



FLEET TOWN COUNCIL

MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING

Wednesday 18th 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 19th 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 th June 2025	Oakley Park
Fleet Carnival	5 th July 2025	Calthorpe Park & High Street
Scam Jam	24 th July – August 2025	The Views
Lions Beerfest	2 nd August 2025	The Harlington
Music on The Views	30 th August 2025	The Views
Fireworks Fiesta	1 st 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 17th 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