

Notice is hereby given of

**THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING**

on

**Wednesday 17<sup>th</sup> September 2025 at 7pm at The Harlington**

All Committee members are summoned to attend.

**To Councillors:**

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



Rita Tong, Executive Officer  
10<sup>th</sup> September 2025

**AGENDA**

<b>1.</b>	<b>APOLOGIES</b> 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.
<b>2.</b>	<b>DECLARATIONS OF INTEREST</b> 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.
<b>3.</b>	<b>QUESTIONS FROM THE PUBLIC</b> (3 min per person maximum 15 minutes) To receive questions and statements from members of the public.
<b>4.</b>	<b>MINUTES OF THE PREVIOUS MEETING</b> To receive and approve as a correct record the minutes and confidential minutes of the RLA Committee held on Wednesday 18 <sup>th</sup> June 2025 ( <i>copy attached</i> ).
<b>Part 1 – ITEMS FOR DECISION</b>	
<b>5.</b>	<b>THE CEMETERY CLERK'S REPORT</b> To receive a report from the Cemetery Clerk ( <i>copies attached</i> )  <b>RECOMMENDATION</b> a. To note the report. b. To consider proceeding with making 19 memorials permanently safe. c. To consider adopting Version 2 of the price list. d. To consider if action is required to deal with badger activity , and proceed to engage an ecologist to apply for a licence.
<b>6.</b>	<b>THE HARLINGTON AND ANCELLS FARM COMMUNITY CENTRE REPORT</b>

	<p>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><b>RECOMMENDATION</b></p> <p>To note the report of the General Manager.</p>			
7.	<p><b>PADEL TENNIS AT CALTHORPE PARK</b></p> <p>Fleet Town Council has been approached by Padel People Ltd with a proposal to bring padel tennis courts to Calthorpe Park. Padel is a fast-growing racket sport promoted as accessible to a wide age range and ability levels.</p> <p>The Chairman of the Recreation, Leisure &amp; Amenities Committee and the Executive Officer met with a representative from Padel People to discuss their concept. Following the meeting, a set of “Heads of Terms” was provided (<i>copy attached</i>). The document sets out indicative lease terms rather than a detailed proposal or business plan.</p> <p><b>Summary of Proposal</b></p> <ul style="list-style-type: none"><li>• Lease of land at Calthorpe Park for 20 years (with break option at year 5).</li><li>• Construction and operation of three padel courts by Padel People at their cost.</li><li>• Annual rent to FTC calculated as 10% of gross turnover (estimated £6k–£15k per court per year).</li><li>• Padel People to fund, install, and operate the facility, covering utilities, maintenance, and insurance.</li></ul> <p><b>Considerations / Pros</b></p> <ul style="list-style-type: none"><li>• No capital outlay required from Fleet Town Council.</li><li>• Potential for additional income stream for Fleet Town Council through percentage of turnover.</li><li>• Could provide a new and inclusive recreational facility for the community.</li><li>• Operator assumes responsibility for planning, construction, and management.</li></ul> <p><b>Considerations / Cons</b></p> <ul style="list-style-type: none"><li>• The proposal lacks detail on site layout, access, impact on existing park users, parking, noise, and environmental considerations.</li><li>• Lease terms are heavily weighted towards the operator, with a 20-year commitment and statutory right to renew.</li><li>• Rent based on turnover carries risk and uncertainty, particularly as no business plan or projections have been supplied.</li><li>• Provision may not be required: Hart Leisure Centre has a current planning application for three courts, and six courts will be available at the Beacon Trade Park in Church Crookham, suggesting adequate local provision.</li><li>• Potential impact on the Council's ability to use or redevelop the land for other community purposes over a long-term lease.</li></ul> <p><b>RECOMMENDATION</b></p> <p>Members are asked to consider the proposal and determine whether:</p> <ol style="list-style-type: none"><li>1. Further information and a detailed business case should be requested from Padel People before considering the matter further; or</li><li>2. The proposal should be declined on the basis of existing and planned provision locally and the absence of a clear benefit to Fleet Town Council.</li></ol>			
8.	<p><b>EVENT APPLICATIONS</b></p> <p>To consider the following applications to hold events on Council land:</p> <table><tr><td>Park Yoga</td><td>Calthorpe Park</td><td>August 2026</td></tr></table>	Park Yoga	Calthorpe Park	August 2026
Park Yoga	Calthorpe Park	August 2026		

	<p><b>RECOMMENDATION</b></p> <p>To discuss and consider the event application for approval.</p>
9.	<p><b>THE VIEWS SKATEPARK</b></p> <p><b>Ramp Removal</b></p> <p>Following health and safety concerns and reports of unauthorised access raised by members of the public, FTC Officers, and the Police, it was decided to remove the physical ramps from the Skate Park prior to the completion of the tender process. This was to discourage attempts to continue using the closed ramps. A steelworks company agreed to carry out the removal at no cost.</p> <p>It had been previously noted that insulation was installed within the ramps to mitigate sound issues, though the extent and method were unknown. On removal, approximately 7.5 tons of fibre insulation were found, consisting largely of loose material and around 70 rolls still wrapped in plastic. A removal company was promptly engaged to dispose of the material.</p> <p><b>Questions Raised by Skate Park Designers</b></p> <p>Several bidders have enquired whether the Skate Park footprint could be extended. Specifically, whether one or more fences could be relocated to increase the size of the park. One option suggested could involve moving the existing “park side” fence by 2m into the park, which would in turn require relocating the adjacent tarmac path. This could potentially be replaced with a hardened rubber surface due to its proximity to the trees. At this stage, no formal recommendations have been received, but this may be an option for consideration at a later stage.</p> <p><b>RECOMMENDATION</b></p> <p>a) To note the steps taken to remove the existing skateboard park ramps. b) To consider the questions raised by bidders and formulate a response.</p>
10.	<p><b>THE VIEWS PLAY AREA</b></p> <p>Draft tender documents for the replacement of The Views Play Area are being prepared and will be shared with members of the Parks and Open Spaces Working Group. Members will discuss the preferred format of the documents and the approach to public engagement.</p> <p>The current preferred option is to consult with the public after initial designs have been received. This would involve scoring the tenders, presenting the highest-scoring designs (i.e. three) to the public, and incorporating the public feedback into the final scoring and design decision.</p> <p>An alternative approach would be to present the public with a multiple-choice selection of equipment types at the outset. While this method can help identify preferred equipment, it does not provide the public with a clear visualisation of how the overall design will look and would require a more extensive consultation process.</p> <p><b>RECOMMENDATIONS</b></p> <p>a) To determine when and how to engage with residents for this project. b) To agree a date for the Parks and Open Spaces Working Group to review the draft tender documents.</p>
11.	<p><b>HARLINGTON CARBON AUDIT</b></p> <p>Fleet Town Council has undertaken a carbon audit of The Harlington. This provides a baseline measurement of the building’s current carbon footprint and will allow the Council to demonstrate improvements in energy efficiency and carbon reduction following the planned renovation works (<i>copy attached</i>).</p> <p><b>Why Carbon Audits Are Useful</b></p> <p>A carbon audit is a systematic assessment of the greenhouse gas (GHG) emissions associated with an organisation, site, or activity. It:</p> <ul style="list-style-type: none"> <li>• Provides a clear picture of current energy consumption and associated emissions.</li> </ul>

- Establishes a baseline against which future improvements can be measured.
- Identifies the largest sources of emissions, helping to prioritise actions.
- Supports transparency and accountability, demonstrating to the community the Council's commitment to sustainability.

#### **How the Audit Was Carried Out**

The audit followed standard methodology using energy consumption data for gas, electricity, and other relevant sources. Consumption was converted into carbon dioxide equivalent (CO<sub>2</sub>e) using published government conversion factors. The scope of the audit covered direct emissions from on-site energy use (heating, lighting, appliances) and indirect emissions from purchased electricity.

#### **Audit Results**

The audit established the following baseline for The Harlington (see attached detailed spreadsheet):

- **Electricity Consumption:** 180,126 kWh, equating to 46.2 tonnes CO<sub>2</sub>e.
- **Gas Consumption:** 428,347 kWh, equating to 78.8 tonnes CO<sub>2</sub>e.
- **Total Annual Carbon Footprint:** 125.0 tonnes CO<sub>2</sub>e.

#### **Looking Ahead**

As part of the Harlington renovation project, measures are planned that are expected to reduce emissions significantly, including:

- Improved insulation to roof and walls.
- Replacement of single-glazed windows and doors with double-glazing.
- Replacement of the existing gas boiler with an Air Source Heat Pump (ASHP).

These interventions are anticipated to reduce heating demand and shift energy use away from fossil fuels, thereby lowering both running costs and carbon emissions.

#### **RECOMMENDATION**

Members are requested to:

1. Note the results of the baseline carbon audit for The Harlington.
2. Agree that progress should be monitored and reported following the completion of renovation works, to demonstrate reductions in carbon emissions against this baseline.

#### **12. INSURANCE – USER EQUIPMENT STORED IN COUNCIL PAVILION**

The Council currently insures the pavilion building and its contents, limited to assets owned by the Council. A user group that hires the pavilion has asked whether their own equipment, which is stored in the pavilion, could be included under the Council's insurance policy.

##### **Considerations**

- *Insurable Interest:* The Council can only insure property which it owns or in which it has a financial interest. User-owned equipment falls outside this.
- *Policy Terms:* Standard council insurance policies exclude third-party property. Extending cover would require insurer approval, formal valuation of equipment, and may increase premiums.
- *Liability:* The Council's Public Liability cover may respond if user equipment is damaged as a result of Council negligence (e.g. a building defect). However, this is not the same as insuring the property itself.
- *Governance and Precedent:* Covering one user group's property may create expectations among others, increasing cost and complexity. The Council also has no way of verifying or managing risks associated with third-party equipment.

The Executive Officer would recommend that the Council does not extend its insurance policy to cover user-owned equipment. Instead, user groups should be required to arrange their own insurance for any property stored in the pavilion, along with Public Liability cover

	<p>for their activities. This reflects good practice, avoids complications with insurers, and ensures responsibilities remain clear.</p> <p><b>RECOMMENDATION</b></p> <p>That Members determine what response is given to the user group who made the request.</p>
<b>13.</b>	<p><b>BASINGBOURNE SCOUT HUT – REPLACEMENT PROJECT</b></p> <p>Members are advised that Fleet Town Council has received an update from the Scout Group in relation to their project to replace the existing scout hut within the leased compound at Basingbourne Woods (<i>copy attached</i>).</p> <p>The project was originally initiated in 2017, with planning permission for a bespoke replacement design granted by Hart District Council in February 2020. However, progress was delayed due to the COVID-19 pandemic, fundraising challenges, and increased build costs. The planning permission subsequently lapsed in 2023.</p> <p>The Scouts have now decided to simplify the design and are investigating the use of a pre-fabricated steel building. They intend to reapply for planning permission on this basis. Key aspects of the revised proposal include:</p> <ul style="list-style-type: none"> <li>• A single-span, single-storey building with a reduced ridge height of 4.4m (compared with 5.6m in the previous design).</li> <li>• External finish in metal cladding (roof and walls) in forest green.</li> <li>• A standardised footprint of 20m x 16m, similar to the original design and making use of the current layout's dead ground.</li> <li>• Window and door locations broadly similar to the original design, with some adjustments to suit modular panel construction.</li> <li>• Internal layout largely unchanged, with local contractors expected to deliver partitioning, electrics, plumbing and related works.</li> </ul> <p>The Scouts have asked to update the Council as landlord of the site and seek confirmation on the following points:</p> <ul style="list-style-type: none"> <li>• Whether the Council has any issues with the revised approach.</li> <li>• Whether Members wish to receive a more detailed presentation of the proposal.</li> </ul> <p><b>RECOMMENDATION:</b></p> <p>Members are requested to consider the update from the Scouts and advise whether they wish to request a more detailed presentation of the revised proposals.</p>
<b>Part 2 – ITEMS TO NOTE</b>	
<b>14.</b>	<p><b>TREE PLANTINGS</b></p> <p>The Friends of Oakley Park have requested to plant the Chilean Wine Palm in the shrubbery around the children's play area. This will replace the 2 existing dead, ivy covered shrubs – (<i>See letter attached</i>).</p> <p>The Views has seen some vandalism of some newly planted trees. It is hoped that maintenance works may be able to save them, however one of the trees which has been damaged, is the newly planted Ginkgo Bilaba.</p>
<b>15.</b>	<p><b>BASINGBOURNE PAVILION CEILING</b></p> <p>We are still waiting for funds to be received from the insurance company. However, a new contractor is being sourced as the previous one has ceased trading. FOSM will update as soon as a new contractor has been found.</p>
<b>16.</b>	<p><b>ANNOUNCEMENTS</b></p> <p>To receive any announcements from the Executive Officer.</p>
<b>17.</b>	<p><b>FUTURE EVENTS</b></p> <p>To note future events taking place on Council property, as detailed below.</p>

	<table><tr><td>Fireworks Fiesta</td><td>1<sup>st</sup> November 2025</td><td>Calthorpe Park</td></tr><tr><td>Remembrance Sunday</td><td>9<sup>th</sup> November 2025</td><td>Gurkha Square and High Street</td></tr><tr><td>Christmas Festival</td><td>26<sup>th</sup> November 2025</td><td>Gurkha Square and High Street</td></tr></table>	Fireworks Fiesta	1 <sup>st</sup> November 2025	Calthorpe Park	Remembrance Sunday	9 <sup>th</sup> November 2025	Gurkha Square and High Street	Christmas Festival	26 <sup>th</sup> November 2025	Gurkha Square and High Street
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18.	<p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>The next meeting of the Recreation, Leisure &amp; Amenities Committee will be held on Wednesday 10<sup>th</sup> December 2025, 7pm at The Harlington.</p>									
<p><b>Part 3 – CONFIDENTIAL ITEMS</b></p>										
	<p>Under the Public Bodies (Admission to Meetings) Act 1960 Exclusion of the public in accordance with Section 1(2) and by reason of the confidential nature of the business of the Town Council, the Public and Press will be excluded from the Meeting</p> <p>The following types of business will be treated as confidential:</p> <ul style="list-style-type: none"><li>a. Engagement, terms of service, conduct and dismissal of employees</li><li>b. Terms of tenders, and proposals and counter-proposals in negotiations for contracts</li><li>c. Receipt of professional legal advice and preparation of cases in legal proceedings</li><li>d. The early stages of any dispute</li><li>e. Matters of a commercial nature.</li></ul>									
19.	<p><b>CEMETERY EXTENSION – LEGAL AND PLANNING MATTERS</b></p> <p>To consider a report on legal advice obtained regarding the cemetery extension project (<i>copy attached</i>).</p> <p><b>RECOMMENDATIONS</b></p> <p>To note the report and its recommendations.</p>									



## FLEET TOWN COUNCIL

### MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING

Wednesday 18<sup>th</sup> June 2025 at 7pm

\* Councillor Einchcomb (Chairman)

\* Councillor Woods (Vice Chairman)

\* Councillor Chenery

0 Councillor Fang

\* Councillor Holt

0 Councillor May

0 Councillor Oliver

\* Councillor Schofield

\* Councillor Stanton

\* Councillor Taylor

\* Councillor Tilley

# Councillor Wildsmith

0 Councillor Willcocks

\* Present    # Absent & No Apology Received    0 Apology for Absence    L Late

#### Also in attendance:

Rita Tong – Executive Officer

Facilities and Open Spaces Manager (FOSM)

General Manager of The Harlington

Cemetery Clerk

Friends of Basingbourne Park representative

Friends of Oakley Park representative

#### Members resolved to appoint the Chairman and Vice Chairman for the 2025/26 civic year.

Councillor Paul Einchcomb was nominated and seconded for the position of Chairman. There were no other nominations. It was resolved that Councillor Einchcomb be re-elected to the office of Chairman of Recreation, Leisure and Amenities Committee for the local Government year 2025/2026.

Councillor Dan Taylor was nominated and seconded for the position of Vice Chairman. There were no other nominations. It was resolved that Councillor Taylor be elected to the office of Vice Chairman of Recreation, Leisure and Amenities Committee for the local government year 2025/2026.

#### RLA JUNE 2025 ITEM 1

#### APOLOGIES

Members received and accepted the apologies as noted above.

#### RLA JUNE 2025 ITEM 2

#### DECLARATIONS OF INTEREST

Councillor Taylor declared an Other Registerable Interest in Agenda Item 7 on the grounds he is a director of the Fleet Market CIC.

#### RLA JUNE 2025 ITEM 3

#### QUESTIONS FROM THE PUBLIC

The representative from the Friends of Oakley Park raised the following questions:

1. When is the ladder on the trim trail being replaced?
2. The incident on 2 May 2025 occurred within 15 metres of the CCTV – does Fleet Town Council intend to prosecute?
3. The previously reported collapse of the banks along the stream appears to be worsening – does the Council intend to repair them?
4. Cracks are appearing on the bridge, indicating that subsidence may be causing the bridge to sink – does the Council intend to take action?

The Facilities and Open Spaces Manager provided the following responses:

1. There has been some back and forth with the Council's insurers. Once the claim is settled, the order for the replacement ladder is ready to be placed.
2. The incident was reported to the police by the Facilities and Open Spaces Manager, although it would have been helpful if the witness had also reported it directly. The Council cannot access the CCTV footage; however, the police can. The Facilities and Open Spaces Manager will follow up with the police.
3. The original report regarding the stream banks was assessed by the Grounds Maintenance team, who determined there was no immediate risk at the time. The Facilities and Open Spaces Manager will arrange for the situation to be reassessed.
4. The Facilities and Open Spaces Manager will request the Grounds Maintenance team to inspect the bridge and assess any ongoing subsidence concerns.

#### **RLA JUNE 2025 ITEM 4**

#### **MINUTES OF PREVIOUS MEETING**

Members received and approved as a correct record the minutes of the Recreation, Leisure and Amenities Committee meeting held on 19<sup>th</sup> March 2025.

Members noted that the single-layer brick wall the Council approved to help prevent flooding during periods of heavy rainfall had been installed. The Facilities and Open Spaces Manager was asked to follow up with Bean at the Park to confirm whether the newly installed wall was functioning as intended.

#### **RLA JUNE 2025 ITEM 5**

#### **THE CEMETERY CLERK'S REPORT**

Members received and considered the written report from the Cemetery Clerk.

Members noted that the issue with moles at the Cemetery had resolved.

Members also noted the Cemetery Clerk's forecast that, at current rates, the remaining burial plots would be fully used within two years. Members enquired about the status of the proposed extension. The Executive Officer advised that the first step was to register the unregistered land at the Cemetery, and she was liaising with the Council's solicitors to progress this. Once registration was complete, the Council would need to determine an appropriate design. Councillor Schofield informed Members that Hart District Council had confirmed that the land already had planning permission for burial use.

#### **RESOLVED**

- a) That Members approved the Cemetery Clerk's proposed adjustment to the Cemetery price list.
- b) That the Cemetery Clerk and Executive Officer be requested to review and amend the Cemetery Policy and bring it back to this Committee or to Full Council, whichever meets soonest, for approval.

#### **RLA JUNE 2025 ITEM 6**

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

Members received an update from the General Manager on events, hall hires, and operational activities at The Harlington and Ancells Farm Community Centre.

Members noted that the General Manager had undertaken filming at Ancells Farm Community Centre for use in promotional material.



**RESOLVED**

Members resolved to note the report.

The General Manager left the meeting at the conclusion of this item.

**RLA JUNE 2025 ITEM 7****FLEET MARKET STORAGE**

Members noted that storage continues to present a significant challenge for the Council, both within its own premises and within the existing outdoor lock-up. The ongoing accommodation of Fleet Market's equipment has exacerbated the issue, resulting in the displacement of Council-owned items. In some cases, displaced items have had to be stored off-site, including in domestic residences, due to a lack of available secure storage.

It was noted that, at a previous meeting (RLA Committee, December 2024, Item 9), Members had requested that alternative storage options be explored.

The Facilities and Open Spaces Manager (FOSM) identified storage units located to the rear of the Old Bakers Shop (Victoria Road car park) as a possible solution.

Councillor Taylor confirmed that while the Market was breaking even and therefore financially sustainable, it could not afford to cover the cost of hiring external storage.

Members requested that the FOSM develop a proposal for a compound on Council-owned land.

Members also requested that a detailed assessment of storage requirements be produced, specifying what items need to be stored, the reasons for storage, required access frequency, and preferred location.

**RESOLVED**

To defer the decision until September 2025, once a clearer picture of storage space requirements has been established.

**RLA JUNE 2025 ITEM 8****EVENT APPLICATIONS**

Members considered the following applications to hold events on Council land:

Fleet Infant School Family Fun Day	Oakley Park	7 September 2025
Oakley Park Summer Fete	Oakley Park	19 July 2025

**RESOLVED**

Members approved both events.

**RLA JUNE 2025 ITEM 9****MEMORIAL BENCH INSCRIPTION**

At this Committee's previous meeting a request to install a bench at Calthorpe Park was approved but the inscription proposed was rejected as it was not policy compliant. Since then, a request to make a one-off exception has been made as the applicants would like the inscription to reflect the important role Mr Barrell played in the Fleet & District Carnival. The requested inscription is a reduction from the original application.

In memory of Anthony Barrell of the Fleet & District Carnival from 1989 - 2023.

**RESOLVED**

Members approved the following inscription - Anthony Barrell of the Fleet & District Carnival from 1989 - 2023.

**RLA JUNE 2025 ITEM 10****CALTHORPE PARK – GATE**

Fleet Town Council had received several requests via social media to review the gated access to Calthorpe Park from Merivale, with the aim of improving accessibility for wheelchair users and those with pushchairs. In response, officers explored potential solutions and presented a range of options to the public through an online survey.

The majority of survey responses supported enhanced access for pedestrians, wheelchair users, and pushchairs, while expressing strong opposition to unrestricted vehicle access, citing safety concerns—particularly for children who may run past the current single bollard directly into the road.

A donation of £2,698.59 from the dissolved Friends of Calthorpe Park group is available to be allocated to this project. The total cost of the recommended solution is £3,234 + VAT, resulting in a shortfall of £536 (excluding VAT), which will be funded from the Grounds Maintenance budget.

**RESOLVED**

Members approved the purchase and installation of a new gate, including a kissing gate, at Calthorpe Park to enhance pedestrian safety and accessibility.

**RLA JUNE 2025 ITEM 11****ANCELLS FARM PARK – PLAYGROUND SURFACING**

Members of the Parks and Open Spaces Working Group met on 28th April to consider a range of improvement works, including the condition of the playground at Ancells Farm Park.

The play area has become increasingly muddy, particularly during wet weather, rendering it difficult to use and significantly reducing accessibility and enjoyment for children and families. As a result, Members discussed the potential to improve the surface under and around the play equipment.

Officers approached three companies for quotations. At the time of issuing the agenda, only one quotation had been received. However, since then a second quote was received (FOSM to circulate to members).

**RESOLVED**

- a) Members requested that further quotes be sought.
- b) Members authorised the Executive Officer to commence a PWLB application for this capital purchase.

**RLA JUNE 2025 ITEM 12****ANCELLS FARM COMMUNITY CENTRE – CARPET REPLACEMENT**

Members noted options for replacing the flooring at Ancells Farm Community Centre and the quotes for those options from two contractors (third contractor did not respond).

**RESOLVED**

Members approved the quote from Contractor A for Carpet Tiles at a cost of £2,480. Contractor A was subsequently revealed to be Carpet & Flooring Co.

**RLA JUNE 2025 ITEM 13****THE VIEWS SKATEPARK – TENDER BRIEF**

Members considered the Tender Brief outlining the proposed replacement of the skate park at The Views. The brief includes the scope of works, desired outcomes, and the project's key requirements. This redevelopment aims to provide a modern, inclusive, and durable facility that meets the needs of local users, promotes active lifestyles, and enhances the overall appeal of the park.

Members requested the following amendments to the brief:

- 6.1 be amended to read 'up to three'
- 6.6 to be amended to read 'Maintenance requirements, aftercare and warranty periods'
- 9.6 to be deleted in its entirety

Members noted that as the contract value over £213,477, the Council is required to conduct a full open tender.

#### **RESOLVED**

- Members approved the amended Tender Brief for the Supply and Installation of a new Skate Park.
- Members authorised the Facilities and Open Spaces Manager to commence the tender process with contractors' prequalification form to be used.

#### **RLA JUNE 2025 ITEM 14**

#### **SENSORY HERB GARDEN AT BASINGBOURNE PARK**

Members considered the updated proposal, and the two location options put forward for a sensory herb garden at Basingbourne Park, along with feedback from the Friends of Basingbourne Park.

#### **RESOLVED**

That the Committee does not support the installation of a sensory herb garden at either of the proposed locations within Basingbourne Park but encourages the Spaces for Nature group to explore alternative sites for the initiative, such as Calthorpe Park, in consultation with relevant stakeholders.

#### **RLA JUNE 2025 ITEM 15**

#### **BASINGBOURNE PARK – INSTALLATION OF NATURE BRASS RUBBING POSTS**

Members considered a proposal from the Friends of Basingbourne Park to install up to 15 nature-themed brass rubbing posts throughout the woodland and heathland glades of Basingbourne Park.

Members noted that ongoing maintenance of the posts would be the Council's responsibility.

#### **RESOLVED**

Members approved the installation of up to 15 nature-themed brass rubbing posts at Basingbourne Park.

#### **RLA JUNE 2025 ITEM 16**

#### **ROYAL BRITISH LEGION TOMMY SILHOUETTES**

Members considered a community campaign being run jointly by Church Crookham and Fleet Men's Shed and the Fleet Branch of the Royal British Legion to replace and expand the display of the RBL "Tommy" silhouettes around Fleet and Church Crookham.

#### **RESOLVED**

While supportive of the initiative, permission for this campaign would need to be given by Hampshire Highways.

#### **RLA JUNE 2025 ITEM 17**

#### **REQUEST FROM RESIDENT – FENCE REPLACEMENT ADJACENT TO CEMETERY**

Members considered a request from a resident of Loxwood Avenue regarding damage to their rear garden fence, which backs onto the cemetery. The resident, who moved into the property around May 2024, reported that branches from cemetery trees had previously fallen and damaged the fence. While the debris has since been cleared, the resident is now seeking to discuss potential replacement of the affected fence panels.

It was noted that the tree in question had fallen many years ago but had been obscured by ivy, making it difficult to detect until recent clearance works took place.

Members agreed that, unless the Council had been negligent in failing to address a known issue, the tree falling would be regarded as an Act of God, and any resulting damage should be

addressed through the resident's own insurance. Members also noted that the issue pre-dated the current resident's ownership of the property and should therefore have been raised as part of the purchase process.

#### **RESOLVED**

That the Executive Officer be authorised to respond to the resident's letter, confirming the Council's position.

#### **RLA JUNE 2025 ITEM 18**

#### **CEMETERY MEMORIALS**

Members considered the Council's current Memorials Policy and its application to memorial benches and trees within the Cemetery. Section 8 of the Cemetery Policy requires approval from the Council for all memorials, including submission of detailed plans prior to production; however, this clause does not explicitly address memorial benches or trees. Custom and practice has seen the Cemetery Clerk approving or refusing such applications and determining their placement within the grounds.

A recent audit by the Chairman of the Council identified that 21 memorial benches are currently installed in the Cemetery.

#### **RESOLVED**

- a) That no further memorial benches or memorial trees be permitted for installation within the Cemetery.
- b) That residents be permitted to plant shrubs or rose bushes within existing beds as an alternative.

#### **RLA JUNE 2025 ITEM 19**

#### **THE VIEWS PLAYPARK**

Members received an update on the progress of The Views playpark project.

Members expressed a preference for any proposed scheme to make use of the existing slope within the park and to include seating for parents and carers.

#### **RESOLVED**

Members noted the update and requested the Facilities and Open Spaces Manager to draft a tender brief for the project. The brief should specify a project budget rather than detailed equipment requirements and invite up to three design proposals.

#### **RLA JUNE 2025 ITEM 20**

#### **ANCELLS FARM COMMUNITY CENTRE- NEW KITCHEN**

Members noted that the Ancells Farm Community Centre Kitchen needs to be replaced and that Officers will be seeking quotations to put to Members for inclusion in the 2026/27 budget.

#### **RLA JUNE 2025 ITEM 21**

#### **BASINGBOURNE PAVILION CEILING**

Members noted that the Council's insurers have offered a settlement of £2,069.05 (net of the £250 excess and inclusive of VAT) in respect of the damage to the ceiling at Basingbourne Pavilion. The settlement will allow the necessary repair works to be undertaken within the existing budget allocation.

#### **RLA JUNE 2025 ITEM 22**

#### **ANNOUNCEMENTS**

Members were asked to respond to the Communications Officer request to do promotional videos on the Council's parks.

#### **RLA JUNE 2025 ITEM 23**

#### **FUTURE EVENTS**

Members noted future events taking place on Council property, as detailed on the table below.

Oakley Brass Band	29 <sup>th</sup> June 2025	Oakley Park
Fleet Carnival	5 <sup>th</sup> July 2025	Calthorpe Park & High Street
Scam Jam	24 <sup>th</sup> July – August 2025	The Views
Lions Beerfest	2 <sup>nd</sup> August 2025	The Harlington
Music on The Views	30 <sup>th</sup> August 2025	The Views
Fireworks Fiesta	1 <sup>st</sup> November 2025	Calthorpe Park

## **RLA JUNE 2025 ITEM 24**

## **DATE AND TIME OF NEXT MEETING**

The next meeting of the Recreation, Leisure and Amenities Committee will be held on Wednesday 17<sup>th</sup> September 2025, 7pm at The Harlington.

Members agreed to extend the meeting for a further 15 minutes to address the remaining agenda item.

## **CONFIDENTIAL ITEMS – CLOSED SESSION**

The Chairman stated that the following items for discussion relate to the engagement and terms of service in relation to employees and terms of tenders, and proposals and counterproposals in negotiations for contracts.

## **CEMETERY FEES – DISPUTE REGARDING RESIDENCY STATUS AND COMMUNICATION**

Members considered a report on a dispute regarding residency status and communication.

The Executive Officer, in consultation with Councillors Einchcomb, Woods and Schofield, decided as a one-off exception due to the particular circumstances to grant the discounted rate for this burial. Members noted the Executive Officers' use of delegated authority in this matter.

## **RESOLVED**

- a) That the Cemetery Clerk and Executive Officer be requested to review and amend the Cemetery Price List and bring it back to this Committee or to Full Council, whichever meets soonest, for approval.
- b) That the Executive Officer draft a letter to go to the Church Crookham and Elvetham Health parish councils requesting they consider contributing to the upkeep of the cemetery and in return their residents would be granted the discounted prices.

The meeting closed at 10:06pm.

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

**Chairman**

**Officer Report**  
**RLA September 2025**

**OFFICER:** Sian Taylor  
**DATE:** 8<sup>th</sup> September 2025  
**SUBJECT:** Cemetery Report

It has been a busy few weeks with interments and various actions required at the cemetery.

I am frequently approached by visitors who comment positively on how well-maintained and attractive the cemetery looks.

## **ITEMS FOR DECISION**

### **Memorial testing**

The physical testing at cemetery is now complete. 93 memorials have failed. These are being made safe by a local stonemason who is either staking them or in extreme circumstances, laying them down.

I am still working through the admin side of the process - contacting memorial owners, updating the records and liaising with stone mason making them safe.

In many cases, the registered owner is deceased and interred in the grave, and I have no current contact details for any family. Notices will be put on the website, at the cemetery and on the grave itself

I am now aware that the ICCM Memorials Management document states that "the burial authority should make any memorial found to be unsafe PERMANENTLY safe within 18 months. In the interim it must be made temporarily safe".

19 of these are older memorials also failed safety inspections five years ago and have not yet been repaired and therefore now need making permanently safe by the council.

A stonemason needs to be engaged to report on how to make these 19 memorials permanently safe in the most cost effective and way possible, whilst bearing in mind the impact on any family of the deceased, along with the aesthetics and their location within the cemetery. This can be done by repairing, converting to monolith or laying down.

Given the extensivity and complexity of the memorial testing process, and the financial implications every 5 years, I propose to adopt a rolling programme of testing as recommended by the ICCM

**RECOMMENDATION: proceed with making 19 memorials permanently safe**

### **Price List**

The current price list has been causing some confusion for both residents and some funeral directors. By simplifying the layout, we can make the charges easier to understand and ensure that, within the accounting system, costs are allocated correctly. This will make invoices clearer.

Interment fees have now been removed from the prices, as this was the main source of confusion. Previously, some prices included the interment fee while others did not. Going forward, the interment fee will be added separately to the basic price of the chosen plot or memorial.

### Version 1

One thing to note is:

- Sanctum additional inscription - once I had taken off the interment fees on the additional inscription it has made the non-resident price cheaper than the resident – so I have changed the costs around so the resident is cheaper – It should probably be another £40 to cover my time attending the cemetery to remove the plaque and send it back to Columbaria and then attend again to refit it.

## Version 2

This version also combines the Roses and Plant memorials as one price as again these cause confusion

Things to note:

- I made the digging charge separate as this was previously included within the price
- The prices varied so much – The cost to us is the 7x5 plaque which is currently £155 plus VAT, plus 4 hours of my time (as this is a true reflection for me for correspondence, ordering it and attending for the interment) and a charge for the council to cover maintaining the area and to cover the creation of new areas

### **RECOMMENDATION: to adopt Version 2 of the price list**

#### **Badgers**

Unfortunately, the badgers have returned and are digging in the original damaged grave again, along with the surrounding area. The disturbance now spreading more widely than the last time – I am monitoring this as there are several dug areas.

A new licence would be required if we are able to take action, and these are normally only granted for work to take place between July and November. An ecologist would also need to be engaged again to manage the application and process. Engagement of an ecologist and granting of the licence and granting of a licence can take time.



**RECOMMENDATION: Consider if action is required to deal with badger activity, and proceed to engage an ecologist to apply for a licence.**

#### **ITEMS TO NOTE**

##### **New extension**

Registration process - we are waiting for HDC to supply us with a statement of truth before the next stage can be started.

Access – the initial review has been completed, but the solicitor advises looking at all the titles for the affected properties – permission has been given for this to go ahead

There are currently 2 reserved plots in the new area.



## Ashes plots

We now have only 3 old style ashes plot left – these have been replaced by the kerb blocks around the pathways in the GOR so we will likely need to order some more blocks in the next financial year

Plant and rose memorials are still popular, as are Sanctum Vaults.

A new plant bed is now needed to be prepared – I am obtaining costs for this

## Graves in current burial area following new rules

Following the updated rules on grave maintenance, I am contacting the EROB owners of plots that do not comply. While a few responses have been positive, a significant number have not replied, nor have they removed the non-compliant items such as plastic fencing, glass, and other objects. I have given them a three-month period to remove these items, after which we will proceed with removal although this is likely to be distressing.

Some of the owners are very unhappy and dispute the request to remove items that don't comply. I am hopeful that I can reach an agreement with them to remove them and where appropriate, replace with approved items, before we must take action. These include

- One owner would like to maintain the plot themselves including the grass cutting and wants to retain the plastic fence, so the plot isn't walked on or mown by grounds maintenance. I have suggested a kerb surround.
- Earlier this year, flower frames were removed from one plot as part of routine grounds maintenance. The plot owner has raised concerns about this and feels they were singled out and unfairly targeted and they are currently taking advice on this.
- One plot has a wooden surround which is far bigger than the plot. It was installed without approval or notifying me. Despite attempts to contact the owner, this has not been rectified, nor has the owner contacted me. I am attempting all other means of contact
- One plot (a baby) has a metal surround, and the parents would like to keep it. I have proposed a meeting at the cemetery to discuss

The first new plot has been covered with artificial grass after the burial and looks good.

This was met with approval from the grave digger who agreed it looked much better.

I now leave the artificial grass for the grave digger when I am marking the grave, and this works well

Other graves in the area are currently in the process of being levelled (where burials are over 12 months) so they can be maintained by grounds maintenance. This does involve asking families to remove items from the graves.





## **Mapping**

The cemetery map is currently in the process of being updated with the plots in the most recent extension now all the plots have been mapped out – this means that there are 50 plots still available.

## **Training**

I am booked on 2 training courses – one in October for Establishing and maintaining gardens of remembrance and one in February – Cemetery management and compliance. Both will be very useful in my role

## **Processes**

Following the two recent complaints, I have been working with Rita to strengthen the cemetery's processes and ensure they are robust enough to prevent future errors.

## **Cemetery of the year awards**

We once again entered the Cemetery of the Year Awards and achieved a score of 858, compared to the average score of 765. Although we did not receive an award this year (we achieved Silver in 2020), taking part is extremely valuable.

The competition is designed not only to help improve standards within burial grounds, but also to encourage compliance with legislation and support best practice, with guidance from leading Burial Authority organisations.

The BRAMM Cemetery of the Year Award 2025 was sponsored by British Register of Accredited Memorial Masons (BRAMM) and supported and endorsed by –

- Memorial Awareness Board (MAB)
- Institute of Cemetery and Crematorium Management (ICCM)
- The Federation of Burial and Cremation Authorities (FBCA)
- The Society of Local Council Clerks (SLCC)
- British Register of Accredited Memorial Masons (BRAMM)

## **South and South East in Bloom**

We await the results from this, expected to be at the award ceremony on October 21<sup>st</sup>.

## Fleet Cemetery Fees from April 2025    Version 1

When you buy a burial plot - the charges are split between the "Exclusive Rights of Burial", interment fee and the memorial permit fee. The Exclusive Rights of burial gives you the right to bury in that plot. The interment fee is an administration charge incurred each time the plot is opened and covers the updating of the burial records and associated work. The memorial permit fee gives permission for the owner to erect a memorial on the plot. The permit is to ensure all memorials conform to regulations at that time.

Main cemetery area	Fees – including Church Crookham or Elvetham Heath residents	50% reduction for Fleet Town Council resident
<b>Reservation of Full Burial plot</b> Exclusive Rights of Burial (Excludes memorial permit and interment fee)	£2,660	£1,330
<b>Reservation of Cremation Plot</b> Exclusive Rights of Burial (Excludes memorial permit and interment fee)	£980	£490
<b>Interment only – Full Burial</b> (Exclusive Rights already purchased)	£1,080	£540
<b>2nd and subsequent Interments – Full Burial</b> (Exclusive Rights already purchased)	£840	£420
<b>Interment only – Ashes</b> (Exclusive Rights already purchased)	£420	£210
<b>2<sup>nd</sup> and subsequent Interments – Ashes</b> (Exclusive Rights already purchased)	£420	£210
<b>Memorial permit for existing grave</b> (Either Burial or Cremation memorial)	£420	£210
<b>Additional Inscription on memorial</b> (Either Burial or Cremation memorial)	£180	£90
<b>Stillborn child or child up to 12 years</b> (Full Burial or Cremation Plot includes interment)	No Charge	No Charge
<b>Transfer of Exclusive Rights of Burial</b>	£350	£175
<b>General administration – change name etc</b>	£46	£23

On receipt of proof of the deceased being a Fleet Town Council resident, the fees are reduced. A Council tax bill is accepted as proof of residency. Resident Fees apply when:

- At the time of death, the deceased resided within Fleet Town Council parish boundaries as determined by Hart District Council.
- The deceased was originally a Fleet Town Council resident but moved out of the area to a nursing/care home (proof of prior residency may be required)

Church Crookham and Elvetham Heath fall within the Fleet postal district but are separate parishes. As Church Crookham and Elvetham Heath Parish Councils have elected not contribute to the cemetery's upkeep, they are not entitled to discounted fees.

Please note VAT is charged on memorials only. No VAT is charged on interments, memorial permits or exclusive rights of burials.

## Memorial Fees in Garden of Remembrance

Memorials – prices include VAT for memorial only	Fees – including Church Crookham or Elvetham Heath	Fleet Town Council resident
<b>Sanctum 2000 Memorial vault only</b> <b>Interment fee not included.</b> <b>Artwork and photo plaque cost to be confirmed</b>		
Lease for 25 years to include lettering up to 80 letters. Further lettering £2.00 + VAT per letter.	£1,790	£1,760
Lease for 50 years to include lettering up to 80 letters. Further lettering £2.00 + VAT per letter.	£2,465	£2,420
Additional inscription (if room has been left).	£175	£255
<b>Kerb block memorial around pathways – Memorial only</b> <b>Interment fee not included</b>		
Lease for 25 years to include lettering. Artwork and photo cost to be confirmed.	£865	£730
<b>Rose memorial</b>		
Rose bush - lease/maintenance 15 years, including 6" x 4" granite plaque with inscription	£595	£460
Rose bush - lease/maintenance 15 years, including 7" x 5" granite plaque with inscription Artwork Design cost to be confirmed.	£730	£595
Standard Rose lease/maintenance for 15 years, including 6" x 4" granite plaque with inscription only	£730	£595
Standard Rose lease/maintenance for 15 years, including 7" x 5" granite plaque with inscription. Artwork Design cost to be confirmed.	£870	£730
<b>Other</b>		
Brass plaque on memorial bench in Garden of Remembrance	£345	£220
Memorial disc on mushroom in children's area	£140	£140
Plant memorial dedication area - preparation of ground, interment of ashes and 7" x 5" granite plaque with inscription. Artwork Design cost to be confirmed. (plant from approved list supplied by family)	£810	£630
Plant memorial dedication area - preparation of ground, interment of ashes and 6" x 4" granite plaque with inscription only (plant from approved list supplied by family)	£750	£585
<b>Interment fees to be added for ashes (no VAT)</b>		
Ashes interment fee for each set of ashes to be added to Garden of Remembrance Memorials	£420	£210

## Fleet Cemetery Fees from April 2025      Version 2

When you buy a burial plot - the charges are split between the "Exclusive Rights of Burial", interment fee and the memorial permit fee. The Exclusive Rights of burial gives you the right to bury in that plot. The interment fee is an administration charge incurred each time the plot is opened and covers the updating of the burial records and associated work. The memorial permit fee gives permission for the owner to erect a memorial on the plot. The permit is to ensure all memorials conform to regulations at that time.

Main cemetery area	Fees – including Church Crookham or Elvetham Heath residents	50% reduction for Fleet Town Council resident
<b>Reservation of Full Burial plot</b> Exclusive Rights of Burial (Excludes memorial permit and interment fee)	£2,660	£1,330
<b>Reservation of Cremation Plot</b> Exclusive Rights of Burial (Excludes memorial permit and interment fee)	£980	£490
<b>Interment only – Full Burial</b> (Exclusive Rights already purchased)	£1,080	£540
<b>2nd and subsequent Interments – Full Burial</b> (Exclusive Rights already purchased)	£840	£420
<b>Interment only – Ashes</b> (Exclusive Rights already purchased)	£420	£210
<b>2<sup>nd</sup> and subsequent Interments – Ashes</b> (Exclusive Rights already purchased)	£420	£210
<b>Memorial permit for existing grave</b> (Either Burial or Cremation memorial)	£420	£210
<b>Additional Inscription on memorial</b> (Either Burial or Cremation memorial)	£180	£90
<b>Stillborn child or child up to 12 years</b> (Full Burial or Cremation Plot includes interment)	No Charge	No Charge
<b>Transfer of Exclusive Rights of Burial</b>	£350	£175
<b>General administration – change name etc</b>	£46	£23

On receipt of proof of the deceased being a Fleet Town Council resident, the fees are reduced. A Council tax bill is accepted as proof of residency. Resident Fees apply when:

- At the time of death, the deceased resided within Fleet Town Council parish boundaries as determined by Hart District Council.
- The deceased was originally a Fleet Town Council resident but moved out of the area to a nursing/care home (proof of prior residency may be required)

Church Crookham and Elvetham Heath fall within the Fleet postal district but are separate parishes. As Church Crookham and Elvetham Heath Parish Councils have elected not contribute to the cemetery's upkeep, they are not entitled to discounted fees.

Please note VAT is charged on memorials only. No VAT is charged on interments, memorial permits or exclusive rights of burials.

## Memorial Fees in Garden of Remembrance

Memorials – prices include VAT and are for memorial only	Fees – including Church Crookham or Elvetham Heath	Fleet Town Council resident
<b>Sanctum 2000 Memorial vault only</b> <b>Artwork and photo plaque cost to be confirmed</b> <b>Not including interment fee</b>		
Lease for 25 years to include lettering up to 80 letters. Further lettering £2.00 + VAT per letter.	£1,790	£1,760
Lease for 50 years to include lettering up to 80 letters. Further lettering £2.00 + VAT per letter.	£2,465	£2,420
Additional inscription (if room has been left).	£255	£175
<b>Kerb block memorial around pathways – Memorial only</b> <b>Artwork and photo cost to be confirmed</b> <b>Not including interment fees</b>		
Lease for 25 years to include lettering. Artwork and photo cost to be confirmed.	£865	£730
<b>Plant and Rose memorial only in dedicated areas</b> <b>Choice of 6 x 4" or 7" x 5" granite plaque</b> <b>Artwork and photo cost to be confirmed</b> <b>Plant/Rose supplied by family from approved list</b> <b>Not including interment fees</b>		
Plant or Rose memorial with granite plaque and inscription.	£680	£500
<b>Other</b>		
Brass plaque on memorial bench in Garden of Remembrance	£345	£220
Memorial disc on mushroom in children's area	£140	£140
<b>Interment fees to be added if ashes are to be interred</b>		
Ashes interment fee for each set of ashes to be added to Garden of Remembrance Memorials	£420	£210
Digging of ground for ashes – for kerb block and plant/rose plots only	£110	£90

**DATE:** RLA meeting 17<sup>th</sup> September 2025

**OFFICER:** Alex Robins – General Manager

**REPORT COVERING:** June - August 2025

## 1. General overview

- Although this is considered to be the quieter summer period, due to lower show numbers and many hires taking a break during the school holidays, it's always surprising just how busy things get with preparation for the rest of the year and maintenance work. In addition, the Harlington project is ramping up and the team were making preparations for the second Music on the Views Festival. And now we find the new season is upon us in a flash!
- Staffing: Having just welcomed back our Marketing and Box Office Manager after maternity leave, the officer was happy to be back to full strength and able to start looking ahead rather than treading water, until two important members of the team announced they were "moving on" within weeks of each other. In the case of one, who has been at The Harlington for eleven years, her customer knowledge and relationships will leave a particularly large hole, which can't be filled in the short term. The officer would like to wish both team members the best in their futures and thank them both for their hard work and dedication, particularly during the past year, where they had to cope with much of it without their full-time manager. They both rose to the challenge and learnt a lot through necessity!

The officer and Marketing and box office manager used the situation as an opportunity to review the staff structure for the future, particularly looking at moving forwards after the Harlington project is completed. They consulted with Stuart Shanks, who is producing the business plan for FTC, with all being in agreement that the future of the booking's role should be more business/sales focussed, with not only building and forming relationships with hirers, but researching and finding potential business. This needed to be a more sales driven role to ensure the success of the "new" Harlington. As such, the advertised role now encompasses this element and is at an officer level, as an enhanced skillset is essential. It will also include marketing and ticket sales as before. The role will evolve after the Harlington's re-launch, possibly becoming an additional unique sales and relationship role at that time.

In order to facilitate an enhanced salary to attract potential candidates of the right calibre, the second role will now become part time, so that it remains cost neutral. This will be an assistant role across marketing, box office and bookings. At present some exciting applications have been received and interviews are being set up.

## **RECOMMENDATION: FOR NOTING**

## 2. Hall hire

Hires are always slower over the summer period, with many taking a summer break. As previously reported, the Starburst summer show was also taken elsewhere this year.

A new regular music school booking is beginning in September, which will be using the old music room upstairs. It's hoped this will grow over time, as they've been operating purely online since Covid and want to go back to "in person" classes where possible.

### **3. Ticket Sales**

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

90's Rewind - £5,000 contribution

Martin Fry - £2,000 contribution

Jazz Club x 2 - £2,000 contribution

The Jam'd - £1,700 contribution

Brave Rival - £1,400 contribution

Cheesy Bingo - £1,000 contribution

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

Studio 236 Funk & Soul night - £1,400 deficit

### **4. Bars**

- June was the strongest month so far in the current financial year for bar sales, with some particularly big hitters, topped by 90's Rewind. July and August can never produce much, due to the lack of activity during those months, however, Music on the Views gave a nice boost to August, with good sales, especially considering the poor weather and number of ticket holders who didn't attend. Sales were up on last year, with real ale sales split between The Harlington and Fleet Lions. The bar is staffed by Lions and FTC volunteers.

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

- Ancillary sales are slightly ahead of target.

### **6. Ancells Farm Community Centre**

- Income is looking to be nicely on target to reach budget at year end, with costs currently lower than budgeted for.

**RECOMMENDATION: FOR NOTING**

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
The Big Abba Party	£ -	£ 3,608.00	57%	£ 1,750.00	£ 1,858.00	£ 1,887.74	£ 755.63	£ 1,132.11	£ 274.73	£ 5,495.74	£ 2,780.36	£ 2,715.38
Lunchtime Jazz	£ -	£ -	n/a	£ -	£ -	£ 157.91	£ 64.26	£ 93.65	£ -	£ 157.91	£ 64.26	£ 93.65
Comedy Club	£ -	£ 1,242.50	45%	£ 1,000.00	£ 242.50	£ 874.74	£ 354.22	£ 520.52	£ 286.93	£ 2,117.24	£ 1,641.15	£ 476.09
Jazz Club	£ -	£ 1,487.50	65%	£ 951.61	£ 535.89	£ 446.32	£ 179.73	£ 266.59	£ 48.84	£ 1,933.82	£ 1,180.18	£ 753.64
The Dumb Waiter	£ -	£ 1,460.42	47%	£ 686.40	£ 774.02	£ 401.66	£ 161.69	£ 239.97	£ 76.31	£ 1,862.08	£ 924.40	£ 937.68
Roller Disco	£ 245.00	£ -	n/a	£ -	£ -	£ 268.66	£ 112.01	£ 156.65	£ 61.05	£ 513.66	£ 173.06	£ 340.60
Clinton Baptise	£ -	£ 6,186.25	100%	£ 4,328.82	£ 1,857.43	£ 1,265.74	£ 508.31	£ 757.43	£ 265.58	£ 7,451.99	£ 5,102.71	£ 2,349.28
Sex Pissed Dolls	£ -	£ 1,778.33	43%	£ 1,700.00	£ 78.33	£ 1,565.83	£ 627.48	£ 938.35	£ 247.36	£ 3,344.16	£ 2,574.84	£ 769.32
Barrioque	£ -	£ 3,775.83	58%	£ 3,500.00	£ 275.83	£ 2,843.16	£ 1,138.71	£ 1,704.45	£ 339.55	£ 6,618.99	£ 4,978.26	£ 1,640.73
Film Club x 2	£ 300.00	£ -	n/a	£ -	£ -	£ 201.41	£ 80.90	£ 120.51	£ -	£ 501.41	£ 80.90	£ 420.51
Ceroc x 4	£ 1,139.20	£ -	n/a	£ -	£ -	£ 154.41	£ 62.29	£ 92.12	£ -	£ 1,293.61	£ 62.29	£ 1,231.32
TOTALS FOR APRIL	£ 1,684.20	£ 19,538.83		£ 13,916.83	£ 5,622.00	£ 10,067.58	£ 4,045.23	£ 6,022.35	£ 1,600.35	£ 31,290.61	£ 19,562.41	£ 11,728.20
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
Floyd Effect	£ -	£ 5,460.00	100%	£ 3,799.80	£ 1,660.20	£ 1,968.16	£ 793.29	£ 1,174.87	£ 320.51	£ 7,428.16	£ 4,913.60	£ 2,514.56
Money for Nothing	£ -	£ 4,590.83	100%	£ 2,500.00	£ 2,090.83	£ 2,050.82	£ 823.82	£ 1,227.00	£ 320.52	£ 6,641.65	£ 3,644.34	£ 2,997.31
Bootleg Blondie	£ -	£ 3,895.00	71%	£ 1,400.00	£ 2,495.00	£ 2,234.58	£ 895.63	£ 1,338.95	£ 314.41	£ 6,129.58	£ 2,610.04	£ 3,519.54
Film Club x 1	£ 150.00	£ -	n/a	£ -	£ -	£ 143.83	£ 57.67	£ 86.16	£ -	£ 293.83	£ 57.67	£ 236.16
Jazz Club	£ -	£ 1,683.33	73%	£ 1,019.22	£ 664.11	£ 541.32	£ 218.53	£ 322.79	£ 82.72	£ 2,224.65	£ 1,320.47	£ 904.18
Comedy Club	£ -	£ 1,071.67	39%	£ 1,000.00	£ 71.67	£ 843.16	£ 341.92	£ 501.24	£ 280.84	£ 1,914.83	£ 1,622.76	£ 292.07
Lunchtime Jazz	£ -	£ -	n/a	£ -	£ -	£ 175.57	£ 70.56	£ 105.01	£ -	£ 175.57	£ 70.56	£ 105.01
King King Acoustic	£ -	£ 2,829.17	59%	£ 2,500.00	£ 329.17	£ 728.24	£ 293.73	£ 434.51	£ 167.99	£ 3,557.41	£ 2,961.72	£ 595.69
Ceroc x 5	£ 1,424.00	£ -	n/a	£ -	£ -	£ 8.25	£ 3.30	£ 4.95	£ -	£ 1,432.25	£ 3.30	£ 1,428.95
TOTALS FOR MAY	£ 1,574.00	£ 19,530.00		£ 12,219.02	£ 7,310.98	£ 8,693.93	£ 3,498.45	£ 5,195.48	£ 1,486.99	£ 29,797.93	£ 17,204.46	£ 12,593.47
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
90's v 2000's Rewind	£ -	£ 8,176.67	100%	£ 3,150.00	£ 5,026.67	£ 5,736.16	£ 2,298.63	£ 3,437.53	£ 528.08	£ 13,912.83	£ 5,976.71	£ 7,936.12
Brave Rival	£ -	£ 2,649.17	77%	£ 1,294.46	£ 1,354.71	£ 1,460.74	£ 584.30	£ 876.44	£ 345.84	£ 4,109.91	£ 2,224.60	£ 1,885.31
Martin Fry	£ -	£ 7,815.00	73%	£ 5,804.16	£ 2,010.84	£ 793.58	£ 319.86	£ 473.72	£ 290.00	£ 8,608.58	£ 6,414.02	£ 2,194.56
Film Club x 3	£ 450.00	£ -	n/a	£ -	£ -	£ 327.57	£ 131.24	£ 196.33	£ 13.00	£ 777.57	£ 144.24	£ 633.33
The Jam'd	£ -	£ 3,428.33	54%	£ 1,750.00	£ 1,678.33	£ 2,191.83	£ 877.93	£ 1,313.90	£ 299.45	£ 5,620.16	£ 2,927.38	£ 2,692.78
Cheesy Bingo	£ -	£ 3,485.00	100%	£ 2,424.43	£ 1,060.57	£ 2,325.74	£ 933.83	£ 1,391.91	£ 394.50	£ 5,810.74	£ 3,752.76	£ 2,057.98
Jazz Club	£ -	£ 1,220.83	52%	£ 923.29	£ 297.54	£ 399.49	£ 160.35	£ 239.14	£ 27.47	£ 1,620.32	£ 1,111.11	£ 509.21
Goldie Lookin Chain	£ -	£ 4,274.17	52%	£ 3,700.00	£ 574.17	£ 2,225.82	£ 892.01	£ 1,333.81	£ 372.52	£ 6,499.99	£ 4,964.53	£ 1,535.46
Studio 236	£ -	£ 1,998.33	37%	£ 3,400.00	£ -1,401.67	£ 1,628.83	£ 653.09	£ 975.74	£ 306.35	£ 3,627.16	£ 4,359.44	£ -732.28
Lunchtime Jazz	£ -	£ -	n/a	£ -	£ -	£ 167.91	£ 67.74	£ 100.17	£ -	£ 167.91	£ 67.74	£ 100.17
Ceroc x 4	£ 1,139.20	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ 1,139.20	£ -	£ 1,139.20
TOTALS FOR JUNE	£ 1,589.20	£ 33,047.50		£ 22,446.34	£ 10,601.16	£ 17,257.67	£ 6,918.98	£ 10,338.69	£ 2,577.21	£ 51,894.37	£ 31,942.53	£ 19,951.84
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
Lunchtime Jazz	£ -	£ -	n/a	£ -	£ -	£ 335.91	£ 135.21	£ 200.70	£ -	£ 335.91	£ 135.21	£ 200.70
Film Club x 1	£ 150.00	£ -	n/a	£ -	£ -	£ 72.25	£ 28.90	£ 43.35	£ -	£ 222.25	£ 28.90	£ 193.35
Jazz Club	£ -	£ 3,123.33	n/a	£ 1,387.92	£ 1,735.41	£ 911.82	£ 367.43	£ 544.39	£ 61.06	£ 4,035.15	£ 1,816.41	£ 2,218.74
Ceroc x 5	£ 1,424.00	£ -	n/a	£ -	£ -	£ 6.25	£ 2.50	£ 3.75	£ -	£ 1,430.25	£ 2.50	£ 1,427.75
TOTALS FOR JULY	£ 1,574.00	£ 3,123.33		£ 1,387.92	£ 1,735.41	£ 1,326.23	£ 534.04	£ 792.19	£ 61.06	£ 6,023.56	£ 1,983.02	£ 4,040.54
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
Music on the Views	£ -	£ -	n/a	£ -	£ -	£ 1,536.08	£ 614.43	£ 921.65	£ -	£ 1,536.08	£ 614.43	£ 921.65
Lunchtime Jazz	£ -	£ -	n/a	£ -	£ -	£ 135.91	£ 54.36	£ 81.55	£ -	£ 135.91	£ 54.36	£ 81.55
Ceroc x 4	£ 1,139.20	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ 1,139.20	£ -	£ 1,139.20



TOTALS FOR AUGUST	£	1,139.20	£	-	£	-	£	-	£	-	£	1,671.99	£	668.79	£	1,003.20	£	-	£	2,811.19	£	668.79	£	2,142.40
TOTALS	£	7,560.60	£	75,239.66			£	49,970.11	£	25,269.55	£	39,017.40	£	15,665.49	£	23,351.91	£	5,725.61	£	121,817.66	£	71,361.21	£	50,456.45

## HEADS OF TERMS – SUBJECT TO PLANNING

THIS LEASE AGREEMENT ("Agreement") is made and entered into on X, by and between:

1. X, hereinafter referred to as the "Landlord," having its principal place of business, and
2. Padel People Ltd, hereinafter referred to as the "Tenant,"

WHEREAS, the Landlord is the owner of certain land, and the Tenant wishes to lease a portion of the land to build and operate three padel courts for commercial purposes;

### 1. DEMISED PREMISES

The Landlord hereby leases to the Tenant, and the Tenant leases from the Landlord for the purpose of constructing and operating three padel courts (the "Premises").

### 2. TERM OF LEASE

This Lease shall commence on the first date of trade (the "Commencement Date") and shall continue for a period of twenty (20) years unless terminated earlier in accordance with the terms of this Agreement.

### 3. BREAK OPTION

The Tenant shall have the option to terminate this Lease on the fifth (5th) anniversary of the Commencement Date (the "Break Date"), by giving the Landlord not less than six (6) months' written notice prior to the Break Date, provided that there are no outstanding rent arrears or material breaches of this Lease at the time of giving notice. Any outstanding issues must be remedied before the lease can be terminated.

### 4. RENT

The Tenant agrees to pay rent based on the following terms:

- An annual rent of ten percent (10%) of the Tenant's gross turnover. Estimated at £6-15k per court
- Definition of Turnover: "For the purposes of this Lease, 'gross turnover' shall mean all revenue generated by the Tenant from the operation of the padel courts, including but not limited to court hire, lessons, racket hire and events, excluding VAT or other taxes payable. The Tenant shall provide the Landlord with annual certified accounts within 30 days of the financial year-end to verify the turnover."

### 5. PAYMENT OF RENT

The Rent shall be payable monthly in arrears on the 1<sup>st</sup> of each month during the Lease Term.

### 6. INSIDE THE ACT

This Lease shall be governed by the Landlord and Tenant Act 1954, Part II, ensuring that the Tenant has the right to renew the Lease at the end of the Lease Term, subject to the provisions of the Act.

### 7. MAINTENANCE AND REPAIR

The Tenant shall be responsible for routine maintenance and minor repairs to the Premises. Major repairs or damage to the Premises caused by natural disasters, fire, or other force majeure

events shall be covered by insurance, and if not insured, the costs shall be negotiated between the Landlord and the Tenant.

#### 8. UTILITIES AND SERVICES

The Tenant shall be responsible for arranging and paying for all utility costs associated with the operation of the padel courts, including but not limited to electricity, water, and waste management. Where utilities are shared with other parts of the Landlord's property, the Tenant's share of the utility costs shall be calculated by reference to a fair and reasonable apportionment.

#### 9. FORCE MAJEURE CLAUSE

In the event that the Tenant is prevented from operating the padel courts due to circumstances beyond its reasonable control, including but not limited to government-imposed restrictions, natural disasters, pandemics, or other events of force majeure, the Tenant shall not be liable to pay Rent for the period during which the operation is suspended. Force majeure events include but are not limited to acts of God, war, pandemic, government-imposed restrictions, or any other events outside the reasonable control of the Tenant. If the Tenant is unable to operate the padel courts due to a force majeure event for a continuous period exceeding six (6) months, the Tenant may suspend the payment of rent. If the force majeure event persists for twelve (12) consecutive months, the Tenant may terminate this Lease upon giving the Landlord thirty (30) days' notice.

#### 10. INSURANCE

The Tenant shall maintain at its expense: (a) public liability insurance with a minimum coverage of £5,000,000 per occurrence, (b) employer's liability insurance if applicable, and (c) insurance for the structure and fixtures of the portable padel courts. The Tenant shall provide proof of insurance to the Landlord upon request.

#### 11. INDEMNITY

The Tenant agrees to indemnify and hold harmless the Landlord from and against any and all claims, damages, liabilities, costs, and expenses (including reasonable legal fees) arising out of the Tenant's use of the Premises, except where such claims arise from the negligence or willful misconduct of the Landlord.

#### 12. ASSIGNMENT AND SUBLETTING

The Tenant may not assign or sublet the Premises without the prior written consent of the Landlord. Such consent shall not be unreasonably withheld, provided the proposed assignee or subtenant is of similar financial standing and proposes to use the Premises for a comparable use. The Tenant shall remain liable under the terms of this Lease after assignment.

#### 13. DEFAULT

If the Tenant fails to pay Rent or otherwise breaches the terms of this Lease, and such failure continues for a period of ninety (90) days after receiving written notice from the Landlord, the Landlord may terminate this Lease and re-enter the Premises.

#### 14. DISPUTE RESOLUTION

In the event of any dispute arising out of or in connection with this Lease, the parties agree to first attempt to resolve the dispute through mediation. If mediation fails, the dispute shall be referred to arbitration under the rules of the Chartered Institute of Arbitrators, and the decision of the arbitrator shall be binding on both parties.

#### 15. LANDLORD'S RIGHT OF ACCESS

The Landlord, or its agents, may access the Premises with no less than 24 hours' written notice for the purpose of inspecting the Premises or carrying out repairs. In the event of an emergency, no notice is required. Such access shall not unreasonably interfere with the Tenant's operations.

#### 16. GOVERNING LAW

This Lease shall be governed by and construed in accordance with the laws of England and Wales.

#### 18. ENTIRE AGREEMENT

This Lease contains the entire agreement between the parties and supersedes all prior discussions, agreements, or understandings of any kind.

# Event Application Form

<b>Name of event</b> <b>Park Yoga</b>
<b>Event location</b> <b>Calthorpe Park</b>
<b>Event date</b> <b>Summer 2026</b>

For Official use only	
<b>Event Reference Number</b>	
<b>Booking Reference:</b>	
<b>Date processed</b>	

## Section 1 – Organiser Details

<b>Name of organisation</b>	<b>Park Yoga &amp; Amber Wellbeing</b>	
<b>Name of applicant<sup>(1)</sup></b>	<b>Naomi Jackson</b>	
<b>Position (if applicable)</b>	<b>Yoga Teacher</b>	
<b>Contract Address</b>		
Is the above address to be used for invoices? YES/NO – if NO please provide details on a separate sheet		
<b>Personal Contact Details</b>	<b>Home</b>	
	<b>Work</b>	
	<b>Mobile</b>	
	<b>Email Address</b>	
<b>Event Public Tel. Enquiry No.</b>		
<b>Event Web Site Address</b>	<a href="https://parkyoga.co/">https://parkyoga.co/</a>	

## Section 2 – Event Details

### Description of Proposed Event

Park Yoga is a charity that promotes and organises yoga classes for a 20 week summer season each year in partnership with local authorities and a primary yoga teacher. It's similar to Park Run which has been a huge community success in Fleet!

The Park Yoga sessions are free to attendees and do not need prebooking.

To run the season successfully there is commitment required from both local authorities and the 'lead yoga teacher'.

### Please indicate the type of Event

- |                              |                          |                 |                                     |
|------------------------------|--------------------------|-----------------|-------------------------------------|
| Charity Event <sup>(1)</sup> | <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 **Park Yoga**

Charity Registration Number **1183253**

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

If NO please give details:

The event is free to the attendees, so there are no proceeds made from weekly sessions.

There is a weekly payment to be made to the yoga teacher.

There is a season set-up fee split between charity Park Yoga and the local authority supporting this community event.

## Timings

Date/time to enter site for preparation <b>9.00am</b>
Date/time to vacate the site after the Event <b>10.30am</b>
If event is for more than one day, please give details of the Start and Finish times each day <b>Every Sunday morning 20 weeks May - September</b>

## 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 1000 people are expected please give details of security / stewarding. <b>Average 50 participants per week</b>

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 <sup>(1)</sup>	<input type="checkbox"/>
Carnival procession <sup>(1)</sup>	<input type="checkbox"/> Live Entertainment <sup>(1)</sup>	<input type="checkbox"/>
Fairground equipment	<input type="checkbox"/> Lost children point	<input type="checkbox"/>
Aircraft	<input type="checkbox"/> Barrier/Fencing	<input type="checkbox"/>
Parachutists	<input type="checkbox"/> Marquees	<input type="checkbox"/>
Balloon launch	<input type="checkbox"/> Portable generator <sup>(2)</sup>	<input type="checkbox"/>
Hot Air Balloons	<input type="checkbox"/> Power supply	<input type="checkbox"/>
Horses/donkeys/other animals	<input type="checkbox"/> Toilets	<input checked="" type="checkbox"/>
Motorcycles	<input type="checkbox"/> Alcohol <sup>(3)</sup>	<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"/>
Inflatables (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 checked="" type="checkbox"/> Living history or other	<input type="checkbox"/>
Stewarding/Security	<input type="checkbox"/> Other	<input type="checkbox"/>

**NOTES:**

(a) Please supply as much information as possible on all the items above

(b) Following submission of this application, no additional items may be included without the express consent of the appropriate department.

<sup>(1)</sup>A Temporary Event Notice (TEN) may be required if the Event involves, music, dancing, singing or similar.

<sup>(2)</sup>Generators are not permitted on the highway and must be diesel only.

<sup>(3)</sup>A Temporary Event Notice (TEN) will be required for the sale of alcohol.



## CAR PARKING

Will vehicles require access to the venue? YES ☐ NO ☒

If yes, when and for how long?

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

If you have ticked yes above, please provide more details

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.

Attendees may walk, cycle or drive to the event. Attendees will park at Calthorpe Park. We can encourage people to arrive on foot/by bike and car share via social media channels.

## 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.

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

## 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?

Electricity ☐    Water ☐

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

### **Bad Weather Plan**

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

Will the event be; Cancelled ☒ Postponed ☐ Continue ☐

Please give details if Cancelled or Postponed:

Park Yoga continues in light rain otherwise the weekly event is 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

Teacher will be first aid certified

## SECTION 5 – BOND

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

Name of person / organisation supplying the bond /cheque

Name

Address

Tel No

Email Address

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

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

**Keys - £10 each**

**Padlocks - £65 Each**

**Locks - £45 each**

## SECTION 6 – ADDITIONAL REQUIREMENTS

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

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

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

Signed:

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

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

**Tel:** 01252 625246

**Email:** [executive.officer@fleet-tc.gov.uk](mailto:executive.officer@fleet-tc.gov.uk)

I have enclosed, where necessary, the following:-

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

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

(\* these documents are required for all applications)

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

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

## 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.

<b>Name (Authorised Signatory from Organisation)</b>	
<b>Signature</b>	
<b>Date</b>	12 <sup>th</sup> June
<b>Event and Date</b>	Park Yoga Summer 2026
<b>Organisation Name</b>	Amber Wellbeing and Park Yoga

INPUT RESULTS INTO CARBON TRUST CALCULATOR: [gbfcalc.azurewebsites.net/gbf/calc/datainput](https://gbfcalc.azurewebsites.net/gbf/calc/datainput)

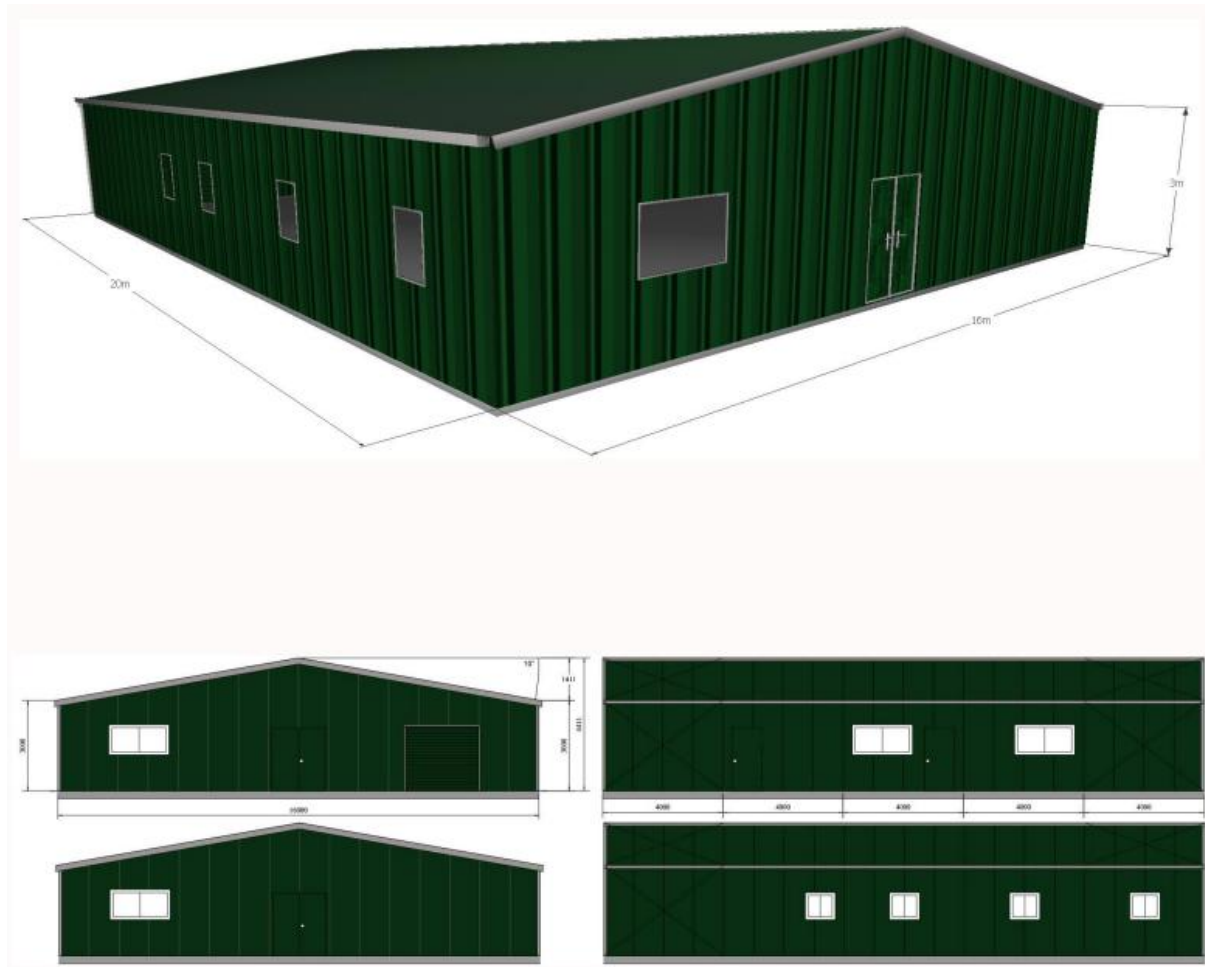
PERIOD		GAS - KWH	ELECTRIC - KWH	EMISSIONS
2024	APRIL	34232	12337.6	125,030 kgCO <sub>2</sub> e
	MAY	24475.35	12620	
	JUNE	10360.82	11508.7	If you'd like to report your emissions, you can do so by breaking this down into:
	JUNE * 2nd invoice	8489.18	10056.4	
	JULY	1122.83	10383.8	78,752 kgCO <sub>2</sub> e
	AUGUST	1660.39	12370	
	SEPTEMBER	9691.52	13899.5	46,278 kgCO <sub>2</sub> e
	OCTOBER	34691.34	16257.1	
	NOVEMBER	37167.29	19373.4	Scope 1 emissions (direct energy and processes)
	DECEMBER	68384.07	17039	
	JANUARY	59282.49	15414.7	Scope 2 emissions (indirect impact from electricity)
	FEBRUARY	66013.16	13915.3	
	MARCH	72776.33	14950.7	
TOTAL		428346.77	180126.2	Gas = Total Energies Electric = Npower



## 2025 New Design Approach

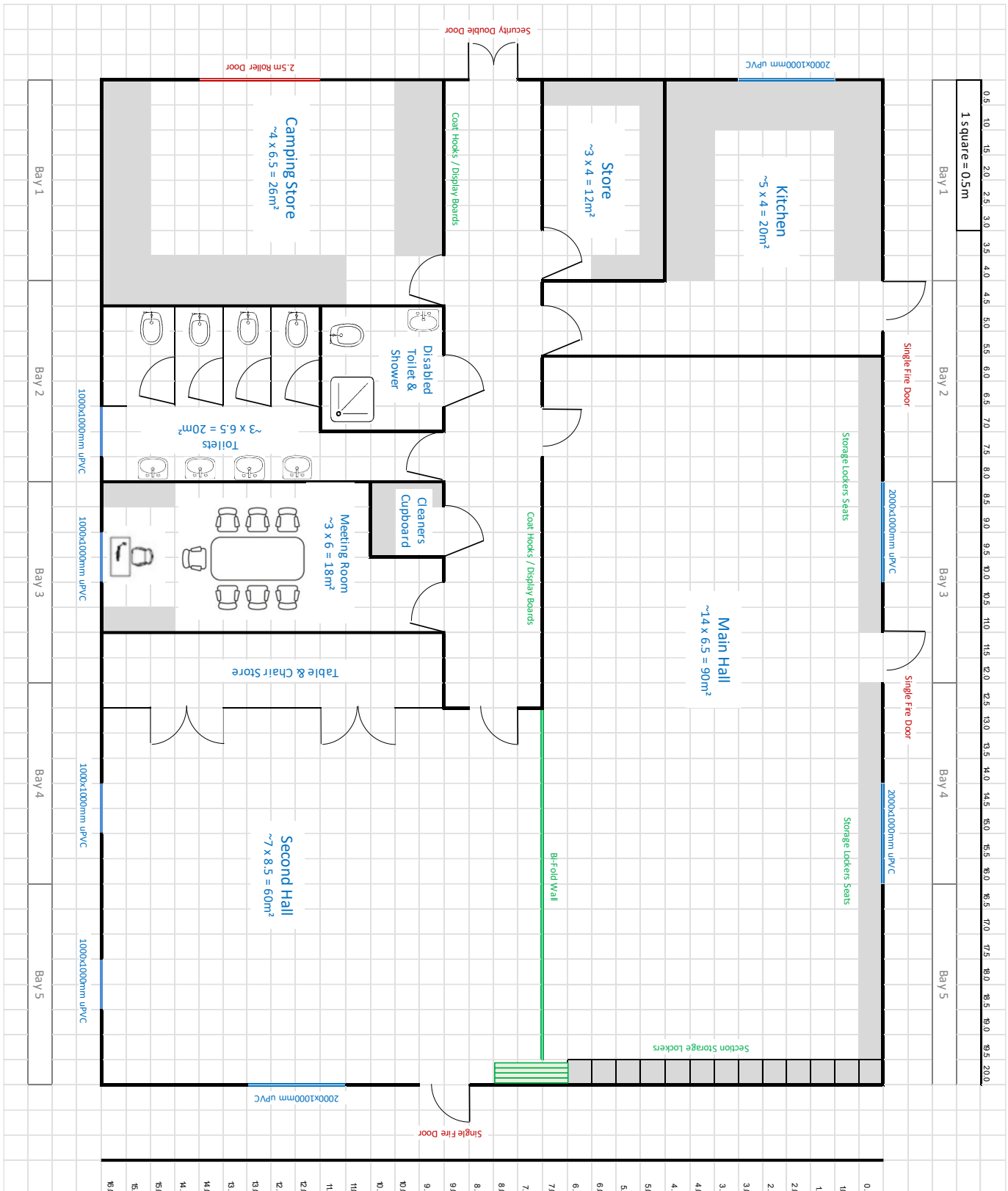
### External Build:

- 20m x 16m steel shell construction on concrete base
- Indicative quote supplied by Murray Steel Buildings to include insulated walls & roof, doors and windows ~£90k including delivery and erection on site



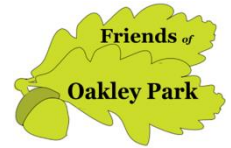
## Internal Build:

- Internals to follow original design adapted for 20x16m external dimensions
- Internal walls wooden studwork and plywood finish/cladding
- Local contractors for carpentry, electrics & plumbing



# Friends of Oakley Park

[www.oakleypark.org.uk](http://www.oakleypark.org.uk)



Email: [oakleypark@live.co.uk](mailto:oakleypark@live.co.uk)  
Tel: 07918 596593

1<sup>st</sup> August 2025

To whom it may concern,

Friends of Oakley Park kindly request permission to plant a unique specimen, Chilean Wine Palm (*Jubaea Chilensis*) in Oakley Park.

## Proposed Location

We propose to plant the Chilean Wine Palm in the shrubbery around the children's play area. This will replace the 2 existing dead, ivy covered shrubs. (see photographs below).



Oakley Park would acquire a unique specimen palm to the UK. It would create a talking point and legacy for hundreds of years. This specimen palm may even be considered as a 'tourist' attraction, particularly as it matures. There are less than a handful of local councils in the whole of the UK that have such unique palms. They are a vulnerable species imported from Chile so it would be a very valuable conservation asset for Fleet.

The Forestry Commission and Royal Horticultural Society support the planting of more trees and plants that are suitable for climate change, the Chilean Wine Palm being just one example as in its native environment it grows in a Mediterranean type climate.

## Chilean Wine Palm

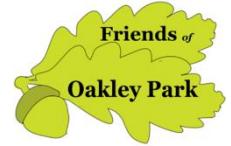


Is the most spectacular and cold hardest of the feathered palms that will weather normal UK winters without problem. A slow-growing palm with a single, scarred and cracked grey trunk and leaves up to 5m long formed of many very narrow, rigid, folded, yellow-green to dark green leaflets. Small, bowl-shaped, dull purple and yellow flowers are produced in summer in sprays up to 1.5m long, followed by woody, yellow fruit.



# Friends of Oakley Park

[www.oakleypark.org.uk](http://www.oakleypark.org.uk)



The palm root system is vertical and fibrous in nature. When encountering solid objects, such as buried pipes, the roots go around rather than through the object. Naturally, there will be no interference with the surrounding infrastructure. The dark green leaflets do not require intervention. The produced fruit will not germinate in the English climate thus it is non-invasive. The palm could be considered maintenance free.

## The Project

The palm is presently in a 160-litre pot which measures: 50cm height x 70cm wide and is located in Fleet. It will require a mechanical, vertical lift from its present location, onto suitable transport, for transfer to Oakley Park and planting in a preprepared hole some 50cm deep by ~100cm wide. The planting will be secured with additional compost. The present owner is prepared to supervise/consult with the removal and subsequent planting in the park, by mutual agreement. Subsequent regular watering will be undertaken by FOP on an as required basis.

## Costs

The project will be funded by Friends of Oakley Park.

We would request the assistance of Fleet Town Council with the nomination of an accredited company to undertake the works outlined above. In addition, we would ask FTC to award any subsequent contract, on our behalf, with FOP reimbursing FTC the net cost (i.e. minus VAT).

We trust Fleet Town Council will fully support this project and are available to answer any questions that you may have.

Regards,  
Mike Bye  
Chairman,  
Friends of Oakley Park

Fleet Town Council,  
The Harlington,  
236 Fleet Road,  
Fleet,  
GU51 4BY