25 (Per SQM)		
19	Prepare one coat primer one undercoat and one coat gloss to wood/metal surfaces. over 300mm girth: (Includes Materials) -	4 (Per SQM)		

Prism Network Limited

t: 0116 216 8630
f: 0845 280 0157
e: info@prismnetwork.co.uk

www.prismnetwork.co.uk

Chantry House, Grange Business Park, Enderby Road, Leicester, LE8 6EP
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3 wc (1.00m long x 1.50m wide x 2.40m high)		Floor (1.50 m2)	Walls (12.00 m2)	Perim (5.00 m)
<i>Line</i>	<i>Item</i>	<i>Units</i>		
20	Prepare one coat primer one undercoat and one coat gloss to wood/metal surfaces. over 300mm girth: (Includes Materials) -	4 (Per SQM)		
21	Remove existing plasterboard Supply and fix Plasterboard 9.5mm thick nailed or screwed to ceilings skim finish over 300mm wide inc working platform up to 2.6m high. : (Includes Materials) -	1.5 (Per SQM)		
22	Supply and fit mat or quilt insulation glass fibre 200mm thick: (Includes Materials) -	1.5 (Per SQM)		
23	Prepare one Mist coat to ceilings: (Includes Materials) -	1.5 (Per SQM)		
24	Prepare two coats emulsion to ceiling: (Includes Materials) -	1.5 (Per SQM)		
25	Apply stain block to walls (Stained area only): (Includes Materials) -	4 (Per SQM)		
26	Prepare two coats emulsion to walls: (Includes Materials) -	12 (Per SQM)		
27	Prepare one coat primer one undercoat and one coat gloss to wood/metal surfaces. n.e. 300mm girth: (Includes Materials) -	10 (Per Lin M)		
4 shower room (2.80m long x 2.50m wide x 2.40m high)		Floor (7.00 m2)	Walls (25.44 m2)	Perim (10.60 m)
<i>Line</i>	<i>Item</i>	<i>Units</i>		
28	Prepare one coat primer one undercoat and one coat gloss to wood/metal surfaces. n.e. 300mm girth: (Includes Materials) -	10 (Per Lin M)		
29	Remove softwood or hardwood door dispose: (Labour Only) -	1 (Each)		
30	Fix only new internal flush door including fitting of all ironmongery: (Labour Only) -	1 (Each)		
31	Prepare two coats emulsion to walls: (Includes Materials) -	16.44 (Per SQM)		
32	Hack off and dispose existing ceramic wall tiles prepare surface for replacement exceeding 1m2 : (Includes Plant) -	9 (Per SQM)		
33	Ceramic wall tiles (PC £25.00/m2) supply and fixing with adhesive and grouting over 300mm wide: (Includes Materials) -	9 (Per SQM)		
34	Apply stain block to walls (Stained area only): (Includes Materials) -	4 (Per SQM)		
35	Remove and reinstall existing light fitting Bulkhead or batten fitting: (Labour Only) -	1 (Each)		
36	Prepare one Mist coat to ceilings: (Includes Materials) -	7 (Per SQM)		
37	Prepare two coats emulsion to ceiling: (Includes Materials) -	7 (Per SQM)		
38	Supply and fit mat or quilt insulation glass fibre 200mm thick: (Includes Materials) -	7 (Per SQM)		
39	Remove existing plasterboard Supply and fix Plasterboard 9.5mm thick nailed or screwed to ceilings skim finish over 300mm wide inc working platform up to 2.6m high. : (Includes Materials) -	7 (Per SQM)		
40	Prepare one coat primer one undercoat and one coat gloss to wood/metal surfaces. over 300mm girth: (Includes Materials) -	4 (Per SQM)		
5 strip out and genera (1.00m long x 1.00m wide x 1.00m high)		Floor (1.00 m2)	Walls (4.00 m2)	Perim (4.00 m)
<i>Line</i>	<i>Item</i>	<i>Units</i>		
41	General Labourer- - {strip out labour x 2 men 1 day extra hours to cart debris to nearest availbe car parking - site in middle of field}	16 (Per Hour)		
42	Clear out rubble and debris from house or maisonette. load into skip and cart away: (Includes Plant) -	3 (Per CBM)		
43	[PC] PCskip yard	1 ()		
44	Take up and dispose existing loft insulation (Loose or Quilt) : (Labour Only) -	42 (Per SQM)		
45	Electric check (full) - Carry out either full electrical check to the property and issue report.: (Labour Only) -	1 (Each)		

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46 [PC] PCsafety flooring pc sum

1 ()

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Officer Report**RLA Committee****Wednesday 21st June 2023****OFFICER: Facilities & Open Spaces Manager (FOSM)****DATE: 5th June 2023****SUBJECT: General Report****1. Playground Repairs**

- Majority of items scheduled for repair have now been completed with just a few items awaiting repairs.
- The Cable ways in Calthorpe Park and Ancells Farm are awaiting parts but are due to be repaired shortly.
- Items which require bearing replacements are also still awaiting parts delivery.

2. Ancells Farm Community Centre

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

3. Ancells Play Park

- The Cableway has now been repaired after it was taken out of action earlier this year.

4. Ancells Farm – Green Gym

- Approval has now been given from HDC for the use of S106 funds to be used for the installation of a Green Gym.
- Previously, a quote for the amount of £15,075 was received and approved. However, since then a lower quote has been received from Fresh Air Fitness for the amount of £12983.25. This is a saving of £2,091.75.
- The equipment and installation are of the same style within both quotes.

RECOMMENDATIONS

To approve the recommended contractor for the installation of a Green Gym at Ancells Farm Park, at a cost of £12,984 to be funded from section 106 money.

5. Ancells Farm General

- Costs have been obtained 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 however will not secure the entire green space as access can still be gained from the road (Chestnut Close).
- There are two options for the installation of the bollards;
 1. Install 30 bollards and resecure fallen ones, keeping the current hard standing parking area as is - £3,150 + VAT.
 2. Install 26 bollards and resecure fallen ones, continue in a straight line, blocking out the current hard standing parking area - £2,730 + VAT.
- Option 1 will leave the existing parking area at the rear of the pub as it currently is.
- Option 2 will block out the parking area and make it unavailable for parking.

RECOMMENDATIONS

To determine and approve the most suitable option to prevent vehicle access.

6. 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.
- Ceilings in the Entrance Hall and the Officials Changing Rooms have all been removed along with warped doors and flooring.
- Drying equipment is due to be going in to remove any moisture in the walls.
- The Friends of Ancells Farm have completed the painting of the New Mural on the outside of the Pavilion.



7. Basingbourne

- Minor electrical repairs have been carried in the pavilion to gain an up to date EIC.
- Dec Report 2022 report- *Clearance works have taken place at the rear of Wickham place and green waste left within the woodland. Vivid, who are the owners of the block of flats within Wickham place, have been contacted to resolve the problem – UPDATE Mar 2023 – Vivid has responded; “Works were undertaken to prevent badgers continuing to dig further under the blocks nearest the river.”*
- Concerns were raised by a resident of a blockage to a culvert at the rear of their house, located in Longdown, at the lowest part of the woodland. Cllr Schofield and the FOSM attended the site and cleared away the blockage whilst also examining the site.
- Solutions are being investigated to prevent the pipe from blocking by installing a pipe guard.
- Repairs have been ordered for the damaged wetpour surfacing around the over 8's play area.

8. Calthorpe Park General

- One of the cableways has now been repaired after it was taken out of action in April.
- Fleet saw a successful Kings Coronation Celebration held at Calthorpe Park on 7th May.



9. Calthorpe Park Tennis

- In previous years, FTC allow free use of its Tennis Courts during the Wimbledon Championships.
- This year Wimbledon is scheduled from the 3rd July until the 16th July.
- The total income for casual hire during this period in 2022/23 was approximately £150.00.
- When offered free of charge, the Calthorpe Park Tennis Courts get a lot of usage during the Wimbledon Championships and encourages people to “have a go” at Tennis.
- In previous years, it has been noted that it is difficult for families with very young children to get on the courts for children to play, without the worry of being in the way of other users.
- The FOSM has spoken with the ground’s maintenance team, and by using the Line Painting Robot, 3 small scale Tennis Courts could be painted on the field beside the main courts.
- This would allow families to play with young children or even bring along a pop-up net and have a play.
- The cost to have 3 Tennis Courts painted on the field would be £100. This would be a one-time application and would last for approximately 1 week.

RECOMMENDATIONS

- a) To consider and approve the waiving of tennis court casual hire charges for the period from 3rd July until 16th July during Wimbledon (subject to online booking system capabilities).
- b) To consider and approve the spend of £100 for the application of three Tennis Courts to be painted on the event field, adjacent to the Tennis Courts.

10. Fleet Cricket Club – Signage Request

- The Cricket club have requested approval to supply and install a sign (see design below) to be sighted at the entrance of the Calthorpe Park (Reading Road North) on the left side of the entrance, behind the railings. Apart from a very small road sign there is nothing to advertise that Fleet has a cricket ground as it can't be seen from the road.
- The sign would sit next to the current Calthorpe Park sign and measure approximately 2m wide x 1m tall x 2mm thick. (The measurements would not exceed that of the "Calthorpe Park" sign already in situ).
- FCC are happy to amend the size of the sign should this be requested by Members.
- Made of metal with smoothed off edges.
- It would be erected on two upright supports that would need to be put into the ground as per the "Calthorpe Park" sign.



Fleet Cricket

Established in 1893



Sign Sponsored by

RECOMMENDATIONS

To approve the request from Fleet Cricket Club to install a new sign at Calthorpe Park.

11. Harlington

- Various plumbing repairs have been made around the building including; New Thermal Mixing Valves (TMV) installed in the 1st floor toilets. New access panels for under sinks to allow easier access when carrying out checks and maintenance.
- The buildings lightning strips have been repaired.
- New locks have been installed on various doors following a health and safety assessment, such as store cupboards.

12. The Views – Sensory Garden Project

- Planned Sensory Garden works have been completed.
- Currently there is a figure of £10,981 remaining in the S106 fund allocated to the Sensory Garden.
- Members are asked to consider the use of the remaining funds.
- As an example of items previously discussed;
 - Flower Beds x2 with pollinator flowers - £7,886 + VAT. These would be placed in the two corners on the lower field at the furthest point.
 - Wet pour Pathway (similar to the Oakley Park woodland path) running from the path nearest the Victoria Road car park and connecting to the footpath near the new Visual/Scented area. A new path would run in front of the existing three benches along the tree line. – Approx Cost - £3,500 + VAT.
 - The idea of having a Sundial was discussed previously, however Officers have been unable to secure a quotation for a permanent feature to be installed which is within the current budget. However, another option which Officers have looked at, is the potential to have a semi-permanent sundial painted on the tarmac path by the main gates to the Views Meadow. The markings could be applied using the same method as playground markings and would have an approximate lifespan of around 5-8 years before fading. The approximate cost would be in the region of £1,000.

RECOMMENDATION

To determine how the remaining section 106 funds for the Sensory Garden are to be used.

13. Oakley Park

- The Friends of Oakley Park put on a 2k Childrens Fun Run on 14th May.

14. Additional

Basingbourne Woods

- Emergency tree removal works have been carried out after residents reported a tree had fallen into the road due to high winds.

Open Spaces

- FTC have entered the South & Southeast in Bloom Awards 2023
- The parks entered this year and judging dates and times are;
- Oakley Park – **26th June 1.30pm**
- Oakley Park Conservation Area – **26th June 1.30pm**
- The Views Meadow (New Entry) – **26th June 3pm**
- Basingbourne Conservation Area – **6th July 10am**
- Basingbourne Park – **6th July 10am**
- Calthorpe Park – **6th July 11am**
- Fleet Cemetery – **6th July 12.30pm**

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 are already planned for “quiet” days in the building.

Lengthsman Scheme

- The Council has signed up to the Lengthsman Scheme for 2023/24.

Annual Tree Survey

- The annual Tree Survey Priority 3 works listed from 2022 started in April 2023 and are nearing completion.

RECOMMENDATIONS SUMMARY (NOT LISTED AS A SEPARATE AGENDA ITEM)

- a) To consider and approve the waiving of tennis court casual hire charges for the period from the 3rd July until the 16th July during Wimbledon (subject to online booking system capabilities).
- b) To consider and approve the spend of £100 for the application of three Tennis Courts to be painted on the event field, adjacent to the Tennis Courts.
- c) To note the Facilities and Open Spaces Manager’s report.



Event Application Form

Name of event: Friends of Oakley Park, Brass Band in the Park
Event location: Oakley Park
Event date: 17th or 24th September 2023

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

Section 1 – Organiser Details

Name of organisation	Friends of Oakley Park	
Name of applicant ⁽¹⁾	[REDACTED]	
Position <i>(if applicable)</i>	[REDACTED]	
Contract Address	[REDACTED]	
	PostCode:	[REDACTED]
Is the above address to be used for invoices? YES /NO – if NO please provide details on a separate sheet		
Personal Contact Details	Home	[REDACTED]
	Work	
	Mobile	[REDACTED]
	Email Address	[REDACTED]
Event Public Tel. Enquiry No.	N/A	
Event Web Site Address	www.oakleypark.org.uk	

Section 2 – Event Details

Description of Proposed Event:

Brass Band Concert in the Park with tea/coffee/cakes. We envisage a nominal 2-hour band concert with a short interval for the band.

As we do not have a bandstand, we propose to erect 2 identical gazebos for the band who will join the audience on the grass.

Audience will be local people who will need to bring their own chairs or merely sit on the grass.

Please indicate the type of Event

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

(1) Name of Charity N/A

Charity Registration Number N/A

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

If NO please give details:

N/A No fees are charged. Free admission to all. Donations are always welcomed.

Timings

Date/time to enter site for preparation: 17 th or 24 th September 2023, 12:00
Date/time to vacate the site after the Event: 17 th or 24 th September 2023, 17:00
If event is for more than one day, please give details of the Start and Finish times each day N/A

Charges

Is the Event free? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> If NO what are the approximate admission price?
Adults
Children (include any age ranged)
Concessions
Will programmes be available? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If YES, what is the proposed price?
Approximate number of people expected to attend? If over 500 people are expected please give details of security / stewarding. We expect around 200 people will attend, depending on the weather.

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⁾	X
Carnival procession ⁽¹⁾	<input type="checkbox"/>	Live Entertainment ⁽¹⁾	<input type="checkbox"/>
Fairground equipment	<input type="checkbox"/>	Lost children point	X
Aircraft	<input type="checkbox"/>	Barrier/Fencing	<input type="checkbox"/>
Parachutists	<input type="checkbox"/>	Marquees	<input 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	X
Motorcycles	<input type="checkbox"/>	Alcohol ⁽³⁾	<input type="checkbox"/>
Other motor vehicles	<input type="checkbox"/>	Food/drink concessions	<input type="checkbox"/>
Coconut shy	<input type="checkbox"/>	On site communications	<input type="checkbox"/>
Inflatable's (e.g bouncy castle)	<input type="checkbox"/>	Market stalls	<input type="checkbox"/>
Portable staging	<input type="checkbox"/>	Re-enactment groups	<input type="checkbox"/>
P.A. System	<input type="checkbox"/>	Living history or other	<input type="checkbox"/>
Stewarding/Security	<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.
- ⁽⁴⁾If a TEN application is submitted to Hart District Council, permission will be obtained from FTC before the TEN will be granted.

CAR PARKING

Will vehicles require access to the venue? YES NO

If yes, when and for how long?

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

If you have ticked yes above, please provide more details

Will you require Car Park space for Event Staff YES NO

And/or the general public YES NO

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

The members of the Brass Band will park inside the park utilising the grassed area between the Albany Road tree-line and the football protection wire fencing. Reverse parking will be used to permit unrestricted departure for each vehicle. This allows the band to store valuables in their locked cars as the pavilion will be open for the use of toilets and refreshment preparation.

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.

Use of pavilion toilets and kitchen.

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

The site will be cleared of all additional debris, after the event, by FOP volunteers.

Notes:

1. The event organiser should ensure that the site is regularly litter-picked during the event and at the end of each. In the event that the organiser fails to do this

then the Council reserves the right to carry out the works in default and charge the event organiser the cost incurred.

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

UTILITIES

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

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

Electricity Water

Please take meter readings before and after the event.

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

Water will be used for hand washing and refreshment preparation.

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 is cancelled, for whatever reason, FOP will place printed notices around the park, publish the cancellation on our Facebook and Website pages. On the planned day of the event, FOP marshals will be at all entrances to inform intrepid visitors that the event has been cancelled.

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

Section 3 - Insurance

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

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

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

Section 4 – Emergency Services

Please supply details of the first aid cover to be provided.

Two of our committee members are qualified first aiders

A 1-10 person first aid box will be available in the pavilion.

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 N/A

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 - £15 each

Padlocks - £65 Each

Locks - £45 each

SECTION 6 – ADDITIONAL REQUIREMENTS

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

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

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

Signed:

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

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

Tel: 01252 625246
Email: clerk@fleettowncouncil.org.uk

I have enclosed, where necessary, the following:-

Please note that new / first time applications need to be approved by the Fleet Town Council, Recreational, Leisure & Amenities Committee before an application will be accepted.
Please check dates of the next meeting and ensure that all documentation is handed in no less than 10 days prior to the meeting date.

(* these documents are required for all applications)

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

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

FOP's Third-Party Insurance Policy is already in FTC's possession.

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	
Date	7 th June 2023
Event and Date	17 th or 24 th September 2023
Organisation Name	Friends of Oakley Park



Countryside Engagement Plan

Engaging with residents through Parish Councils

November 2022

Introduction

This plan outlines the countryside services strategy for engaging with its residents, specifically through engagement with parish councils.

Hart District Council is primarily committed to engaging with and informing parish councils of site works and activities as they represent the voice of the community at a local level. Good communications and engagement with parish councils is therefore key to Hart Countryside's overarching engagement plan. Through their voice we can engage with all residents in a parish ward, not just a site's adjoining landowners.

Successful engagement with local people will reduce instances of discontent, helping to build a positive relationship with the communities which we serve. We also hope understanding why these works are taking place might inspire the next generation of countryside ambassadors. Strong partnership working will help to identify common interests and help identify opportunities for joint working, helping to save costs.

This plan sits in line with the councils [Corporate Communications and Engagement Strategy](#). They should not be read in isolation. The Countryside plan focuses on specific engagement with parish councils as an outcome of informing the local community of management activities and decisions on our countryside sites.

Key Stakeholders

Hart District Council engages and works with many different stakeholders in order to maintain 16 sites, equating to 425 hectares of land or 1050 acres. Stakeholder groups include:

- Other Local Authorities
- Parish Councils
- Residents
- County Councils
- Volunteers
- Interested groups such as the Hartley Wintney Heritage Society
- NGO's (Charities etc)

Table 1. List of countryside sites and parish they sit within.

Name	Parish area
Fleet Pond	Fleet
Hartland Country Park	Fleet
Edenbrook Country Park	Fleet
Bramshot Farm Country Park	Fleet
Elvetham Heath Nature Reserve	Elvetham
Odiham Common	Odiham
Broad Oak Common	Odiham
Hazeley Heath	Hartley Wintney / Mattingley

Hartley Wintney Central Commons Includes: <ul style="list-style-type: none"> • Central Common • Cricketers Green • Causeway Green • Hunts Common 	Hartley Wintney
Phoenix Green	Hartley Wintney
Queen Elizabeth II Fields	Hartley Wintney
West Green Common	Hartley Wintney
Stoken Green	Hartley Wintney
Cricket Hill Pond	Yateley
Royal Oak Valley	Yateley
Whitewater Meadows	Hook
Ashwell's Copse	Hook

Each site is unique and has its own countryside management plan tailored specifically to the site's ecology and habitats. The countryside services engagement plan needs to take account of each areas unique characteristics and adapt to changing communities and evolving priorities. Each site management plan will have a section on engagement, which will reflect these site-specific differences.

Hart District Council's Communications Channels

Digital

The countryside service regularly schedule countryside specific social media posts that go out on our main corporate channels listed below:

Facebook

The official Facebook page for Hart District Council, run by the Communications team can be found here: [facebook.com/HartDistrictCouncil](https://www.facebook.com/HartDistrictCouncil). On this page there is a range of information from each service area and the latest news from across the district.

Twitter

The official twitter channel of Hart District Council can be found here: [@HartCouncil](https://twitter.com/HartCouncil). Keeping up to date with projects, the latest news and events across the district

Instagram

Harts Districts official [Instagram account](#) keeps up to date with projects, the latest news and events across the district.

LinkedIn

The Council update our [LinkedIn page](#) regularly with business news.

YouTube

[Hart District Council YouTube Channel](#). This is used to live stream Council meetings.

Website

Hart's Countryside Service has its own pages on Hart District Councils website. These can be found under: hart.gov.uk/countryside-nature. Information about all our sites, projects, volunteering, and events can be found here.

Publications

Hart District Council publish [Hart News](#) twice a year - in the spring/summer and autumn/winter – it is delivered to all households in Hart District. Hart News is used to tell residents about the services we provide, local activities and events. There is also information in Hart News about some of the things the council's partners, such as the police and local housing associations, are doing.

Limited advertising space is offered for local businesses and organisations, for more information, stakeholders can email hartnews@hart.gov.uk or download the council's [media pack](#).

Councillor Connect is an electronic publication that is circulated every other week. Its content is aimed specifically at Parish and Town councillors to keep them in the loop about Hart's activities and any other related information.

At each countryside site there is a site notice board. Updates and notifications about works are displayed here on the noticeboards on posters.

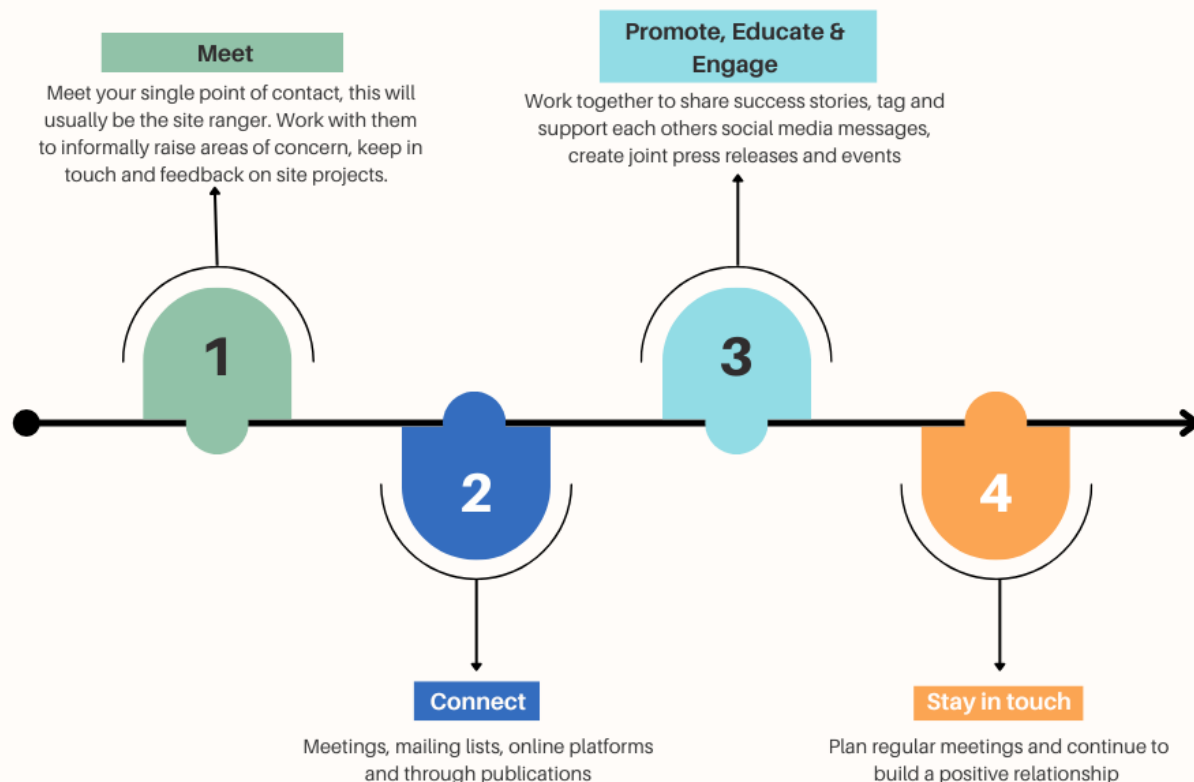
The Countryside Service also makes use of local press, magazines, leaflets and/or any publication to engage with its target audience. HDC will work with Parish councils to identify key contact points for the community and provide content for any relevant communications. For example, Contact magazine in Hartley Wintney and the Fleet Pond Society's members newsletter.

Feedback and complaints

Hart District Council hopes that parish councils will be happy with the service they receive. The Council always strives to build strong working relationships with stakeholders and when we get it right, we hope to hear from our partners. Feedback can be provided by filling in the council's [customer feedback form](#).

Hart District Council's [customer care standards](#) set out our promise around our services. We endeavour to get things right first time, but when things do go wrong, we want to know, so that we can put it right. More about Hart District Councils full feedback and complaints process can be found here: hart.gov.uk/feedback

Parish Council Engagement Plan



Meet

The area site ranger will formally meet with representatives from the parish council to discuss present and future works on site. They will also discuss successes and lessons learnt from previous projects. This will give the parish an opportunity to record any issues, concerns or positive feedback that is being raised by their residents. We aim for these meetings to take place every quarter as a maximum but may be less if both parties agree.

The area site ranger will have a positive relationship with their respective parish councils and will be available for frequent informal chats and meetings.

Connect

The Countryside Service Communications and Engagement Officer should be put in contact with communications colleagues. The communications leads can then stay in contact, discuss publication options, potential mailing lists they may wish to join and share ideas. Including connecting on social media platforms to allow tagging on posts relating to their local sites, for them to share with their followers.

Promote, Educate and Engage

Once a strong partnership has developed, it may be mutually beneficial for the interested parties to work together on joint events, press releases or projects. Working together could identify mutual interests where there may be mutual benefit in working together and the council are very keen to seek out these opportunities where possible.

Stay in touch

Regular meetings should be planned into the diary so that the teams do not fall out of touch, and we are able to continue to develop a working relationship.

Volunteering

Harts Countryside Service offers a range of volunteering opportunities that are run at sites across the district. This is a great way to engage with residents and creates local ambassadors for Hart's green spaces. More information about how residents can get involved can be found here:

hart.gov.uk/volunteering

There are also opportunities for local businesses, schools and uniformed groups to take part in site activities and learn about their local greenspace.

Public Consultation

There may be times when larger scale engagement is required, for example when a project is taking place on site, which will directly affect residents neighbouring the site, or for any large scale works on Common Land.

In this instance a more focused engagement plan will be required. Individual householders may be written to or invited to a meeting to discuss the works. This is called Public Consultation and requires us to work to set guidelines.

For works on Common Land, which require permission from the Secretary of State, there is a set method of communication called '[A Common Purpose](#)' which is an agreed format for consultation, which will be utilised in this instance.

Formal Partnership Agreements

There are some circumstances when Hart District Council may wish to enter into a formal partnership working arrangement with local groups.

These organised groups will have a close working relationship with the council to inform management of the site. They will participate through active volunteering on site, significant financial contributions, and grant funding applications, for example, the Fleet Pond Society. It will be at the discretion of the Countryside Manager, whether a group or society meets the requirements for a formalised partnership agreement.



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28th April 2023

Reg: Parish Engagement Plan

Dear Rochelle,

In December 2022, a parish engagement plan for Hart Countryside Service was adopted at cabinet.

This plan sets out how we will positively and proactively engage with parish councils on the management of green spaces owned by the Council, within their parish area. We saw this as an opportunity to build strong relationships across all parish's where we have influence. This plan is an overarching view and starting point of how we will meet, connect and engage with the parishes, for the betterment of the community, providing a structure for partnership working and relationship building.

The engagement plan recognises that each parish council and their communities will require a different level of communication, depending on the type of green space or projects that are taking place within the parish. This plan gives the space to allow us to tailor our engagement to each parish council, so that we have a positive working relationship to the mutual benefit of both authorities, working in partnership to communicate effectively to the public, but also to create and maintain exceptional green spaces.

I am writing to you today to let you know that we intend to implement this plan from May 2023 onwards, when we will have the resource available to start this positive, and we hope, mutually beneficial, engagement.

Please see attached a copy of the engagement plan for your information. Leigh Wallace, the Countryside Manager, will be in touch again during May, to organise an initial discussion as to how this will work best for your parish council.

If you have any questions, please do not hesitate to email us at countryside@hart.gov.uk.

Kind regards,

Adam Green
Environmental Promotion Service Manager



OFFICER: Rochelle Halliday, Executive Officer
DATE: 9th June 2023
MEETING: Recreation, Leisure and Amenities Committee – 21st June 2023
SUBJECT: Item 17 - Executive Officer's Report

1. Election of Chairman

Cllr Einchcomb has provided apologies for absence for this meeting and has confirmed that he would like to nominate himself for the position of Committee Chairman this year.

Any other nominations can be made at the meeting.

2. Hart District Council Countryside Engagement Plan

Hart District Council has issued a parish engagement plan for their countryside service, which is attached to the meeting papers.

The Hart District Council Countryside Manager will be attending the meeting to answer any questions on the plan.

3. New Government Guidance on Biodiversity

As discussed at the Vision Session on 6th June, the duty under the Environment Act 2021 to have regard to conserving biodiversity as part of policy and decision making processes has been reinforced. The duty applies to all English public authorities, including town and parish Councils.

Demonstrating compliance with the duty could involve implementing practical actions to increase biodiversity, sympathetic land management, procurement and other management policies, and the implementation of environmental projects in the wider community.

Councils are expected to complete the first considerations of what action they would like to take by 1st January 2024.

It is proposed that the Climate Change Working Group could take the lead on developing an initial proposal towards complying with the biodiversity duty.

4. Car Show at Calthorpe Park

It is with regret that the Car Show event planned at Calthorpe Park on 2nd July, after the Carnival, has been cancelled. The group are planning on organising the event in 2024.

5. Cemetery Paths Resurfacing

The final cost of the cemetery paths work undertaken by Rejuvo was £14,385.

Officers and Councillors have completed several site visits with the company to address a number of issues with the surface. The main issues have been improved to some extent, but further monitoring of the surface is required.

6. Temporary Installation to Raise Awareness of Youth Suicide

The sand timer installation to raise awareness of youth suicide has now broken down, therefore it will no longer be on display in September, as planned.