



## **FLEET TOWN COUNCIL**

### **MINUTES OF THE RECREATION, LEISURE AND AMENITIES COMMITTEE**

**Wednesday 18<sup>th</sup> March 2020 at 7pm**

**The Harlington**

#### **PRESENT**

**Councillors:** P. Einchcomb (Chairman), G. Chenery, L. Holt, B. Schofield, G. Woods, J. Wright.

#### **Also Present**

Councillor Alan Hope  
Ben Crane - Facilities and Open Spaces Manager  
Alex Robins - General Manager, The Harlington  
Janet Stanton - Town Clerk  
Sian Taylor - Cemetery Officer  
Susanna Walker - Committee Clerk  
Representative of Friends of Basingbourne Park

#### **RLA March 2020 ITEM 1      APOLOGIES FOR ABSENCE**

There were apologies for absence from Councillor Ashworth and Councillor Tilley.

#### **RLA March 2020 ITEM 2      DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **RLA March 2020 ITEM 3      QUESTIONS FROM THE PUBLIC**

With reference to RLA December 2019, Item 9, a representative of Friends of Basingbourne Park (FoBP) requested that the following resolution be added:

- To approve the installation of a key safe at the home of a representative of FoBP, allowing members to pick up a Pavilion key if the key holder is away.

#### **RLA March 2020 ITEM 4      MINUTES OF PREVIOUS MEETING**

With the addition of the resolution to Item 9, the minutes of the meeting of the RLA committee held on Wednesday 18th December 2019 were approved and signed by the Chairman as a correct record.

Members noted that football, at all levels, has been cancelled. They also noted that FTC has received the market lease from HDC, which will need signing.

## **RLA March 2020 ITEM 5 THE CEMETERY OFFICER'S REPORT**

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

- The Cemetery has approximately 70 full burial plots available.
- Due to the current pandemic, a plan is in place should the Cemetery Clerk be unable to work.
- The Transfer of Ownership of existing burial plots is a complicate legal process, and as no guidance has been received from the Government on working practises, FTC are advised not to deviate from the normal legal process.
- FTC is unable to fast track any planning applications for any earmarked land to be used as an additional burial site.
- Members discussed whether during the pandemic, that burials be limited to Fleet Resident's only?
- Members were made aware that burial plots can only be reused after 99 years, and the oldest plot in the Cemetery is from 1929.
- Members noted the designs of signs for the Cemetery and agreed that there should be two sets of signs:
  - 1 set would be facing up and down Crookham Road and would have signs to the Cemetery on them.
  - 1 set would be gates further down Richard Close towards the Cemetery.

### **RESOLVED**

- To note the report of the Cemetery Officer.
- To approve the purchase of a sign carrier for each side of the entrance to Cemetery Road and for the purchase of a set of gates for each side of the road.

## **RLA March 2020 ITEM 6 FACILITIES AND OPEN SPACES MANAGER'S REPORT**

Members received the report of the FOSM for the December 2019 – February 2020 quarter. The following matters were discussed:

- An additional path, not shown on the Development Plan, has been created in Basingbourne Woodland, due to the original path being waterlogged and difficult to use. This has raised health and safety concerns. Due to the potential for trees to be classed as high risk, additional tree survey and maintenance costs will be incurred.
- FTC assumes liability if a new path has been created and there is not the budget to maintain two paths in the area of Basingbourne Woodland.
- It was suggested that the original path be closed off, allowing the new path to be maintained.
- A concern was raised that a number of trees had marks on them, following on from the current tree survey. Members were reassured that the marks were either for trees to be felled or trees to be pruned. It was reiterated that tree surveyors would only mark trees to be felled if they were deemed to be dangerous or diseased and need to be made safe.
- Members were asked if a second opinion could be obtained, with regards to the tree survey. They were reassured again that a professional qualified arboriculturist survey is employed and that before any tree work is done, the work goes out to tender and a further three tree surgeons review the tree survey. It was impressed upon members that the company who do the tree survey do not carry out the work.
- Members agreed that the FoBP are very good at maintaining the park space and thanked them for all their effort and hard work.
- Calthorpe Park Upper Field - Members discussed the estimated cost to level this area and noted that the £100,000 did not include any drainage works. The estimated cost had been obtained to put forward to the Hampshire FA, should they be able to contribute to any future works.

- A concern was raised about lights being left on at The Point overnight, originally a request from The Point users. The lights timer will be checked to make sure the lights are coming on and off at the correct times.

#### **RESOLVED**

- To note the report of the FOSM.

#### **RLA March 2020 ITEM 7**

#### **THE HARLINGTON AND ANCELLS FARM COMMUNITY CENTRE REPORT**

The report of the General Manager of the Harlington for the period December 2019 – February 2020 and the performance summaries for this period were presented. Due to the current coronavirus situation in the country, the reports were discussed with the following matters in mind:

- All shows until mid-April 2020 are cancelled at The Harlington.
- Shows are being rebooked for August 2020 onwards.
- All ticket holders are being contacted by The Harlington and are being given the option as to whether they would like a refund or keep hold of their tickets for the rescheduled show.
- The Harlington is remaining open to any existing user group that wishes to continue, until the government states otherwise. Given that the government have shut all schools from Friday 20<sup>th</sup> March 2020, there is a possibility that there will be no groups or shows in the building at all.
- The Harlington building including the café is now shut to the public, and only staff are allowed in and out of the building.
- The access from the Harlington through to the library is closed.
- Due to the cancellation of shows, FTC are in liaison with the insurance company, with regards to any possible claims on the insurance policy. If The Harlington cancels show without government advice, insurance cannot be claimed.
- Members were advised that there will be a shortfall of approximately £20,000 a month to run The Harlington in the current climate, taking into consideration the loss of income against the savings made.
- The next Harlington programme is on hold, due to the uncertainty of the current situation.
- There is a discussion with NHS Blood Service, as to whether they are able to run more sessions at the Harlington.
- Members noted that due to the Harlington being shut, some user groups were booking the Calthorpe Park tennis courts instead to run exercise groups outdoors.

#### **RESOLVED**

- To note the report of the General Manager and support the Harlington during this uncertain period.

#### **RLA March 2020 ITEM 8**

#### **ANCELLS FARM SITE SECURITY**

It was proposed that this item be moved to a Working Group outside of the RLA Meeting. A Parks and Open Spaces Working Group was agreed, with Councillors Wright, Schofield, Woods and Holt agreeing to be members of this group.

#### **RESOLVED**

- That the Parks and Open Spaces Working Group review and report back to Policy and Finance.

**RLA March 2020 ITEM 9****BASINGBOURNE PARK**

Members were asked to consider the installation of a wide link chain fence behind the kick wall at Basingbourne Park.

Members noted that the FoBP would donate the fence to FTC, who would then be responsible for the maintenance. It was recommended that plants are not grown up this fence, due to the size of the fence.

**RESOLVED**

- To approve receipt of the donation to Fleet Town Council (FTC) from the Friends of Basingbourne Park to cover the cost of the installation of a chain link fence behind the kick wall.
- That FTC takes ownership and maintenance responsibilities of this fence.

**RLA March 2020 ITEM 10****OAKLEY PARK PAVILION DECORATION REPORT**

It was proposed that this item would also be considered at the Parks and Open Spaces Working Group outside of the RLA Meeting.

**RESOLVED**

- That the Parks and Open Spaces Working Group consider this item and report back to Policy and Finance.

**RLA March 2020 ITEM 11****BASINGBOURNE PARK FUN RUN**

Members noted that further to the Minutes of the RLA Committee Meeting in December 2019, Friends of Basingbourne Park have changed the proposed date for the Fun Run to Saturday 18th July 2020. Members were assured that all other conditions set out at this meeting had been adhered to.

**RLA March 2020 ITEM 12 FUTURE EVENTS**

Members noted the following future events:

15 <sup>th</sup> March 2020	Calthorpe Park	Fleet Half Marathon - <b>POSTPONED</b>
24 <sup>th</sup> March 2020	The Harlington	Annual Resident's Meeting – <b>TO BE POSTPONED</b>
8 <sup>th</sup> May 2020	The Harlington	VE75 Celebrations – <b>CANCELLED</b>
16 <sup>th</sup> May 2020	The Views	Open Air Cinema
16 <sup>th</sup> May 2020	The Harlington	Action Day – <b>CANCELLED</b>
3 <sup>rd</sup> – 7 <sup>th</sup> June 2020	The Views	Circus
4 <sup>th</sup> July 2020	Calthorpe Park/Fleet Road	Fleet Carnival
18 <sup>th</sup> July 2020	Basingbourne Park	Fun Run
July / August 2020	The Views	SCAMJAM
29 <sup>th</sup> August 2020	The Views	Open Air Cinema - Double
13 <sup>th</sup> September 2020	Starts in Calthorpe Park	RIDE 20
7 <sup>th</sup> November 2020	Calthorpe Park	Fireworks
8 <sup>th</sup> November 2020	The Harlington	Remembrance Sunday

**RLA March 2020 ITEM 13 CLERK’S REPORT**

Members received a verbal update from the Clerk, and noted the following. As a result of the coronavirus:

- The Fleet Half Marathon has been postponed, with the option to reschedule for a date in September 2020.
- FTC’s Action Day on 16<sup>th</sup> May 2020 has been cancelled.
- VE75 Celebrations on 8<sup>th</sup> May 2020 have been cancelled.
- There is a potential for more events to be cancelled or postponed due to the current situation.
- FTC and the Harlington staff are being given the opportunity for flexible working, with the potential to work from home or in the evenings.
- There will be a team of people in the office, additional IT and phone equipment available for staff working from home.
- A decision about the Annual Resident’s Meeting, due to take place on Tuesday 24<sup>th</sup> March 2020, will be made at the extraordinary Council meeting on Friday 20<sup>th</sup> March 2020.
- Members noted that there is a potential for the Cemetery to become busy during this period, and staff support is being given to the Cemetery Officer at this time.

**RLA March 2020 ITEM 14 DATE AND TIME OF NEXT MEETING**

The next meeting of the Committee will be held on Wednesday 17th June 2020 at the Harlington at 7pm

There being no further business the meeting closed at 9.11pm.

Chairman.....Date.....

### **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**

#### **RLA March 2020 ITEM 15    CCTV IN FLEET TOWN COUNCIL'S FACILITIES AND PARKS/OPEN SPACES**

Members received a report on CCTV in FTC's Facilities and Parks / Open Spaces.

Members noted that there is a delay to the work at Calthorpe Park Playground, due to the manufacturer's factory being closed during the pandemic.

Members noted that FTC would like a monitored CCTV camera at the new Calthorpe Park Playground and were advised that there is no extra capacity to acquire an additional camera with Rushmoor CCTV. As a result of this, members were asked to consider the removal of one monitored CCTV cameras at the Pavilion at Oakley Park and move it to Calthorpe Park.

It was agreed that the removal of the CCTV camera from Oakley Park was in the early stages, and that utilities like power and internet linkage to the new camera at Calthorpe Park still need to be researched and looked into.

#### **RESOLVED**

- That FTC can remove a monitored CCTV camera from Oakley Park and reinstall in at Calthorpe Park at a suitable time.