



THE FLEET TOWN COUNCIL NOTICE OF MEETING

Notice is hereby given of

THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING

On

Wednesday 8th December 2021 at 7pm

In The Harlington

All Committee members are summoned to attend.

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

SIGNED:

Janet Stanton

Janet Stanton
Town Clerk

Date: 1st December 2021

AGENDA

1. APOLOGIES

Schedule 12 of the LGA 1972 requires a record to be kept of members present, and that this record forms part of the minutes of the meeting. A resolution must be passed on whether the reason(s) for a member's absence are acceptable.

2. DECLARATIONS OF INTEREST

Under the Local Authorities Localism Act 2011, members must declare any interest and the nature of that interest, which they may have in any of the items under consideration at this meeting.

Members are reminded that they must disclose both the existence and the nature of a personal interest that they have in any matter to be considered at this meeting. A personal interest will be considered a prejudicial interest if this is one in which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the members' judgement of the public interest

3. QUESTIONS FROM THE PUBLIC (3 min per person max 15 minutes)

To receive questions and statements from members of the public.

4. MINUTES OF THE PREVIOUS MEETING

To receive and approve as a correct record the minutes of the RLA Committee held on Wednesday 15th September 2021 (*copy attached*).

Part 1 – ITEMS FOR DECISION

5. THE HARLINGTON AND ANCELLS FARM COMMUNITY CENTRE REPORT

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

RECOMMENDATION

To note the report of the Operations Manager.

6. THE CEMETERY OFFICER'S REPORT

To consider the Cemetery Clerk's Report (*copy attached*).

RECOMMENDATION

1. CEMETERY PRICES

To keep the 50% reduction for burial plots and old-style ashes plots only. This reduction only applies if the deceased is a Fleet Town Council resident. Garden of Remembrance prices remain one cost irrespective of residency.

2. RESURFACING ROADS & PATHWAYS

To consider resurfacing the cemetery roads and pathways with Rejuvophalt when funding allows.

3. To note the report of the Cemetery Clerk.

7. FACILITIES AND OPEN SPACES MANAGER'S REPORT

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

RECOMMENDATION

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

Part 2 – ITEMS TO NOTE

8. QUEEN'S JUBILEE JUNE 2022

Further to the September RLA meeting, it was agreed that FTC should set up a Working Group to co-ordinate the Jubilee Celebrations in Fleet.

The Working Group has now met and their agreed list of local organisations has been invited to send in any ideas / plans they may have for the Jubilee weekend and to attend an initial meeting of interested parties on Tuesday 7th December, where the programme of events / activities can start to be put together.

FTC will be organising a Beacon lighting event.

9. FUTURE EVENTS

25 th December 2021	The Harlington	Christmas Lunch
20 th March 2022	Calthorpe Park	Fleet Half Marathon
Delayed until May 2022	Ancells Farm	Falkners Arms Fun Day
2 nd -3 rd June 2022		Queen's Platinum Jubilee
2 nd July 2022	Calthorpe Park	Fleet Carnival

10. CLERKS REPORT

To receive any verbal updates from the Clerk.

11. DATE AND TIME OF NEXT MEETING

The next meeting of the Recreation, Leisure and Amenities Committee will be held on Wednesday 16th March at 7pm in The Harlington.

Part 3 CONFIDENTIAL ITEMS

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

The following types of business will be treated as confidential:

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

There are no confidential items.



FLEET TOWN COUNCIL

MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING

Wednesday 15th September 2021 at 7pm

PRESENT

Councillors: P. Einchcomb, R. Fang, L. Holt, K. Jasper, A. Oliver, B. Schofield, S. Tilley, P. Wildsmith, G. Woods.

Also Present: Janet Stanton - Town Clerk
 Susanna Walker - Committee Clerk
 Alex Robins - Harlington General Manager
 Ben Crane - Facilities and Open Spaces Manager
 Sian Taylor – Cemetery Officer
 Dave Harrison – Friends of Basingbourne Park

RLA Sept 2021 ITEM 1A ELECTION OF CHAIRMAN

Councillor Einchcomb welcomed everyone to the first RLA face to face meeting. Members noted that the Election of Chairman and Vice-Chairman had been omitted from the September agenda. Councillor Einchcomb outlined that standing orders allowed the Committee to appoint a Chairman for the meeting, for which Councillor Einchcomb was proposed and seconded. Members then agreed that Councillor Einchcomb be Chairman of the RLA Committee for the municipal year.

RESOLVED

That Councillor Einchcomb be elected to the office of Chairman of the RLA Committee for the government year 2021/2022.

RLA Sept 2021 ITEM 1B ELECTION OF VICE-CHAIRMAN

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

RESOLVED

That Councillor Fang be elected to the office of Vice-Chairman of the RLA Committee for the government year 2021/2022.

RLA Sept 2021 ITEM 1C APOLOGIES

Members received and accepted the apologies from Councillor Chenery due to health reasons and Councillor Richmond due to personal reasons.

RLA Sept 2021 ITEM 2 DECLARATIONS OF INTEREST

There were no declarations of interest.

RLA Sept 2021 ITEM 3 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from the public.

Councillor Fang asked the Council to give more details regarding the £250.00 donation to Park Run charity to help set up a Park Run at Edenbrook Park, which many of the residents were not aware of. Members noted that the Park Run application is now with HDC. There are concerns from HDC regarding satisfactory parking for participants so the application is yet to be approved. It was suggested that Councillor Fang also contact the Edenbrook district Councillor regarding Park Run.

RLA Sept 2021 ITEM 4 MINUTES OF PREVIOUS MEETING

Members were made aware that the minutes of the previous RLA meeting held on Wednesday 17th March 2021 had been omitted from the agenda although they had been distributed to Councillors in March. Members noted that although this item was not included on the agenda, Standing Orders permit FTC to bring the minutes to the meeting for approval. The minutes of the RLA Committee meeting held on Wednesday 17th March 2021 were approved by the Members and signed by the Chairman.

RLA Sept 2021 ITEM 5 THE CEMETERY OFFICER'S REPORT RLA Sept 2021 ITEM 9 CEMETERY OF THE YEAR AWARD 2021

Members received the report of the Cemetery Officer. Members also agreed to discuss Item 9 - Cemetery of the Year Award 2021. The following was discussed:

- 20 burial plots left in the Cemetery.
- **New burial area**
 - Area of scrubland in the Cemetery has been earmarked.
 - HDC has confirmed that the proposed new burial area in the Cemetery does not require planning permission, as FTC meets the criteria for permitted development under Schedule 2, Part 12 class A of the Town and Country Planning Order 1995.
 - New area would provide approximately a further 100 burial plots.
 - Tender specifications.
 - Aim to complete within this financial year.
 - Funding to be confirmed.
- **Biodegradable coffins and ashes containers**
 - Urns provided by undertakers are non-biodegradable.
 - Urns kept in the vaults are non-biodegradable.
 - Interred ashes in urns in the ground are requested to be biodegradable.
- **Cemetery Fees**
 - 50% discount for main cemetery area for Fleet Town residents.
 - No discount for Garden for Remembrance.
 - Discussion and approval of Cemetery fees at previous meetings.
 - Review of fee structure to include inscription fees.
 - Defer to RLA Committee meeting in December.

Members received the report for the Cemetery of the Year Award 2021. Members noted and discussed the following:

- Fleet Cemetery did not win any awards this year.
- Report included areas to help improve the Cemetery.
- Some recommendations were deemed to be of a commercial nature.
- Cost of exclusive rights / non-resident fees are the decisions of FTC.
- Cemetery map online to be orientated to mimic the layout of the Cemetery.

RESOLVED

Item 5.

- a. To add the wording under section 3 Graves in the Cemetery Rules and Regulations to read: *"Only coffins and ashes containers made of biodegradable materials will be allowed."*
- b. To defer the approval of the new wording for the Cemetery and Garden of Remembrance fees until the RLA Committee meeting in December 2021.
- c. To note the report of the Cemetery Clerk.

Item 9. That the changes recommended in the Cemetery of the Year Award 2021 report are not accepted and that staff and officers to use their own discretion in implementing changes for the good of the Cemetery.

RLA Sept 2021 ITEM 6 FACILITIES AND OPEN SPACES MANAGER'S REPORT

Members received the report of the FOSM for the June – August 2021 quarter. The following matters were discussed:

- **Calthorpe Park**
 - Gates for disabled parking are closed.
 - Safety of children if the gates are open and cars driving in and out.
 - A request has been submitted to HDC for the two disabled bays in the Playground area to be included in a Parking Order.
 - HDC hold 1 car parking review a year.
 - CCTV is a monitored service.
 - Portable CCTV in use as well.
 - Police do regular patrols.
- **Pavilion Hire**
 - Flooding issue at Pavilion.
 - Potential soak away from the tennis courts.
- **Ancells Farm**
 - Tree whips to be planted in Ancells Farm will take years to grow.
 - Working Group to sit with FOSM before RLA Committee meeting in December.
- **Harlington**
 - Emergency repairs to roof.
 - Structural responsibility is with HDC.
- **Football Pitches**
 - No bookings for Calthorpe Park.
 - All other pitches have been remarked.
- Fly tipping in Basingbourne Park
- Results of In Bloom competition on 17th September 2021.

Members gave special thanks to the Facilities and Open Spaces Manager for all his hard work and support with the Vaccination Centre.

RESOLVED

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

RLA Sept 2021 ITEM 7 THE HARLINGTON AND ANCELLS FARM COMMUNITY CENTRE REPORT

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

- Majority of hirers are back in the Harlington.
- Venue operating almost on a 7 day week basis.
- Vaccination centre extended until the end 2021.

- Full season of shows booked in at the Harlington.
- FTC and Harlington staff resources at capacity,
- New staff including Duty Manager and Box Office and Marketing Assistant.
- Coffee shop not reopening at present, due to use with the vaccination centre, and library entrance has now moved, so footfall is smaller.
- Ticket sales are improving.
- Number of attendees at some events is down by approximately 50%.
- Furlough scheme has now finished.
- **Live Streaming**
 - Live stream performances for paying customers.
 - Service is paid for by the band or artist.
 - Use as a marketing tool to advertise the Harlington.

RESOLVED

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

RLA Sept 2021 ITEM 8 QUEEN'S JUBILEE EXTENDED BANK HOLIDAY

Members noted that there will be an additional bank holiday to celebrate Her Majesty, The Queen's Platinum Jubilee in 2022. The late May bank holiday will be moved to Thursday 2nd June 2022 and an additional Jubilee bank holiday will be granted on Friday 3rd June 2022.

Members discussed the following two points:

- a. FTC to form a Jubilee Committee with representatives from local organisations to co-ordinate any Jubilee festivities taking place in Fleet.
- b. FTC to play a part in the Queen's Platinum Jubilee by installing and lighting beacons at 9.15pm on 2 June to mark the 70th anniversary of the Queen's coronation.

The following points were raised:

- Timing of the Fleet Carnival in July.
- Possibility of a fireworks display.
- Calthorpe Park to be used as the main area for lighting a beacon and any other celebrations.
- The beacon needs to be significant and something that can be seen.
- The Harlington to be involved.
- Small working group to be set up.
- Members are: Councillor Fang, Councillor Jasper. Councillor Schofield, Councillor Tilley, Councillor Woods.
- Town Clerk to set up a meeting date.

RESOLVED

- a. Fleet Town Council to bring together representatives from local organisations to form a Jubilee Committee to co-ordinate the Jubilee celebrations within Fleet.
- b. Fleet Town Council to organise a Beacon lighting event on either The Views or Calthorpe Park.

RLA Sept 2021 ITEM 10 ROSPA REPORTS

Members noted the receipt of the 2021 ROSPA reports for Ancells Farm, Basingbourne Park, Edenbrook (Blackthorns and Sorrels), Calthorpe Park, Oakley Park and The Views.

The following points were noted:

- Play equipment and accessories are proving difficult to get hold of.
- Surfacing needs reviewing and replacing.
- No items in the parks are to be taken out of service immediately,

RLA Sept 2021 ITEM 11 PARK USAGE

Members received and note a report showing park usage for recreation including tennis, fitness and football. Members noted that:

- Tennis membership has increased.
- Possibility of lighting for tennis courts.

RLA Sept 2021 ITEM 12 FUTURE EVENTS

Members noted the following events:

18 th September 2021	Skatepark	SCAMJAM
6 th November 2021	Calthorpe Park	Lions Fireworks
7 th -14 th November 2021	The Views	Circus Wonderland
14 th November 2021	The Harlington/Gurkha Square	Remembrance Sunday
24 th November 2021	The Harlington/Gurkha Square	Christmas Lights Switch-On Festival
25 th December 2021	The Harlington	Christmas Lunch
20 th March 2022	Calthorpe Park	Fleet Half Marathon
Delayed until May 2022	Ancells Farm	Falkners Arms Fun Day
2 nd -3 rd June 2022		Queen's Platinum Jubilee
2 nd July 2022	Calthorpe Park	Fleet Carnival

RLA Sept 2021 ITEM 13 CLERKS REPORT

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

- Skatepark has been repainted by the youngsters (organised by Fleet Phoenix) and children have decorated with graffiti by local children for the Scamjam event.
- **Action Day**
 - Planned for 23rd October 2021, to plant 4000 crocuses.
 - Plants have been bought by Fleet Rotary to support Polio awareness.
 - A further date to be confirmed to plant 420 tree whips.
- Sensory garden – clearing of bushes scheduled for 3 weeks' time.
- **Ultrafast broadband cabinet**
 - Initial designs have been received by FTC.
 - Screened with real plants and laurel screening.
 - Noise buffering cover to be put over fans in the cabinet.
 - Grass reinforced mesh to be used, with a weight suitable for heavy vehicles.
 - To be sorted out over the next 12 weeks.
- Vaccination centre at the Harlington.

RLA Sept 2021 ITEM 12 DATE AND TIME OF NEXT MEETING

The next meeting of the Recreation, Leisure & Amenities Committee will be held on Wednesday 8th December 2021 at 7.00pm at the Harlington.

There being no further business the meeting closed at 9.07pm.

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

Chairman

DATE: RLA meeting 8th December 2021

OFFICER: Alex Robins – General Manager

REPORT COVERING: September 2021 - November 2021

1. General overview

- The Harlington re-opened with a full programme of performances and hires from September, although a small number of hires and performances had previously been run to fit around the vaccination programme taking place in the building.

This has added to the pressure on limited staff resources as the venue has pretty much operated on a 7 day week, regularly breaking down and setting up large room layouts between hires, shows and vaccinations. The team is now short of three permanent members of staff, having managed to recruit a duty manager. There are still zero hours positions available for a duty manager and bar staff in addition. This is an industry wide problem, with theatres and bars desperately trying to fill posts and the team is desperately short, but just about hanging on through the busiest of periods.

However, the venue is feeling busy again and numbers are definitely building. The vaccination programme will now be running throughout December from the coffee shop area and discussions are taking place about extending this further into January.

RECOMMENDATION: FOR NOTING

2. Box office - Individual performance summaries

- **Martin Kemp.** The officer was informed that Martin had tested positive for Covid and the gig had to be postponed at short notice. An alternative date is still being worked on.

RECOMMENDATION: FOR NOTING

- **ELO Encounter.** The first gig that went ahead in the new season and although not as busy as normal, it started the programme well and added much needed income.

RECOMMENDATION: FOR NOTING

- **Back on the Road: Ash Wilson Band.** The gig went ahead more than 9 months late and relied heavily on pre sales, as new sales were still slow.

RECOMMENDATION: FOR NOTING

- **Nine Below Zero.** Although in profit, sales were expected to be much higher and would've been without the pandemic. It will be re-booked and sales will be much improved.

RECOMMENDATION: FOR NOTING

- **Comedy Club x 3.** Sales have built month on month, with November finishing strongly. Pre-sales for December are at the normal expected numbers, so confidence is certainly returning

RECOMMENDATION: FOR NOTING

- **New Amen Corner.** Originally this show was postponed due to a power cut in the area just before Covid caused a shutdown. With the demographic being older, sales were always going to be slow and this proved to be the case.

RECOMMENDATION: FOR NOTING

- **Jazz Club x 3.** In line with the trend, September and October were average, with November showing a good boost in sales.

RECOMMENDATION: FOR NOTING

- **Bernie Marsden.** Unfortunately, the majority of the tour was cancelled due to concerns over the ability to achieve desired ticket sales in the current climate.

RECOMMENDATION: FOR NOTING

- **The Blues Band.** Another gig which has sold out on every visit, but new sales were hard to come by in the present climate. As the band's farewell tour, this would have been expected to sell out in record time prior to Covid.

RECOMMENDATION: FOR NOTING

- **Dom Joly.** Good sales for this show, although it would normally have been expected to sell out.

RECOMMENDATION: FOR NOTING

- **Clare Teal.** There is undoubtedly an audience locally for this show, however post Covid sales were slow, which wasn't surprising given the demographic. On another day this would sell out.

RECOMMENDATION: FOR NOTING

- **90's Rewind.** Good numbers, mainly through pre sales, but would normally sell out.

RECOMMENDATION: FOR NOTING

- **Bad Manners.** Again, sales were mainly achieved before rescheduling of dates, and although the normal sell out wasn't met, sales were pretty good.

RECOMMENDATION: FOR NOTING

- **Pop Divas.** This was a family concert which would normally be expected to sell in much larger numbers, however the event was a success and will be run again under better conditions.

RECOMMENDATION: FOR NOTING

- **Purple Zeppelin.** As with most other performances in this period, sales were good but not close to their normal numbers.

RECOMMENDATION: FOR NOTING

- **Buble v Sinatra: the Showdown.** Having played at the venue previously to high ticket sales, this high quality showband experience was expected to sell out. However new sales were slow. The show will certainly be booked again, probably in 2023, and would be expected to be a near sell out.

RECOMMENDATION: FOR NOTING

- **Jenny Eclair.** This show sold out, with most sales being prior to Covid. It was as popular as ever.

RECOMMENDATION: FOR NOTING

- **The Floyd Effect.** Sales started to pick up for November shows and although the performance was already sold well in pre-sales, it continued and sold out.

RECOMMENDATION: FOR NOTING

- **80's Rewind x 2.** Two dates were scheduled for 2020. After the first date sold out, the second was about to be announced when Covid struck, however, even after moving the dates forward a year, one sold out and the other wasn't too far away.

RECOMMENDATION: FOR NOTING

- **Back on the Road: Elles Bailey.** A year and two re-schedules later this gig was finally run to a good sized audience. Elles has continued to grow in popularity and efforts are being made to secure the artist for a late 2022 date as part of an autumn series of gigs.

RECOMMENDATION: FOR NOTING

3. Hall hire

With an extension to vaccinations, a high number of returning hires and panto back in the venue, hall hire income is expected to exceed the latest projections.

4. Ticket Sales

During September and October sales were pretty much all for next year, however some confidence seems to have returned with shows selling out in November. There have been three small losses, but considering the number of shows in this period and the current situation, the officer is very pleased with how things have gone and is expecting sales to exceed the latest projections.

5. Bars

- After less satisfactory results in September due to the re-schedule of Martin Kemp, the following months have exceeded target and not only made up the shortfall but added further revenue to the budget.

Sales would be higher, however attendances have been lower than actual ticket sales, hence bar sales would have been even stronger.

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

- The offering has been narrower than previously in the aim of reducing any losses in the event of cancellations or further lockdowns, however sales have still remained strong and added to the bottom line.

7. Coffee shop

- No coffee shop sales during the period. The area is being used by the NHS for vaccinations

8. Ancells Farm Community Centre

- The centre has continued to operate for the pre-school and is available to all other users.

RECOMMENDATION: FOR NOTING

ITEM 5b

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
TOTALS FOR APRIL												
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
TOTALS FOR MAY												
June	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
TOTALS FOR JUNE												
July	Hall Hire Income	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution
Northsyde & Friends	£ -	£ 1,216.67	73%	£ 1,000.00	£ 216.67	£ 690.87	£ 277.94	£ 412.93	£ 314.45	£ 1,907.54	£ 1,592.39	£ 315.15
Northsyde & Friends - Live Stream	£ -	£ 133.33	n/a	£ -	£ 133.33	£ -	£ -	£ -	£ -	£ 133.33	£ -	£ 133.33
Matt Long & the Revenant Ones	£ -	£ 502.86	56%	£ 102.86	£ -	£ 295.99	£ 118.92	£ -	£ 203.62	£ 798.85	£ 425.40	£ 373.45
Networking Event	£ -	£ -	n/a	£ -	£ -	£ 81.75	£ 32.70	£ 49.05	£ -	£ 81.75	£ 32.70	£ 49.05
TOTALS FOR JULY	£ -	£ 1,852.86		£ 1,102.86	£ 350.00	£ 1,068.61	£ 429.56	£ 461.98	£ 518.07	£ 2,921.47	£ 2,050.49	£ 870.98
August	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
NHS concert	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
TOTALS FOR AUGUST												
September	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
Martin Kemp	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
ELO Encounter	£ -	£ 2,433.33	66%	£ 1,587.22	£ 846.11	£ 856.58	£ 343.42	£ 513.16	£ 233.50	£ 3,289.91	£ 2,164.14	£ 1,125.77
Ash Wilson	£ -	£ 671.43	57%	£ 400.00	£ 271.43	£ 223.53	£ 91.97	£ 131.56	£ 178.66	£ 894.96	£ 670.63	£ 224.33
Nine Below Zero	£ -	£ 1,662.86	40%	£ 1,500.00	£ 162.86	£ 679.41	£ 272.36	£ 407.05	£ 248.47	£ 2,342.27	£ 2,020.83	£ 321.44
Comedy Club	£ -	£ 845.71	34%	£ 700.00	£ 145.71	£ 579.49	£ 233.24	£ 346.25	£ 204.56	£ 1,425.20	£ 1,137.80	£ 287.40
Film Club x 2	£ 200.00	£ -	n/a	£ -	£ -	£ 216.51	£ 87.40	£ 129.11	£ 21.24	£ 416.51	£ 108.64	£ 307.87
New Amen Corner	£ -	£ 854.17	32%	£ 1,500.00	-£ 645.83	£ 394.61	£ 157.95	£ 236.66	£ 217.33	£ 1,248.78	£ 1,875.28	-£ 626.50
Jazz Club	£ -	£ 1,470.48	52%	£ 887.01	£ 583.47	£ 365.03	£ 10.16	£ 354.87	£ 72.79	£ 1,835.51	£ 969.96	£ 865.55
The Blues Band	£ -	£ 5,571.43	67%	£ 4,197.44	£ 1,373.99	£ 605.16	£ 242.45	£ 362.71	£ 250.32	£ 6,176.59	£ 4,690.21	£ 1,486.38
TOTALS FOR SEPTEMBER	£ 200.00	£ 13,509.41		£ 10,771.67	£ 2,737.74	£ 3,920.32	£ 1,438.95	£ 2,481.37	£ 1,426.87	£ 17,629.73	£ 13,637.49	£ 3,992.24
October	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
Dom Joly	£ -	£ 4,027.71	82%	£ 3,037.85	£ 989.86	£ 818.70	£ 328.18	£ 490.52	£ 166.48	£ 4,846.41	£ 3,532.51	£ 1,313.90
Clare Teal	£ -	£ 2,378.79	52%	£ 2,500.00	-£ 121.21	£ 454.24	£ 182.67	£ 271.57	£ 246.10	£ 2,833.03	£ 2,928.77	-£ 95.74
Film Club x2	£ 200.00	£ -	n/a	£ -	£ -	£ 171.83	£ 69.54	£ 102.29	£ 21.24	£ 371.83	£ 90.78	£ 281.05
90's Rewind	£ -	£ 6,053.71	84%	£ 2,420.00	£ 3,633.71	£ 3,788.86	£ 1,517.07	£ 2,271.79	£ 448.94	£ 9,842.57	£ 4,386.01	£ 5,456.56
Jazz Club	£ -	£ 1,264.76	47%	£ 981.03	£ 283.73	£ 422.00	£ 170.15	£ 251.85	£ 70.28	£ 1,686.76	£ 1,221.46	£ 465.30
Bad Manners	£ 1,441.20	£ -	77%	£ -	£ -	£ 3,304.15	£ 1,322.75	£ 1,981.40	£ 393.40	£ 4,745.35	£ 1,716.15	£ 3,029.20
Comedy Club	£ -	£ 1,344.95	57%	£ 857.81	£ 487.14	£ 1,106.50	£ 445.74	£ 660.76	£ 224.92	£ 2,451.45	£ 1,528.47	£ 922.98
Pop Divas	£ -	£ 1,813.41	35%	£ 1,750.00	£ 63.41	£ 483.36	£ 198.84	£ 284.52	£ 150.04	£ 2,296.77	£ 2,098.88	£ 197.89
Purple Zeppelin	£ -	£ 2,281.71	62%	£ 1,462.13	£ 819.58	£ 1,127.78	£ 452.65	£ 675.13	£ 287.36	£ 3,409.49	£ 2,202.14	£ 1,207.35
Rock Choir	£ 400.00	£ -	n/a	£ -	£ -	£ 123.58	£ 49.43	£ 74.15	£ -	£ 523.58	£ 49.43	£ 474.15
Ceroc	£ 1,139.20	£ -	n/a	£ -	£ -	£ 523.74	£ 211.13	£ 312.61	£ 127.05	£ 1,662.94	£ 338.18	£ 1,324.76
TOTALS FOR OCTOBER	£ 3,180.40	£ 19,165.04		£ 13,008.82	£ 6,156.22	£ 12,324.74	£ 4,948.15	£ 7,376.59	£ 2,135.81	£ 34,670.18	£ 20,092.78	£ 14,577.40
November	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
Buble v Sinatra The Showdown	£ -	£ 2,290.79	51%	£ 2,550.00	-£ 259.21	£ 653.32	£ 263.11	£ 390.21	£ 159.42	£ 2,944.11	£ 2,972.53	-£ 28.42
Film Club x 2	£ 200.00	£ -	n/a	£ -	£ -	£ 198.95	£ 79.93	£ 119.02	£ 51.36	£ 398.95	£ 131.29	£ 267.66
Jenny Éclair	£ -	£ 4,651.43	100%	£ 3,283.10	£ 1,368.33	£ 841.41	£ 338.40	£ 503.01	£ 235.73	£ 5,492.84	£ 3,857.23	£ 1,635.61
Comedy Club	£ -	£ 1,723.81	74%	£ 1,110.83	£ 612.98	£ 1,388.19	£ 559.78	£ 828.41	£ 148.16	£ 3,112.00	£ 1,818.77	£ 1,293.23
Jazz Club	£ -	£ 2,008.89	75%	£ 1,027.09	£ 981.80	£ 567.74	£ 228.98	£ 338.76	£ 75.30	£ 2,576.63	£ 1,331.37	£ 1,245.26
Floyd Effect	£ -	£ 4,596.95	100%	£ 3,217.46	£ 1,379.49	£ 1,873.78	£ 754.40	£ 1,119.38	£ 180.84	£ 6,470.73	£ 4,152.70	£ 2,318.03
80's Rewind	£ -	£ 5,497.33	69%	£ 2,800.00	£ 2,697.33	£ 2,544.45	£ 1,018.06	£ 1,526.39	£ 530.58	£ 8,041.78	£ 4,348.64	£ 3,693.14

80's Rewind	£	-	£ 8,053.59	100%	£ 2,800.00	£ 5,253.59	£ 4,862.74	£ 1,945.99	£ 2,916.75	£ 566.94	£ 12,916.33	£ 5,312.93	£ 7,603.40
Elles Bailey	£	-	£ 3,034.44	75%	£ 1,795.84	£ 1,238.60	£ 754.40	£ 304.45	£ 449.95	£ 280.25	£ 3,788.84	£ 2,380.54	£ 1,408.30
Light switch on	£	-	£ -	n/a	£ -	£ -	£ 112.24	£ 45.22	£ 67.02	£ 31.86	£ 112.24	£ 77.08	£ 35.16
Rock Choir x 3	£	300.00	£ -	n/a	£ -	£ -	£ 84.08	£ 33.67	£ 50.41	£ -	£ 384.08	£ 33.67	£ 350.41
Ceroc x 4	£	1,139.20	£ -	n/a	£ -	£ -	£ 297.51	£ 119.28	£ 178.23	£ 127.44	£ 1,436.71	£ 246.72	£ 1,189.99
TOTALS FOR NOVEMBER	£	1,639.20	£ 31,857.23		£ 18,584.32	£ 13,272.91	£ 14,178.81	£ 5,691.27	£ 8,487.54	£ 2,387.88	£ 47,675.24	£ 26,663.47	£ 21,011.77
TOTALS	£	5,019.60	£ 66,384.54		£ 43,467.67	£ 22,516.87	£ 31,492.48	£ 12,507.93	£ 18,807.48	£ 6,468.63	£ 102,896.62	£ 62,444.23	£ 40,452.39

Officer Report

RLA September 2019

OFFICER: Sian Taylor
DATE: 30th November 2021
SUBJECT: Cemetery Report

Cemetery prices

At the RLA item 8 December 2018, the committee discussed the **Recommendation to set prices for new memorials as agreed by the working party** and it was resolved to **approve the proposed prices for the new memorials**

The pricing was then revisited, following the addition of some memorials at the RLA meeting in September 2019.

This is taken from Cemetery report 5th September 2019:

Following the sale of Sanctum vaults and the ongoing confusion over non-resident prices, the price list has been reordered to make the pricing clearer. The price is now shown in full, and there is a 50% reduction for a Fleet Town Council elector

After talking to funeral directors about the cheaper funerals on offer and their knock-on effect to Fleet Cemetery, and in light of the recent aggressive marketing of direct cremations, officers have reviewed the prices for memorials in the Garden of Remembrance. The proposal is to dispense with the double costs for non-FTC electors on the new memorials in the GOR. This is in line with Aldershot Crematorium. The non-electors costs will still apply to interments and exclusive rights as these are direct contributions towards grounds maintenance of the cemetery.

And approved in the minutes item 5 RLA 18th September 2019

To approve the new prices and lease terms for Kerb stones, Roses and plant memorial dedication area. These changes have been in light of social changes in interment and seeking to respond to those changes.

The rationale is still the same:

- To remain competitive within the local area – we are in line with Aldershot Crematorium
- Pricing to reflect ongoing maintenance in cemetery – the burials and ashes areas mean more maintenance cost for the council. This includes memorial testing, mowing, and strimming around the graves and additional cemetery clerk administration to ensure the burial laws are followed.
- Fleet Residents contribute to the cemetery through their council tax. Non-residents do not make this contribution
- Charges must ensure income for future councils

RECOMMENDATION: To keep the 50% reduction for burial plots and old-style ashes plots only. This reduction only applies if the deceased is a Fleet Town Council resident. Garden of Remembrance prices remain one cost irrespective of residency.

Surfacing of Roads and pathways

The roads and pathways in the main part of the cemetery are deteriorating and in many places are a trip hazard, making walking the pathways difficult for those with mobility issues.

A quote has been received for Rejuvophalt at a cost of £23,150.20

Rejuvophalt is a cold applied BBA HAPAS approved product that provides a uniform overall appearance. It reseals and waterproofs, saving and strengthening surfaces by preventing deterioration and extending the life of footpaths for up to 10 years or longer.

A bituminous emulsion-based mixture enhanced with strengthening agents; it is suited as an overlay surface treatment on deteriorating footpaths. It cures rapidly and sites can be open for use within hours of installation. It is a no dig, hand application using a bespoke Rejuvokit, therefore noise is minimal with no vibrations, no excavation and no waste disposal equipment needed.

A quote to replace the tarmac was quoted as £120,598.00 plus VAT

RECOMMENDATION: to consider resurfacing the cemetery roads and pathways with Rejuvophalt when funding allows.

TO NOTE

Cemetery Extension

There are 13 full burial graves left.

The tender document for the new extension is now live on Contract finder with the closing date of January 4th, 2022.

Friends of Group

The Friends of group is now becoming established and meets regularly on the first Saturday of the month between 10 am and 12 noon

At the beginning of November, the group met to plant the bulbs donated by the Rotary in the Garden of Remembrance.



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Officer Report**RLA Committee****Wednesday 8th December 2021****OFFICER: Facilities & Open Spaces Manager (FOSM)****DATE: 26th November 2021****SUBJECT: General Report.****1. Ancells Farm Community Centre**

- The Centre has had its winter gas safety service.
- Electrical issues with the foyer lights have been resolved.

2. Ancells Play Park

- Maintenance & various repairs are being made to play equipment.
- Additional items such as climbing ropes have been given an order for repair.

3. Ancells Farm General

- The Parks & Open Spaces Working Group met on Monday 22nd November to discuss various options for securing the open green space at the rear of the Community Centre.
- It has been suggested that it may be possible to transplant birch tree saplings from Basingbourne woodland which the friends of group have been removing. Councillor Einchcomb is speaking with the Friends of Basingbourne to see if this would be possible.
- It has also been suggested, that these could be complimented by planting whips which have been supplied by the Woodland Trust. The trees would then sit 3 rows deep and create a natural barrier from the road.

4. Basingbourne

- Various repairs are being made to play equipment including benches.
- Reports have been received of fly tipping from adjoining properties. FOSM will continue to monitor & if necessary send out letters to all local residents.
- The friends of group have had a scrub bash weekend where they cleared overgrowth at the Longdown end of the heath.

5. Calthorpe Park Play Area

- CCTV is fully operational on the lower field in Calthorpe Park. The camera has 5 alternating stop points which include the Fort, the Pump Track, The Zip Lines, The Social Area on the Upper Field and a full area view.
- Hedge cutting has been carried out to ensure the new camera has full visibility of both the upper and lower field.

6. Calthorpe Park General

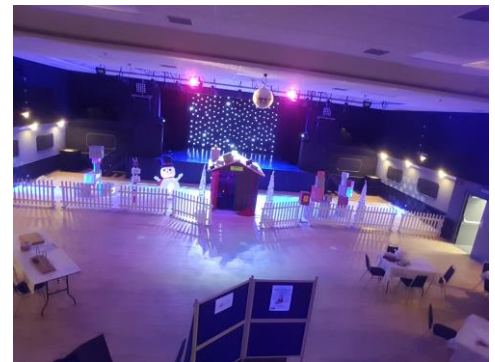
- An action Day was held in Calthorpe Park where Crocus Bulbs have been planted along the edge of the Tennis Courts adjacent to the Cycle Path.
- Tree planting has been carried out in various areas around Calthorpe Park. The new whips, supplied free of charge by the Woodland Trust, have been planted in spaces around the perimeter of the park.
- New birch whips have also been planted in new the new play area, next to the embankment slide.
- A new line of cherry tree has been planted through the middle of the park, in between the existing Cherry trees.
- Rowan, Hawthorn, Oak and Willow have also been planted in areas where they will be protected until they can establish.

7. Calthorpe Park Pavilion

- The Pavilion shutter doors have been painted during the action day to give a fresh look.

8. Harlington

- Much of the FOSM's time has and will be taken up with the daily operations of the Covid-19 Vaccination delivery at The Harlington for the foreseeable future.
- Working with the Harlington Team on various tasks to improve the technical capability of the venue including running cables and repairs, installations & decorating.
- Undertaking general repairs & getting the Harlington show ready for the new season.
- FOSM has been helping the team with the large turn arounds in the Auditorium from events to vaccination centre setup.
- Christmas decorations have been put up within the Harlington.
- FOSM has been organising and preparing the areas at the front of the Harlington ready for the NHS to use over the Christmas period.
- The building has also been getting prepared for the arrival of this year's Pantomime.



9. The Views

- The Views Meadow has, over the past few weeks seen an increase in Anti-Social Behaviour. Two of the benches in the park, one of which a memorial bench, have been vandalised and debris thrown over residents gardens. The memorial bench was repaired within days after it was first vandalised, unfortunately by the following weekend this was broken again.
A second bench was also broken over the Remembrance weekend.
- The Police have been informed of the events and the FOSM has spoken with the local PCSO. A crime reference number has been provided for the events, however the police have stated that "will not be actively investigating this crime as there are currently no further lines of enquiry due to there being no suspect, CCTV, or witnesses, and this crime would be unsuitable for forensic examination".
- The FOSM has also been in contact with Rushmoor CCTV control room to find out if any images had been captured on any cameras. There is one camera which seems to have the best line of site to the areas, and is positioned on the corner of the Harlington, at the rear of the building, facing the Civic Offices (camera 121). Rushmoor CCTV control room searched through the images and replied with, "unfortunately after dark 121 is rendered useless in the area damage has occurred, due to lighting glare in between the views and the camera position".
- As the local PCSO's are aware of the anti-social behaviour in the area, they will be able to increase patrols and deter vandalism.

- FOSM is working with the grounds team to install heavy duty wood to replace the lost parts of the benches. The current concrete bases are secure and safe, and any additional risks have been removed.

10. The Views Park

- The Play equipment has received a fresh coat of paint to brighten up the park.
- An order has been placed to make repairs to the ground in the Skate Park. The edging at the lip of the ramps has begun breaking up, so for safety, these areas will be cut away and new tarmac put down. The Skate Park will have to be closed for approx. 24 hours whilst this work is carried out. Date TBC.

11. The Views – Sensory Areas

Visual and Scented

- The FTC Grounds Maintenance Team have produced an updated layout for the new Visual and Scented Areas to reflect the views of the Parks and Open Spaces Working Group (*Copy attached*).
- A quotation for this work has now been received which only includes the ground works but not the supply of trees, bins and benches which will be sourced by officers.
- A further meeting of the Working group meeting is to be arranged before Christmas to finalise the details.

Taste

- Councillor Einchcomb will be speaking with Merrist Wood College, to try and arrange for their students to assist with the clearance works around the area planned to be, community orchard.

12. Oakley Park

- A new centenary Acer tree has been planted in the memorial garden in celebration of the 100 years since James Oakley's gift of Oakley Park to the people of Fleet.
- Various repairs are being made to play equipment and surfacing.

13. Additional

Trees

- 420 free trees (small whips) from The Woodland Trust have arrived and planting has begun.
- Friends of the Parks are being offered to take some whips for planting in and around the woodland areas.
- It is currently estimated that 250 new trees have already been planted by the grounds maintenance team.

Tree Works

- FOSM is working with a local tree surgeon to have works carried out on a tree branch which is over hanging Reading Road North.
- The recommendation from the tree survey is to prune back lateral limb over highway by up to 5m to lessen weight.
- To achieve this, a 3-way traffic light system will need to be put in place and the existing traffic light crossing will need to be switched off while the work is completed.
- The work is estimated to take approx. 1 hour, however the hire of the traffic management equipment is per day.



- The cost for the hire of the 3-way traffic management system is £1970.00 +VAT
- There is also a cost to switch off the existing traffic light crossing which is £255.00 + VAT. And then another cost to switch them back on again of £255.00+ VAT
- There is then an admin fee for the management system of £78.00 +VAT.
- FOSM is looking at options to reduce this cost.

SID's – Speed Indicator Devices

- The SIDs boards have now been installed at the first location, which is on Ancells Farm Road.
- Approval was received on the 11th November from SSE and sent to HCC for approval. Unfortunately a further unforeseen delay came when HCC requested a signed agreement be signed and posted back. This unfortunately created a delay as the agreement required amendment and both FTC and HDC were then required to agreement. The Licence was finally signed by HCC and received on the 23rd November.



Health & Safety

- Health & Safety walk rounds of all buildings and open spaces continue to be carried out and safety checks completed.
- Risk Assessments have been completed and continue to be updated across all areas.
- Cleaning provisions have been put in place for all buildings.

Football Pitches

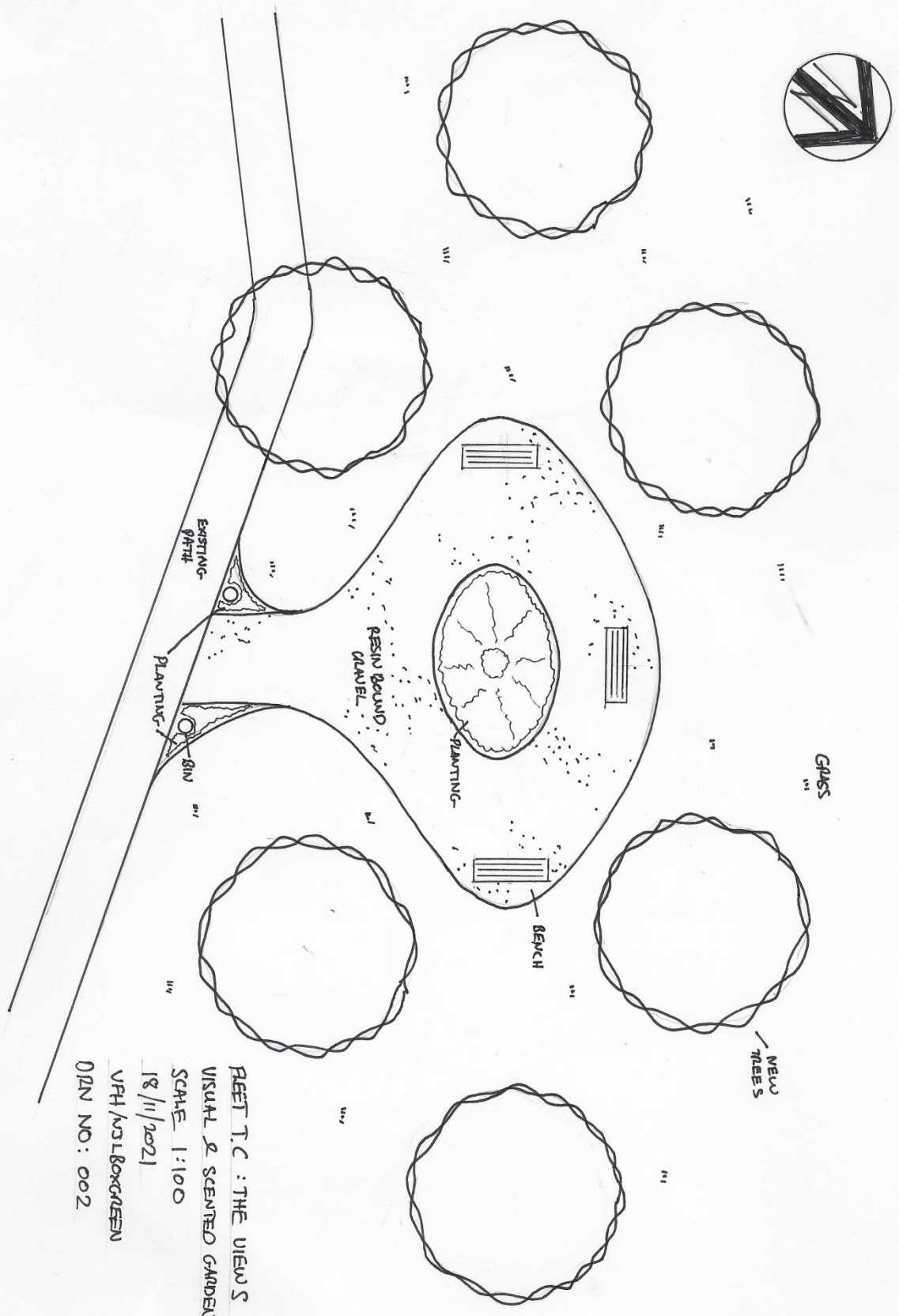
- All parks are now being used by various local football clubs.

Open Spaces

- FTC received the S&SEIB 2021 awards results:
 - Oakley Park – Silver Gilt
 - Conservation Areas – Silver Gilt
 - Basingbourne Park – Silver Gilt
 - Conservation Areas - Gold
 - Calthorpe Park – Silver Gilt
 - Fleet Cemetery - Gold

RECOMMENDATION

- That the contents of the report be noted.



PLEET.T.C : THE VIEWS
 VISUAL & SCENTED GARDEN
 SCALE 1:100
 18/11/2021
 VPH/NOLOBOGREEN
 D/PN NO: 002