



Notice is hereby given of

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

on

**Wednesday 18<sup>th</sup> June 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

11<sup>th</sup> June 2025

**AGENDA**

1.	<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.
2.	<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.
3.	<b>QUESTIONS FROM THE PUBLIC</b> (3 min per person maximum 15 minutes) To receive questions and statements from members of the public.
4.	<b>MINUTES OF THE PREVIOUS MEETING</b> To receive and approve as a correct record the minutes of the RLA Committee held on Wednesday 19 <sup>th</sup> March 2025 ( <i>copy attached</i> ).
<b>Part 1 – ITEMS FOR DECISION</b>	
5.	<b>THE CEMETERY CLERK'S REPORT</b> To receive a verbal update from the Cemetery Clerk.  <b>RECOMMENDATION</b> To note the report.
6.	<b>THE HARLINGTON AND ANCELLS FARM COMMUNITY CENTRE REPORT</b> 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><b>RECOMMENDATION</b></p> <p>To note the report of the General Manager.</p>						
7.	<p><b>FLEET MARKET STORAGE</b></p> <p>Members are aware that storage remains a significant challenge for the Council, both within its own premises and in the existing outdoor lock-up. The ongoing accommodation of a third party's equipment—namely, Fleet Market—has exacerbated this issue, resulting in the displacement of Council-owned items. In some instances, these displaced items have had to be stored off-site, including in domestic residences, due to the lack of available secure storage.</p> <p>At a previous meeting, Members requested that alternative storage options be explored.</p> <p>A terrace of five newly built storage units has been identified at the rear of the Old Bakers Shop (Victoria Road car park). Each unit benefits from an up-and-over door, motion-activated LED lighting, and access via a secure, code-operated pedestrian gate. A loading bay is also available.</p> <p>Units 2–4 are each 166 sq. ft (15.42 sq. m), with a quoted rental cost of £250 per month (exclusive of VAT). Legal fees may apply.</p> <p><b>RECOMMENDATION</b></p> <p>To consider offering a grant to Fleet Market to cover the annual hire cost of one storage unit at the above location.</p>						
8.	<p><b>EVENT APPLICATIONS</b></p> <p>To consider the following applications to hold events on Council land:</p> <table><tr><td>Fleet Infant School Family Fun Day</td><td>Oakley Park</td><td>7 September 2025</td></tr><tr><td>Oakley Park Summer Fete</td><td>Oakley Park</td><td>19 July 2025</td></tr></table> <p><b>RECOMMENDATION</b></p> <p>To note the report and agree next steps.</p>	Fleet Infant School Family Fun Day	Oakley Park	7 September 2025	Oakley Park Summer Fete	Oakley Park	19 July 2025
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9.	<p><b>MEMORIAL BENCH INSCRIPTION</b></p> <p>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 &amp; District Carnival. The requested inscription is a reduction from the original application.</p> <p>In memory of Anthony Barrell of the Fleet &amp; District Carnival from 1989 - 2023.</p> <p><b>RECOMMENDATION</b></p> <p>To determine whether to approve the request for a one-off exception to the policy.</p>						
10.	<p><b>CALTHORPE PARK – GATE</b></p> <p>Fleet Town Council 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 the options to the public via an online survey.</p> <p>The survey results were as follows:</p> <ul style="list-style-type: none"><li>• Leave the gates closed, allowing maintenance vehicle access only – 20%</li><li>• Install a drop-down barrier, allowing additional pedestrian access near the play area but restricting vehicle access – 62%</li><li>• Open the gates 24/7, allowing constant access for vehicles and pedestrians – 4%</li><li>• Other suggestions – 14%</li></ul>						

	<p>The majority of responses supported improved 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.</p> <p>In response to the feedback, officers have proposed a revised solution that meets the majority of concerns. The proposal is to:</p> <ul style="list-style-type: none"> <li>• Install a new full-sized gate, relocated approximately 2 metres into the park;</li> <li>• Create a new passable side access to allow easy entry for pushchairs and wheelchairs;</li> <li>• Retain controlled vehicle access for Council and maintenance vehicles only;</li> <li>• Introduce fencing in a "kissing gate" style to act as a further barrier, slowing pedestrian movement into the vehicle route and enhancing safety.</li> </ul> <p><b>Funding</b></p> <p>A donation of £2,698.59 has been received from the dissolved Friends of Calthorpe Park group and can be allocated to this project.</p> <p><b>Estimated Costs</b></p> <ul style="list-style-type: none"> <li>• Gate and materials: £859 + VAT</li> <li>• Installation: £1,595 + VAT</li> <li>• Total (main gate solution): £2,454 + VAT</li> <li>• Additional cost for "kissing gate" style fencing: £780 + VAT</li> </ul> <p>The remaining £536 (excluding VAT) would need to be funded from the Grounds Maintenance budget (310-4202).</p> <p><b>RECOMMENDATION</b></p> <p>a) To approve the purchase and installation of a new gate at Calthorpe Park.  b) To approve the purchase and installation of a "kissing gate" style fence to enhance pedestrian safety and accessibility.</p>
11.	<p><b>ANCELLS FARM PARK – PLAYGROUND SURFACING</b></p> <p>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.</p> <p>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, with funding proposed to come from existing earmarked reserves for play equipment. The earmarked reserves for play equipment currently has a balance of £130,517.16.</p> <p>Officers approached three companies for quotations. At the time of writing, only one quotation has been received:</p> <ul style="list-style-type: none"> <li>• Supply and lay rubber mulch (various depths with wear pads): £56,714.76</li> <li>• Supply and lay rubber mulch linking paths between equipment units: £5,894.40</li> <li>• Total: £62,609.16 (exclusive of VAT)</li> </ul> <p><b>RECOMMENDATION:</b></p> <p>To consider approving the proposed surfacing works at Ancells Farm Park and allocating £62,609.16 from the earmarked reserves for play equipment to fund the project.</p>
12.	<p><b>ANCELLS FARM COMMUNITY CENTRE – CARPET REPLACEMENT</b></p> <p>Officers have investigated options for replacing the flooring at Ancells Farm Community Centre and approached three contractors to price for three different types of flooring. Two contractors attended the site, took measurements, and have submitted quotations. All costs are exclusive of VAT.</p>

	Carpet Tiles	Sheet Carpet	Sheet Vinyl	Vinyl Tiles
Contractor A	£2,480.00	£3,460.00	£3,954.00	£4,674.00
Contractor B	£1,790.00		£3,485.00	£3,950.00

#### Comparison of Flooring Options:

- **Carpet Tiles**  
*Pros:* Lower cost, easy to replace individual tiles.  
*Cons:* More prone to staining, may require regular re-glueing over time.
- **Carpet Sheet (Rolls)**  
*Pros:* Neat and professional appearance, minimal need for resealing.  
*Cons:* Susceptible to staining, costly to replace if damaged, higher material wastage.
- **Vinyl Sheet**  
*Pros:* Easy to clean, non-slip surface, durable and hard-wearing.  
*Cons:* Higher initial cost, expensive to repair/replace damaged sections.
- **Vinyl Tiles**  
*Pros:* Easy to clean, non-slip surface, durable and hard-wearing, Easier to replace damaged areas with lower cost.  
*Cons:* Higher initial costs, Corners may curl up over time.

#### RECOMMENDATION:

To consider the quotations and approve a preferred flooring type and supplier for the replacement of flooring at Ancells Farm Community Centre.

#### 13. THE VIEWS SKATEPARK – TENDER BRIEF

Members are asked to consider the attached 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.

In addition, Members are asked to consider granting approval for Officers to undertake a Closed Tender Process to procure design and build proposals. A Closed Tender Process involves inviting a select number of reputable and experienced contractors—identified through prior research or industry recommendations—to submit detailed design options and quotations. This approach enables the Council to seek innovative and high-quality proposals from proven suppliers, while ensuring better control over timelines and quality standards.

#### RECOMMENDATION

- To approve the Tender Brief for the Supply and Installation of a new Skate Park.
- To approve the process of a Closed Tender.

#### 14. SENSORY HERB GARDEN AT BASINGBOURNE PARK

##### Background

At the March 2025 meeting of the Recreation, Leisure & Amenities Committee (Item 12), Members considered a proposal from the Spaces for Nature group to install a sensory herb garden at Basingbourne Park. Members expressed general support for the initiative but requested further information regarding:

- Responsibility for ongoing maintenance
- The proposed location of the garden

It was resolved that the Spaces for Nature group should liaise with the Friends of Basingbourne Park (FoBP) to determine a suitable location and clarify maintenance responsibilities, with the final decision delegated to the Committee Chair and the Executive Officer.

### **Update**

A response has been received from the Friends of Basingbourne Park. FoBP has expressed tentative support for the project but raised several concerns, particularly regarding the risk of vandalism and the long-term maintenance of the garden.

Two location options were discussed:

#### **1. FoBP Preferred Option – Within the under 8s play area**

- Herbs to be spaced around the inside perimeter fence or planted in the existing brick flowerbed
- Benefits include natural protection from fencing, proximity to intended users (young children), and reduced visibility to potential vandals or wildlife
- Already manually strimmed, so no additional mowing issues
- Minor concern raised about the presence of pollinators, though noted this has not previously caused problems

#### **2. Secondary Option – Open area near the bridge and old kick wall**

- Further from play area, less likely to be trampled, but more exposed to vandalism
- Could cause maintenance difficulties and potentially interfere with mowing
- Concerns raised about loose paving slabs and potential misuse

FoBP emphasised the importance of a clear plan for aftercare, suggesting Greening Fleet arrange a volunteer rota and water access, but confirming that FoBP cannot take on full responsibility for maintenance. However, individual members, including the Chair of FoBP, have offered personal support with volunteering.

### **RECOMMENDATION**

a) That Members consider the location options proposed, and determine whether the sensory herb garden should be located:

- i. Within the under 8s play park area, or
- ii. In the open space between the bridge/noticeboard and old kick wall.

b) That Members confirm the Council's position on future maintenance responsibilities and expectations from the Greening Fleet team.

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

Members are asked to consider a proposal from the Friends of Basingbourne Park (FoBP) to install up to 15 nature-themed brass rubbing posts throughout the woodland and heathland glades of Basingbourne Park.

The posts would:

- Be positioned close to existing paths for year-round accessibility, including for pushchair and wheelchair users.
- Feature designs based on local wildlife to encourage exploration and outdoor activity, particularly for younger children and families.
- Serve as a resource for youth and community groups including Rainbows, Beavers, Brownies, Cubs, Boys' Brigade, local schools, Forest School, and Wildlife Explorers.
- Be approximately 50–60cm tall above ground, with similar installation style to the existing orienteering posts (using postcrete footings).
- Be installed in partnership with local Scouts and Guides as part of their community service work, targeted for late June.

FoBP is seeking approval to proceed with the installation in time to place the order and coordinate volunteer involvement. The estimated cost is £1,500 for which FoBP already have funding.

	<p><b>RECOMMENDATION</b></p> <p>To consider the proposal from Friends of Basingbourne Park to install up to 15 nature-themed brass rubbing posts.</p>
16.	<p><b>ROYAL BRITISH LEGION TOMMY SILHOUETTES</b></p> <p>Members are asked to consider 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.</p> <p>These silhouettes, many of which were originally crafted by members of the Church Crookham and Fleet Men's Shed seven years ago, have become a familiar sight during the Remembrance period. Unfortunately, two of the existing silhouettes were vandalised last year.</p> <p>The campaign seeks to replace the damaged silhouettes and increase their presence across the area. Members are invited to review the attached documents outlining the proposed plans and to provide comments, including suggestions for alternative or additional display locations.</p> <p><b>RECOMMENDATION</b></p> <p>To consider the proposal from 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.</p>
17.	<p><b>REQUEST FROM RESIDENT – FENCE REPLACEMENT ADJACENT TO CEMETERY</b></p> <p>Members are asked to consider a request from a resident of Loxwood Avenue concerning damage to their rear garden fence, which backs onto the cemetery.</p> <p>The resident, who recently moved into the property (circa May 2024) previously reported that branches from trees within the cemetery grounds had fallen and damaged their fence. While the branches have since been cleared, the resident is now seeking to discuss the potential replacement of the affected fence panels.</p> <p>The tree in question had fallen many years ago and had been covered over with ivy so was hidden from view until the area was cleared.</p> <p>Members are asked to:</p> <ul style="list-style-type: none"> <li>• Confirm the council's position and responsibilities regarding boundary fencing in this location.</li> <li>• Advise on the appropriate process for responding to such requests.</li> <li>• Determine whether any further action should be taken in this case.</li> </ul> <p><b>RECOMMENDATION</b></p> <p>To provide a response to the request to replace fencing panels.</p>
18.	<p><b>CEMETERY MEMORIALS</b></p> <p>The Council currently has a Memorials Policy that states a separate policy governs memorials within the Cemetery. Section 8 of the Cemetery Policy (Memorials), subclause 1, reads as follows:</p> <p><i>All memorials are subject to the approval of the Council. A drawing showing the description, form and size of every memorial and a copy of the proposed inscription and its position on the memorial must be submitted to the Council for approval prior to production. All memorials will bear the plot number of the grave.</i></p> <p>This clause does not specify whether it applies to memorial benches and memorial trees. However, under custom and practice, the Cemetery Clerk has been approving or refusing such applications and determining appropriate locations within the grounds.</p>

	<p>The Executive Officer requests clarification on two points:</p> <ol style="list-style-type: none"> <li>1. Whether the Council intends to retain the authority to approve all memorial applications (including benches and trees), or to formally delegate this function to the Cemetery Clerk.</li> <li>2. Whether the Council wishes to impose a cap on the number of memorial benches permitted in the Cemetery, which is relatively small in area. A recent audit by the Chairman of the Council found that 21 benches are currently in place.</li> </ol> <p><b>RECOMMENDATION</b></p> <ol style="list-style-type: none"> <li>a) That the Council determine what process to put in place for the approval or refusal of applications for memorial benches and memorial trees, including who should determine their locations.</li> <li>b) That the Council considers whether a cap should be introduced on the number of memorial benches in the Cemetery and, if so, agrees an appropriate maximum number.</li> </ol>
<b>19.</b>	<p><b>THE VIEWS PLAYPARK</b></p> <p>To receive an update on the progress of The Views playpark project.</p> <p><b>RECOMMENDATION</b></p> <p>To note the update on The Views playpark project.</p>
<b>Part 2 – ITEMS TO NOTE</b>	
<b>20.</b>	<p><b>ANCELLS FARM COMMUNITY CENTRE – NEW KITCHEN</b></p> <p>Following a Food Safety &amp; Hygiene inspection of Ancells Farm Pre-School, it has raised the need to consider replacement of the Ancells Farm Community Centre Kitchen. Hart District Council gave a 5/5 rating overall but highlighted the age and condition of the existing kitchen units.</p> <p>Many repairs have been made over the years; however, the units are now at the stage where further repairs are not possible. Further to this, some parts of the units, mainly under the counters, hidden away, have splits in the wood making it an absorption point for moisture and bacteria. Officers will be seeking quotations to put to Members for the next financial year.</p>
<b>21.</b>	<p><b>BASINGBOURNE PAVILION CEILING</b></p> <p>Members are asked to note 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.</p>
<b>22.</b>	<p><b>ANNOUNCEMENTS</b></p> <p>To receive any announcements from the Executive Officer.</p>
<b>23.</b>	<p><b>FUTURE EVENTS</b></p> <p>To note future events taking place on Council property, as detailed below.</p>

	<table><tr><td>Oakley Brass Band</td><td>29<sup>th</sup> June 2025</td><td>Oakley Park</td></tr><tr><td>Fleet Carnival</td><td>5<sup>th</sup> July 2025</td><td>Calthorpe Park &amp; High Street</td></tr><tr><td>Scam Jam</td><td>24<sup>th</sup> July – August 2025</td><td>The Views</td></tr><tr><td>Lions Beerfest</td><td>2<sup>nd</sup> August 2025</td><td>The Harlington</td></tr><tr><td>Music on The Views</td><td>30<sup>th</sup> August 2025</td><td>The Views</td></tr><tr><td>Fireworks Fiesta</td><td>1<sup>st</sup> November 2025</td><td>Calthorpe Park</td></tr></table>	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
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Fireworks Fiesta	1 <sup>st</sup> November 2025	Calthorpe Park																	
24.	<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 17<sup>th</sup> September 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>																		
25.	<p><b>CEMETERY FEES – DISPUTE REGARDING RESIDENCY STATUS AND COMMUNICATION</b></p> <p>To consider a report on a dispute regarding residency status and communication.</p> <p><b>RECOMMENDATION</b></p> <p>To note the report on a dispute regarding residency status and communication.</p>																		





## **FLEET TOWN COUNCIL**

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

**Wednesday 19<sup>th</sup> March 2025 at 7pm**

\* Councillor Einchcomb (Chairman)

\* Councillor Woods (Vice Chairman)

\* Councillor Chenery

# Councillor Fang

\* Councillor Holt

L Councillor May

O Councillor Oliver

\* Councillor Schofield

\* Councillor Stanton

\* Councillor Taylor

O Councillor Tilley

# Councillor Wildsmith

# Councillor Willcocks

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

#### **Also in attendance:**

Rita Tong – Executive Officer

Facilities and Open Spaces Manager

General Manager of The Harlington

Cemetery Clerk

Friends of Basingbourne Park representative

Friends of Oakley Park representative

Caleb's Coffee representative

#### **RLA MARCH 2025 ITEM 1**

#### **APOLOGIES**

Members received and accepted the apologies as noted above.

#### **RLA MARCH 2025 ITEM 2**

#### **DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **RLA MARCH 2025 ITEM 3**

#### **QUESTIONS FROM THE PUBLIC**

The Friends of Basingbourne Park representative enquired about the timeframe for the repair of the climbing frame.

The Facilities and Open Spaces Manager confirmed that the necessary parts have been ordered; however, a timeframe for the repair cannot be provided until the parts are received.

The Friends of Basingbourne Park representative asked when the path would be resurfaced.

The Facilities and Open Spaces Manager stated that quotes for the works have not yet been obtained, so a timeframe for the resurfacing could not be provided at this stage.

**RLA MARCH 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 18<sup>th</sup> September 2024.

**RLA MARCH 2025 ITEM 5****THE CEMETERY CLERK'S REPORT**

Members received an update from the Cemetery Clerk. In addition to the written report, the Cemetery Clerk advised that several pathways had been damaged and required repair. It was also reported that a pallet of metal wiring delivered to the cemetery had been stolen.

The Cemetery Clerk further estimated that approximately 30 plots remain available at the cemetery.

**RESOLVED**

- a) Members noted the report and requested that the Cemetery Clerk take action to remove the moles causing damage to the cemetery.
- b) Members resolved to stop accepting applications for pre-purchased graves, except where pre-purchased plots could be allocated from the anticipated extension area.

**RLA MARCH 2025 ITEM 6****THE HARLINGTON AND ANCELLS FARM COMMUNITY CENTRE REPORT**

Members received the report from The General Manager of the Harlington and Ancells Farm Community Centre.

**RESOLVED**

Members resolved to note the report which included updated performance figures provided at the meeting.

The General Manager of The Harlington left the meeting at 8.09pm.

**RLA MARCH 2025 ITEM 7****CEMETERY EXTENSION**

To receive a report from the Executive Officer on a proposal to extend Fleet Cemetery

**RESOLVED**

- a) That the Committee notes the need for a cemetery extension and supports the principle of further development.
- b) That officers are authorised to commission relevant professionals to develop a layout plan and cost estimates.
- c) That a further report be brought to the Committee once additional details, including funding, costs, and design proposals, are available.

The Cemetery Clerk left the meeting at 8.24pm.

**RLA MARCH 2025 ITEM 8****MEMORIAL BENCH REQUEST**

Members received and considered an application to install a bench at Calthorpe Park.

**RESOLVED**

Members approved the request to install a bench at Calthorpe Park but did not approve the proposed inscription as it was not in accordance with the Council's policy.

**RLA MARCH 2025 ITEM 9****CALEBS CAFÉ**

Members noted actions taken to date to alleviate the flooding issues of Calthorpe Park Pavilion aka, Calebs Coffee Shop aka, Bean at the Park. They then discussed further possible solutions before agreeing to install a single hollow concrete block wall.

Members noted that Calebs Café provided a valuable community amenity that they would not like to see lost to Fleet residents.

Cllr Holt expressed the view that the budget for Recreation, Leisure and Amenities was inadequate as demonstrated by the number of items raised in this agenda that could not be accommodated within the budget set for maintenance for 2025/26.

**RESOLVED**

- a) To install a single hollow concrete block wall at a cost of £850+VAT to alleviate flooding at Calebs Café. Costs to come out of the Calthorpe Park maintenance budget.
- b) To set the rent for Calebs Café at £4,000 from 1 April 2025.

The Caleb's Coffee representative left the meeting at 7.42pm.

**RLA MARCH 2025 ITEM 10****INSTALLATION OF SUSPENDED CEILING IN  
BASINGBOURNE PAVILION**

Members noted that the ceiling in the male toilets at Basingbourne Pavilion requires repair due to water damage and general deterioration.

Members discussed the options of plastering the ceiling or installing a suspended ceiling using a grid system with ceiling tiles.

Members also noted that the estimated cost of repairs exceeds the allocated maintenance budget for 2025/26.

**RESOLVED**

Members agreed that if an insurance claim would cover the majority of the cost, the works could proceed. If an insurance claim cannot be made, the matter will be brought back to this Committee for further discussion.

**RLA MARCH 2025 ITEM 11****INSTALLATION OF EXTERNAL CCTV AT  
BASINGBOURNE PAVILION**

Members noted that to enhance security and deter criminal and antisocial behaviour, it was proposed to install external CCTV cameras covering the pavilion, play parks, car park, and youth shelter. These areas have been subject to vandalism, fly-tipping, drug-related activity, fires, and harassment of park users.

The installation of CCTV would enable Fleet Town Council to support enforcement actions against illegal dumping and address antisocial behaviour in collaboration with local authorities and schools. The cameras would be positioned similarly to existing deployments at Calthorpe Park, ensuring they do not intrude on residential properties. Footage will be stored locally on a DVR system.

**RESOLVED**

Members approved the installation of up to three external CCTV cameras at Basingbourne Pavilion at an approximate cost of £300, to be funded from Building Maintenance 320-4170

**RLA MARCH 2025 ITEM 12****SENSORY HERB GARDEN AT BASINGBOURNE PARK**

Members noted that the Spaces for Nature group sought approval to install a sensory herb garden at Basingbourne Park. The proposed design consists of a small checkerboard-style herb garden with alternating planting spaces and paving slabs, allowing children to walk among the herbs. Materials and plants would be sourced through community donations, the Cycle of the Seed initiative, and/or Fleet Town Council's climate change funding.

Whilst Members agreed in principle to the installation of a sensory herb garden, they requested additional information regarding responsibility for ongoing maintenance and the proposed location of the garden.

**RESOLVED**

- a) Members requested that the Spaces for Nature group liaise with the Friends of Basingbourne Park to determine the best location for the sensory garden and clarify who would be responsible for ongoing maintenance.
- b) Members delegated the final decision to the Chair of the Recreation, Leisure & Amenities Committee and the Executive Officer.

**RLA MARCH 2025 ITEM 13****REPLACEMENT OF CARPET TILES AT ANCELLS FARM COMMUNITY CENTRE**

Members noted that the existing carpet tiles at Ancells Farm Community Centre are worn and in need of replacement, posing a health and safety risk.

Members requested further quotes, including options to replace the existing carpet tiles with industrial carpet or linoleum vinyl.

**RESOLVED**

Members approved the replacement of the worn carpet tiles at a cost of no more than £2,500, to be funded from the Building Maintenance budget.

**RLA MARCH 2025 ITEM 14****GROUND'S MAINTENANCE CONTRACT**

Members received an update from the FOSM on the Grounds Maintenance tender and noted the following key dates:

- 7 April – Bidders Day
- 8 & 9 April – Tour of sites
- 16 May – tenders due

**RESOLVED**

Members noted the update from the FOSM.

**RLA MARCH 2025 ITEM 15****ANNOUNCEMENTS**

The following announcement was made:

- The new booking system, Hallmaster, will go live on 25 March. We have taken our first booking through the system which helped identify glitches which have now been resolved.

**RLA MARCH 2025 ITEM 16****ANCELLS FARM STORAGE AND EQUIPMENT**

At the request of Cllr Woods, £260 was spent on tools and equipment to enable the 6th Fleet Scout Group to carry out minor garden maintenance at Ancells Farm Park. The cost was covered using unspent Friends Of funds

**RLA MARCH 2025 ITEM 17****FLEET PHOENIX SUMMER PROJECT**

An Event Application form from Fleet Phoenix for the use of The Views for their summer project to be held on Thursday evenings between 24 July 2025 and 28 August 2025.

**RLA MARCH 2025 ITEM 18****FUTURE EVENTS**

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

Easter Egg Hunt	12 <sup>th</sup> April 2025	Basingbourne Park
Easter Egg Hunt	19 <sup>th</sup> April 2025	Oakley Park
VE Day	8 <sup>th</sup> May 2025	War Memorial, Gurkha Square
Farnham Brass Band	29 <sup>th</sup> June 2025	Oakley Park
Fleet Carnival	5 <sup>th</sup> July 2025	Calthorpe Park & High Street
Summer Fair	19 <sup>th</sup> July 2025	Oakley Park
Lions Beerfest	2 <sup>nd</sup> August 2025	The Harlington
Music on The Views	30 <sup>th</sup> August 2025	The Views

Members noted the absence of Circus and requested that the FOSM follow up on whether an event application had been received.

**RLA MARCH 2025 ITEM 19****DATE AND TIME OF NEXT MEETING**

The next meeting of the Recreation, Leisure and Amenities Committee will be held on Wednesday 18<sup>th</sup> June 2025, 7pm at The Harlington.

The meeting closed at 9:19pm.

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

**Chairman**

## Officer Report

RLA June 2025

**OFFICER:** Sian Taylor  
**DATE:** 10<sup>th</sup> June 2025  
**SUBJECT:** Cemetery Report

### Burial plots

We have 2 more rows available for burial plots. It is difficult to anticipate how long these will last as residents are aware we don't have much space left and are reserving plots. I have requested that arrangements proceed to look at the new extension area and am awaiting confirmation to proceed.

### Price List

The cemetery price list is confusing when 2<sup>nd</sup> interments take place for some people, especially if a transfer of ownership takes place as well. To make second interments simpler I suggest an extra line combining the cost of 2<sup>nd</sup> interment and additional inscription. Other councils adopt this approach.

Therefore, the lines would be

<b>2<sup>nd</sup> and subsequent Interments – Full Burial</b> (Exclusive Rights already purchased – includes interment and additional inscription fee)	£1,260	£630
<b>2<sup>nd</sup> and subsequent Interments – Ashes</b> (Exclusive Rights already purchased – includes interment and additional inscription fee)	£600	£300

**Recommendation: To add 2 lines to price list as above**

### Amendment to Rules and Regulations

Maintenance is becoming increasingly difficult in the new burial area. There are many plots with plants and bulbs planted in them (including one of mint and one of conifer trees) plus many ornaments along the length of the grave. Loose chippings inside kerbsets are also causing problems as animals throw them around causing a maintenance issue. If there are ornaments or plants along the grave, grounds maintenance are not able to cut the grass and have to leave it high making the area look untidy. There is nothing in the rules and regulations other than in the Lawn cemetery section and 5.6 The family are responsible to remove any flowers from the grave once they have died.

Adding rules of this nature may cause issues as much of the older part of the cemetery have graves also planted, however most have a surround and it doesn't look untidy.

I suggest adding wording or wording similar to below to the main graves area section 5

5.7 Flowers are permitted on the grave at the time of the interment, however, they should be removed within 3 weeks or when they die. The Council reserve the right to remove any flowers at any time if they become unsightly or interfere with any other grave space.

5.8 The planting of flowers, trees or shrubs is not permitted on the grave space, unless inside a kerb or other suitable surround, (which has been approved using the memorial application form), is in place and maintenance is looked after by the family. Fencing or chains are not permitted.

If the grave is left as grass, ornaments and other tributes should be placed near to the head of the grave to allow easy maintenance and will only be allowed until the mound settles and a memorial is placed on the grave - usually 12 months following the burial.

Loose ornaments and any other items that are impeding upon the ongoing maintenance or affecting another plot will be removed without notice and placed in the central shelter for collection. Please note that plastic

and glass tributes are not permitted to ensure the grave is clear for grass cutting and stops littering across the site after strong winds.

Loose chippings are not permitted inside the kerbsets as these can be disturbed by wild animals and could cause a health and safety issue for maintenance workers using machinery.

5.9 Applicants may notice some plots in the cemetery breach these rules. This is because they were granted consent prior to the adoption of these rules. However, if a grave space becomes neglected, overgrown or encroaches on adjacent graves then FTC will take such measures as it considers necessary to tidy the grave space

**Recommendation: To add wording as above (or similar) to the Cemetery Rules and Regulations**

### **Benches – information to support Agenda number 18**

Over the years there have been several bench applications in addition to the ones already located in the cemetery and provided by FTC.

As there is no policy for the cemetery, these new benches have been approved by me and are mainly situated in the garden of remembrance near to families plots. The families purchase the bench, pay for the base and look after the benches maintenance – this is made clear to them at the time of the request. I also approve the inscription on the bench as I do with all the memorial requests at the cemetery (of which there can be several per month)

When approving a bench I consider the following

- Impact on cemetery as a whole
- Location
- Impact on grounds maintenance
- Proximity to other benches and graves
- Look and feel of cemetery

As such I don't advertise or say benches are possible and only respond to requests.

There are only very few places now where a bench would be appropriate so I would request that any new policy reflects that.

**DATE:** RLA meeting 18<sup>th</sup> June 2025

**OFFICER:** Alex Robins – General Manager

**REPORT COVERING:** March - May 2025

### 1. General overview

- 2024/25 ended with a flourish with both The Harlington and Ancells Farm Community Centre between them finishing £18k ahead of budget on income, and heading close to the £600k mark, having broken the £500k income barrier for the first time last year. This was achieved with a £52k underspend on costs at the same time. The net result was a £70k surplus against budget.

Events income exceeded budget by £17k with an expenditure underspend of £24k. This turned the cost centre bottom line from a £19k cost to a £22k contribution. Other than ticket sales income falling £3k short of an ambitious target, (with the loss of a small number of shows across the year), every income area exceeded budget.

The new financial year has started positively, with the introduction of five brand new shows to The Harlington, as the plan of expanding the audience demographic continues. With summer fast approaching, the dark period for live shows is nearly upon us, when the focus turns to the annual beer festival and the Music on the Views festival.

### **RECOMMENDATION: FOR NOTING**

### 2. Hall hire

Hall hire managed to exceed budget, having caused some concern that it would fall short due to losses of some hires as reported through the year. Some larger show hires helped to bridge this gap and produce what turned out to be a good result. Ancells Farm managed a surplus of £5.5k above the budgeted figure on hall hires.

The new “Hallmaster” booking system is fully operational and teething issues have been mainly resolved. This is predominantly getting existing hirers familiar with operating the new system.

### 3. Ticket Sales

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

Oasish - £3,000 contribution

Guns 2 Roses - £3,000 contribution

Quo Connection - £2,500 contribution

Bootleg Blondie - £2,500 contribution

Money for Nothing - £2,000 contribution

Big Abba Party - £1,900 contribution

Clinton Baptiste - £1,900 contribution

Jazz Club x 3 - £1,900 contribution



Floyd Effect - £1,700  
Genesis Connected - £1,600 contribution  
From Gold to Rio - £1,300 contribution  
Comedy Club x 3 – £1,000 contribution

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

None

#### **4. Bars**

- Attempts to programme more high capacity shows and party type nights have benefitted bar income significantly. With a contribution of £7k over budget, the team have produced an excellent result and continue to grow income year on year, with yet again, the highest income to date.

The current financial year is currently performing as expected.

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

- All ancillary targets were exceeded for the last financial year, with costs on or better than budget. Sales through April and May are currently ahead of target by a small amount.

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

- Income finished the year over £5.5k ahead of target, however building maintenance, Health & Safety and car park costs were higher than budgeted.

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

**RECOMMENDATION: FOR NOTING**

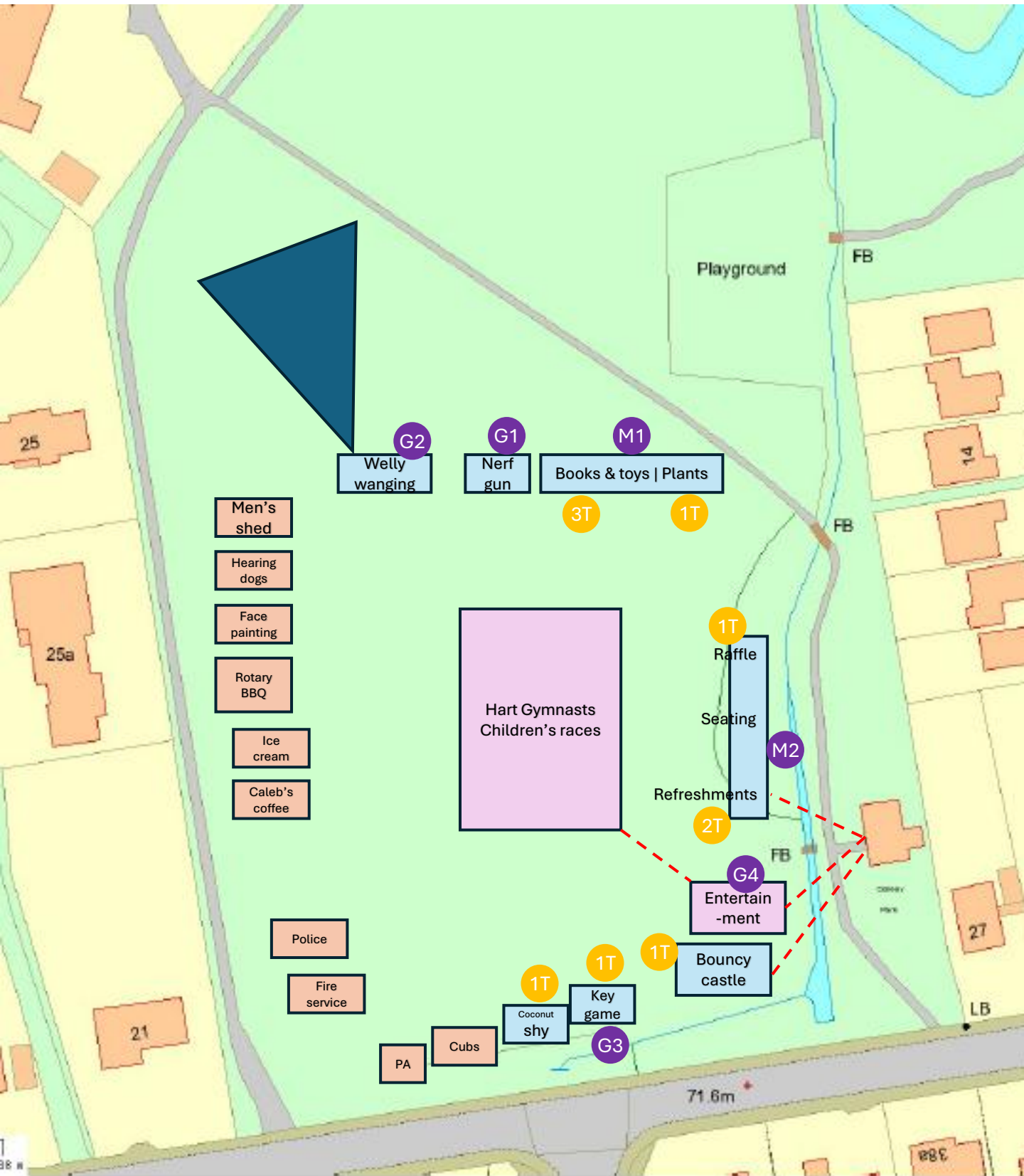
April	Hall Hire Income	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution
The Big Abba Party	£ -	£ 3,608.00	57%	£ 1,750.00	£ 1,858.00	£ 1,887.74	£ 755.63	£ 1,132.11	£ 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
Barrioke	£ -	£ 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
TOTALS	£ 3,258.20	£ 39,068.83		£ 26,135.85	£ 12,932.98	£ 18,761.51	£ 7,543.68	£ 11,217.83	£ 3,087.34	£ 61,088.54	£ 36,766.87	£ 24,321.67

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
Neil Diamond	£ -	£ 3,115.00	78%	£ 2,150.00	£ 965.00	£ 1,122.40	£ 452.15	£ 670.25	£ 251.68	£ 4,237.40	£ 2,853.83	£ 1,383.57
Lunchtime Jazz	£ -	£ -	n/a	£ -	£ -	£ 188.16	£ 75.38	£ 112.78	£ -	£ 188.16	£ 75.38	£ 112.78
Comedy Club	£ -	£ 1,441.67	52%	£ 1,000.00	£ 441.67	£ 1,203.99	£ 488.86	£ 715.13	£ 223.08	£ 2,645.66	£ 1,711.94	£ 933.72
Jazz Club	£ -	£ 1,525.00	65%	£ 1,062.62	£ 462.38	£ 518.57	£ 208.66	£ 309.91	£ 77.22	£ 2,043.57	£ 1,348.50	£ 695.07
Roller Disco	£ 245.00	£ -	n/a	£ -	£ -	£ 397.07	£ 173.18	£ 223.89	£ 74.36	£ 642.07	£ 247.54	£ 394.53
Abba Fever	£ -	£ 4,451.67	100%	£ 1,350.00	£ 3,101.67	£ 2,420.99	£ 971.26	£ 1,449.73	£ 374.66	£ 6,872.66	£ 2,695.92	£ 4,176.74
The Jam'd	£ -	£ 3,716.67	50%	£ 1,500.00	£ 2,216.67	£ 2,722.83	£ 1,092.09	£ 1,630.74	£ 343.19	£ 6,439.50	£ 2,935.28	£ 3,504.22
Steve Harley	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Film Club x 2	£ 300.00	£ -	n/a	£ -	£ -	£ 294.91	£ 118.54	£ 176.37	£ 12.01	£ 594.91	£ 130.55	£ 464.36
Rock Choir x 2	£ 200.00	£ -	n/a	£ -	£ -	£ 29.00	£ 11.60	£ 17.40	£ -	£ 229.00	£ 11.60	£ 217.40
Ceroc x 4	£ 1,139.20	£ -	n/a	£ -	£ -	£ 462.99	£ 185.82	£ 277.17	£ 45.04	£ 1,602.19	£ 230.86	£ 1,371.33
TOTALS FOR APRIL	£ 1,884.20	£ 14,250.01		£ 7,062.62	£ 7,187.39	£ 9,360.91	£ 3,777.54	£ 5,583.37	£ 1,401.24	£ 25,495.12	£ 12,241.40	£ 13,253.72
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
John Lydon	£ -	£ 11,119.16	100%	£ 8,421.76	£ 2,697.40	£ 1,698.91	£ 681.98	£ 1,016.93	£ 291.74	£ 12,818.07	£ 9,395.48	£ 3,422.59
Johnny Cash Roadshow	£ -	£ 2,860.00	62%	£ 3,500.00	£ 640.00	£ 1,060.66	£ 426.45	£ 634.21	£ 234.52	£ 3,920.66	£ 4,160.97	£ 240.31
REM by Stipe	£ -	£ 2,171.67	54%	£ 1,500.06	£ 671.61	£ 1,103.74	£ 444.11	£ 659.63	£ 191.62	£ 3,275.41	£ 2,135.79	£ 1,139.62
Film Club x 1	£ 150.00	£ -	n/a	£ -	£ -	£ 138.82	£ 55.78	£ 83.04	£ -	£ 288.82	£ 55.78	£ 233.04
Jazz Club	£ -	£ 1,891.67	81%	£ 986.74	£ 904.93	£ 668.65	£ 268.74	£ 399.91	£ 128.41	£ 2,560.32	£ 1,383.89	£ 1,176.43
Roller Disco	£ 245.00	£ -	n/a	£ -	£ -	£ 515.74	£ 222.51	£ 293.23	£ 79.21	£ 760.74	£ 301.72	£ 459.02
Comedy Club	£ -	£ 1,113.33	42%	£ 1,000.00	£ 113.33	£ 1,077.90	£ 434.43	£ 643.47	£ 191.18	£ 2,191.23	£ 1,625.61	£ 565.62
Lunchtime Jazz	£ -	£ -	n/a	£ -	£ -	£ 156.66	£ 63.17	£ 93.49	£ -	£ 156.66	£ 63.17	£ 93.49
Rock Choir x 3	£ 300.00	£ -	n/a	£ -	£ -	£ 85.57	£ 35.30	£ 50.27	£ -	£ 385.57	£ 35.30	£ 350.27
Ceroc x 5	£ 1,424.00	£ -	n/a	£ -	£ -	£ 254.49	£ 103.48	£ 151.01	£ 48.04	£ 1,678.49	£ 151.52	£ 1,526.97
TOTALS FOR MAY	£ 2,119.00	£ 19,155.83		£ 15,408.56	£ 3,747.27	£ 6,761.14	£ 2,735.95	£ 4,025.19	£ 1,164.72	£ 28,035.97	£ 19,309.23	£ 8,726.74
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
Cheesy Bingo	£ -	£ 3,075.00	100%	£ 2,136.91	£ 938.09	£ 3,253.66	£ 1,309.45	£ 1,944.21	£ 343.20	£ 6,328.66	£ 3,789.56	£ 2,539.10
Purple Zepellin - rescheduled	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
90's Rewind	£ -	£ 7,450.00	100%	£ 3,050.00	£ 4,400.00	£ 6,904.08	£ 2,766.03	£ 4,138.05	£ 460.46	£ 14,354.08	£ 6,276.49	£ 8,077.59
Film Club x 2	£ 300.00	£ -	n/a	£ -	£ -	£ 312.66	£ 125.45	£ 187.21	£ -	£ 612.66	£ 125.45	£ 487.21
Jazz Club	£ -	£ 1,554.17	68%	£ 1,069.25	£ 484.92	£ 556.49	£ 223.81	£ 332.68	£ 90.80	£ 2,110.66	£ 1,383.86	£ 726.80
Comedy Club	£ -	£ 1,381.67	50%	£ 1,000.00	£ 381.67	£ 1,087.32	£ 438.55	£ 648.77	£ 131.12	£ 2,468.99	£ 1,569.67	£ 899.32
Roller Disco	£ 245.00	£ -	n/a	£ -	£ -	£ 255.57	£ 110.43	£ 145.14	£ 51.48	£ 500.57	£ 161.91	£ 338.66
Money for Nothing	£ -	£ 4,205.00	95%	£ 2,500.00	£ 1,705.00	£ 1,896.83	£ 763.02	£ 1,133.81	£ 291.72	£ 6,101.83	£ 3,554.74	£ 2,547.09
Ratrace	£ -	£ 2,325.00	45%	£ 975.00	£ 1,350.00	£ 1,919.74	£ 769.32	£ 1,150.42	£ 297.44	£ 4,244.74	£ 2,041.76	£ 2,202.98
Maet Live	£ -	£ 2,520.00	58%	£ 1,629.26	£ 890.74	£ 1,638.66	£ 657.89	£ 980.77	£ 286.00	£ 4,158.66	£ 2,573.15	£ 1,585.51
Lunchtime Jazz	£ -	£ -	n/a	£ -	£ -	£ 170.58	£ 68.76	£ 101.82	£ -	£ 170.58	£ 68.76	£ 101.82
Rock Choir x 4	£ 400.00	£ -	n/a	£ -	£ -	£ 114.41	£ 45.76	£ 68.65	£ -	£ 514.41	£ 45.76	£ 468.65
Ceroc x 4	£ 1,139.20	£ -	n/a	£ -	£ -	£ 235.90	£ 95.27	£ 140.63	£ 45.04	£ 1,375.10	£ 140.31	£ 1,234.79
TOTALS FOR JUNE	£ 2,084.20	£ 22,510.84		£ 12,360.42	£ 10,150.42	£ 18,345.90	£ 7,373.74	£ 10,972.16	£ 1,997.26	£ 42,940.94	£ 21,731.42	£ 21,209.52
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	£ -	£ -	£ 126.75	£ 51.07	£ 75.68	£ -	£ 126.75	£ 51.07	£ 75.68
Starburst	£ 4,361.60	£ -	71%	£ -	£ -	£ 2,161.82	£ 882.69	£ 1,279.13	£ 660.66	£ 6,523.42	£ 1,543.35	£ 4,980.07
Film Club x 2	£ 300.00	£ -	n/a	£ -	£ -	£ 298.00	£ 119.65	£ 178.35	£ 15.01	£ 598.00	£ 134.66	£ 463.34
Jazz Club	£ -	£ 2,075.83	70%	£ 1,058.74	£ 1,017.09	£ 676.82	£ 272.14	£ 404.68	£ 93.80	£ 2,752.65	£ 1,424.68	£ 1,327.97
Roller Disco - cancelled	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Ultimate Retro Disco Party	£ -	£ 1,625.00	39%	£ 1,114.66	£ 510.34	£ 1,338.41	£ 536.16	£ 802.25	£ 257.25	£ 2,963.41	£ 1,908.07	£ 1,055.34

Ceroc x 3	£	854.40	£	-	n/a	£	-	£	-	£	177.82	£	71.25	£	106.57	£	45.76	£	1,032.22	£	117.01	£	915.21	
TOTALS FOR JULY	£	5,516.00	£	3,700.83		£	2,173.40	£	1,527.43	£	4,779.62	£	1,932.96	£	2,846.66	£	1,072.48	£	13,996.45	£	5,178.84	£	8,817.61	
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	£	-	£	-	47%	£	-	£	-	£	2,240.58	£	1,423.49	£	817.09	£	-	£	2,240.58	£	1,423.49	£	817.09	
Lunchtime Jazz	£	-	£	-	n/a	£	-	£	-	£	220.83	£	88.33	£	132.50	£	-	£	220.83	£	88.33	£	132.50	
Ceroc x 5	£	1,424.00	£	-	n/a	£	-	£	-	£	321.82	£	217.81	£	104.01	£	77.22	£	1,745.82	£	295.03	£	1,450.79	
TOTALS FOR AUGUST	£	1,424.00	£	-	£	0.47	£	-	£	-	£	2,783.23	£	1,729.63	£	1,053.60	£	77.22	£	4,207.23	£	1,806.85	£	2,400.38
September	Hall Hire Income	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution												
Sexbomb - Benidorm Tom	£	-	£	1,348.33	31%	£	1,000.00	£	348.33	£	585.83	£	235.10	£	350.73	£	137.28	£	1,934.16	£	1,372.38	£	561.78	
Floyd Effect - rescheduled	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-	
Roller Disco	£	245.00	£	-	n/a	£	-	£	-	£	329.66	£	144.13	£	185.53	£	85.80	£	574.66	£	229.93	£	344.73	
Lunchtime Jazz	£	-	£	-	n/a	£	-	£	-	£	221.49	£	89.89	£	131.60	£	-	£	221.49	£	89.89	£	131.60	
Time of our Lives	£	-	£	1,785.00	45%	£	1,191.67	£	593.33	£	948.66	£	381.40	£	567.26	£	271.70	£	2,733.66	£	1,844.77	£	888.89	
Comedy Club	£	-	£	1,826.67	67%	£	1,149.86	£	676.81	£	1,536.24	£	617.58	£	918.66	£	231.66	£	3,362.91	£	1,999.10	£	1,363.81	
Film Club x 2	£	300.00	£	-	n/a	£	-	£	-	£	230.91	£	92.86	£	138.05	£	-	£	530.91	£	92.86	£	438.05	
Jazz Club	£	-	£	1,812.50	80%	£	1,110.06	£	702.44	£	642.41	£	258.45	£	383.96	£	77.22	£	2,454.91	£	1,445.73	£	1,009.18	
Creedence Clearwater Review	£	-	£	3,893.33	95%	£	2,713.83	£	1,179.50	£	1,953.99	£	787.58	£	1,166.41	£	397.53	£	5,847.32	£	3,898.94	£	1,948.38	
Ceroc x 4	£	1,139.20	£	-	n/a	£	-	£	-	£	295.49	£	119.88	£	175.61	£	-	£	1,434.69	£	119.88	£	1,314.81	
TOTALS FOR SEPTEMBER	£	1,684.20	£	10,665.83		£	7,165.42	£	3,500.41	£	6,744.68	£	2,726.87	£	4,017.81	£	1,201.19	£	19,094.71	£	11,093.48	£	8,001.23	
October	Hall Hire Income	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution												
Lunchtime Jazz	£	-	£	-	n/a	£	-	£	-	£	252.08	£	101.45	£	150.63	£	-	£	252.08	£	101.45	£	150.63	
Voodoo Room	£	-	£	3,058.33	80%	£	1,861.60	£	1,196.73	£	1,253.32	£	505.51	£	747.81	£	306.01	£	4,311.65	£	2,673.12	£	1,638.53	
Roller Disco	£	245.00	£	-	n/a	£	-	£	-	£	271.74	£	114.62	£	157.12	£	74.36	£	516.74	£	188.98	£	327.76	
Jazz Club	£	-	£	1,550.00	68%	£	1,037.02	£	512.98	£	596.41	£	241.07	£	355.34	£	74.36	£	2,146.41	£	1,352.45	£	793.96	
Film Club x 2	£	300.00	£	-	n/a	£	-	£	-	£	243.57	£	97.49	£	146.08	£	-	£	543.57	£	97.49	£	446.08	
Comedy Club	£	-	£	1,472.50	54%	£	1,000.00	£	472.50	£	1,351.49	£	544.32	£	807.17	£	223.08	£	2,823.99	£	1,767.40	£	1,056.59	
Cheesy Bingo	£	-	£	3,062.50	100%	£	2,128.10	£	934.40	£	2,879.49	£	1,159.56	£	1,719.93	£	391.82	£	5,941.99	£	3,679.48	£	2,262.51	
Ceroc x 5	£	1,424.00	£	-	n/a	£	-	£	-	£	331.99	£	133.96	£	198.03	£	45.04	£	1,755.99	£	179.00	£	1,576.99	
TOTALS FOR OCTOBER	£	1,969.00	£	9,143.33		£	6,026.72	£	3,116.61	£	7,180.09	£	2,897.98	£	4,282.11	£	1,114.67	£	18,292.42	£	10,039.37	£	8,253.05	
November	Hall Hire Income	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution												
Kast Off Kinks	£	-	£	4,000.00	87%	£	2,789.04	£	1,210.96	£	1,761.33	£	707.93	£	1,053.40	£	274.56	£	5,761.33	£	3,771.53	£	1,989.80	
Stewart Copeland	£	-	£	12,366.67	100%	£	9,273.83	£	3,092.84	£	1,428.49	£	574.68	£	853.81	£	314.60	£	13,795.16	£	10,163.11	£	3,632.05	
Lunchtime Jazz	£	-	£	-	n/a	£	-	£	-	£	254.99	£	103.11	£	151.88	£	-	£	254.99	£	103.11	£	151.88	
Nine Below Zero / Dr Feelgood	£	-	£	5,785.42	92%	£	3,802.12	£	1,983.30	£	2,513.83	£	1,007.21	£	1,506.62	£	291.72	£	8,299.25	£	5,101.05	£	3,198.20	
Buble Meets Sinatra	£	-	£	3,208.33	65%	£	3,000.00	£	208.33	£	1,296.33	£	520.92	£	775.41	£	234.52	£	4,504.66	£	3,755.44	£	749.22	
Film Club x 2	£	300.00	£	-	n/a	£	-	£	-	£	245.58	£	98.88	£	146.70	£	-	£	545.58	£	98.88	£	446.70	
Jazz Club	£	-	£	2,054.17	87%	£	1,067.62	£	986.55	£	706.91	£	284.72	£	422.19	£	71.50	£	2,761.08	£	1,423.84	£	1,337.24	
Roller Disco	£	245.00	£	-	n/a	£	-	£	-	£	368.08	£	157.00	£	211.08	£	79.21	£	613.08	£	236.21	£	376.87	
Comedy Club	£	-	£	1,281.67	46%	£	1,000.00	£	281.67	£	1,085.16	£	440.16	£	645.00	£	265.40	£	2,366.83	£	1,705.56	£	661.27	
Shaun Ryder	£	-	£	3,883.33	42%	£	2,895.06	£	988.27	£	794.50	£	319.65	£	474.85	£	211.64	£	4,677.83	£	3,426.35	£	1,251.48	
Purple Zepellin	£	-	£	4,225.67	100%	£	2,792.82	£	1,432.85	£	2,490.57	£	1,001.21	£	1,489.36	£	351.78	£	6,716.24	£	4,145.81	£	2,570.43	
80's Rewind	£	-	£	8,176.67	100%	£	3,300.00	£	4,876.67	£	6,235.83	£	2,497.54	£	3,738.29	£	626.34	£	14,412.50	£	6,423.88	£	7,988.62	
80's Rewind	£	-	£	8,213.33	100%	£	3,300.00	£	4,913.33	£	6,402.75	£	2,562.01	£	3,840.74	£	503.36	£	14,616.08	£	6,365.37	£	8,250.71	
Ceroc x 4	£	1,139.20	£	-	n/a	£	-	£	-	£	344.16	£	139.49	£	204.67	£	45.04	£	1,483.36	£	184.53	£	1,298.83	
TOTALS FOR NOVEMBER	£	1,684.20	£	53,195.26		£	33,220.49	£	19,974.77	£	25,928.51	£	10,414.51	£	15,514.00	£	3,269.67	£	80,807.97	£	46,904.67	£	33,903.30	
December	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												
Jazz Club	£	-	£	3,629.17	100%	£	1,566.60	£	2,062.57	£	678.49	£	272.40	£	406.09	£	117.26	£	4,307.66	£	1,956.26	£	2,351.40	
Mainly Madness	£	-	£	7,535.00	100%	£	4,811.32	£	2,723.68	£	4,715.41	£	1,890.56	£	2,824.85	£	408.98	£	12,250.41	£	7,110.86	£	5,139.55	
Comedy Club	£	-	£	3,153.33	100%	£	1,700.81	£	1,452.52	£	2,446.61	£	987.56	£	1,459.05	£	337.48	£	5,599.94	£	3,025.85	£	2,574.09	

Panto	£	18,602.84	£	-	72%	£	-	£	-	£	13,684.24	£	5,918.88	£	7,765.36	£	4,886.81	£		32,287.08	£		10,805.69	£		21,481.39
TOTALS FOR DECEMBER	£	18,602.84	£	14,317.50		£	8,078.73	£	6,238.77	£	21,524.75	£	9,069.40	£	12,455.35	£	5,750.53	£		54,445.09	£		22,898.66	£		31,546.43
January	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						
Adult Panto x 2	£	-	£	13,927.50	100%	£	10,696.33	£	3,231.17	£	3,071.07	£	1,241.96	£	1,829.11	£	584.43	£		16,998.57	£		12,522.72	£		4,475.85
Film Club x 2	£	300.00	£	-	n/a	£	-	£	-	£	335.41	£	134.22	£	201.19	£	-	£		635.41	£		134.22	£		501.19
Jazz Club	£	-	£	1,787.50	76%	£	1,165.89	£	621.61	£	628.24	£	252.83	£	375.41	£	79.64	£		2,415.74	£		1,498.36	£		917.38
Roller Disco	£	245.00	£	-	n/a	£	-	£	-	£	472.65	£	200.86	£	271.79	£	87.94	£		717.65	£		288.80	£		428.85
Comedy Club	£	-	£	2,690.00	100%	£	1,717.94	£	972.06	£	1,909.41	£	766.78	£	1,142.63	£	379.94	£		4,599.41	£		2,864.66	£		1,734.75
AC/DC UK	£	-	£	7,500.00	100%	£	4,473.70	£	3,026.30	£	4,340.83	£	1,738.31	£	2,602.52	£	374.37	£		11,840.83	£		6,586.38	£		5,254.45
Ceroc x 5	£	1,424.00	£	-	n/a	£	-	£	-	£	129.46	£	52.53	£	76.93	£	-	£		1,553.46	£		52.53	£		1,500.93
TOTALS FOR JANUARY	£	1,969.00	£	25,905.00		£	18,053.86	£	7,851.14	£	10,887.07	£	4,387.49	£	6,499.58	£	1,506.32	£		38,761.07	£		23,947.67	£		14,813.40
February	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						
T Rextasy	£	-	£	4,941.67	98%	£	3,500.00	£	1,441.67	£	2,155.82	£	867.13	£	1,288.69	£	325.75	£		7,097.49	£		4,692.88	£		2,404.61
Lunchtime Jazz	£	-	£	-	n/a	£	-	£	-	£	142.66	£	57.81	£	84.85	£	-	£		142.66	£		57.81	£		84.85
The Ultimate Tribute Show	£	-	£	3,396.67	60%	£	2,500.00	£	896.67	£	2,745.00	£	1,098.31	£	1,646.69	£	300.01	£		6,141.67	£		3,898.32	£		2,243.35
Comedy Club	£	-	£	1,779.17	66%	£	1,118.61	£	660.56	£	1,507.99	£	609.51	£	898.48	£	317.02	£		3,287.16	£		2,045.14	£		1,242.02
Film Club x 2	£	300.00	£	-	n/a	£	-	£	-	£	319.99	£	128.60	£	191.39	£	-	£		619.99	£		128.60	£		491.39
Jazz Club	£	-	£	2,383.33	100%	£	1,341.51	£	1,041.82	£	780.99	£	314.84	£	466.15	£	85.65	£		3,164.32	£		1,742.00	£		1,422.32
Roller Disco	£	245.00	£	-	n/a	£	-	£	-	£	564.33	£	240.11	£	324.22	£	87.94	£		809.33	£		328.05	£		481.28
Hayseed Dixie	£	-	£	8,174.58	100%	£	5,411.48	£	2,763.10	£	4,682.58	£	1,878.01	£	2,804.57	£	403.11	£		12,857.16	£		7,692.60	£		5,164.56
ELO Encounter	£	-	£	4,670.00	100%	£	3,043.96	£	1,626.04	£	1,870.32	£	752.39	£	1,117.93	£	377.08	£		6,540.32	£		4,173.43	£		2,366.89
P P Arnold	£	-	£	2,039.58	40%	£	1,500.74	£	538.84	£	554.66	£	222.56	£	332.10	£	99.23	£		2,594.24	£		1,822.53	£		771.71
Cheesy Bingo	£	-	£	3,499.17	100%	£	2,435.95	£	1,063.22	£	3,034.16	£	1,223.37	£	1,810.79	£	348.92	£		6,533.33	£		4,008.24	£		2,525.09
Ceroc x 4	£	1,139.20	£	-	n/a	£	-	£	-	£	197.16	£	79.31	£	117.85	£	-	£		1,336.36	£		79.31	£		1,257.05
TOTALS FOR FEBRUARY	£	1,684.20	£	30,884.17		£	20,852.25	£	10,031.92	£	18,555.66	£	7,471.95	£	11,083.71	£	2,344.71	£		51,124.03	£		30,668.91	£		20,455.12
March	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						
Oasish	£	-	£	8,250.00	100%	£	5,254.34	£	2,995.66	£	5,165.74	£	2,071.00	£	3,094.74	£	331.76	£		13,415.74	£		7,657.10	£		5,758.64
Lunchtime Jazz	£	-	£	-	n/a	£	-	£	-	£	112.66	£	45.31	£	67.35	£	-	£		112.66	£		45.31	£		67.35
Guns 2 Roses	£	-	£	4,491.67	56%	£	1,500.00	£	2,991.67	£	2,692.16	£	1,078.68	£	1,613.48	£	288.42	£		7,183.83	£		2,867.10	£		4,316.73
Comedy Club	£	-	£	1,881.67	68%	£	1,186.05	£	695.62	£	1,599.00	£	643.76	£	955.24	£	288.42	£		3,480.67	£		2,118.23	£		1,362.44
Q Dance Show	£	811.34	£	-	n/a	£	-	£	-	£	221.24	£	92.65	£	128.59	£	-	£		1,032.58	£		92.65	£		939.93
Film Club x 2	£	300.00	£	-	n/a	£	-	£	-	£	305.25	£	122.61	£	182.64	£	-	£		605.25	£		122.61	£		482.64
Pogue Traders	£	-	£	2,075.00	41%	£	2,000.00	£	75.00	£	1,435.32	£	576.53	£	858.79	£	223.08	£		3,510.32	£		2,799.61	£		710.71
Taylormania	£	1,934.10	£	-	100%	£	-	£	-	£	1,958.66	£	811.17	£	1,147.49	£	223.08	£		3,892.76	£		1,034.25	£		2,858.51
Jazz Club	£	-	£	1,683.33	73%	£	946.92	£	736.41	£	603.33	£	242.44	£	360.89	£	91.65	£		2,286.66	£		1,281.01	£		1,005.65
Roller Disco	£	245.00	£	-	n/a	£	-	£	-	£	521.83	£	221.35	£	300.48	£	82.94	£		766.83	£		304.29	£		462.54
Quo Connection	£	-	£	3,962.50	82%	£	1,500.00	£	2,462.50	£	1,863.66	£	749.62	£	1,114.04	£	268.69	£		5,826.16	£		2,518.31	£		3,307.85
Genesis Connected	£	-	£	4,670.00	100%	£	3,042.53	£	1,627.47	£	1,943.91	£	781.44	£	1,162.47	£	340.34	£		6,613.91	£		4,164.31	£		2,449.60
From Gold to Rio	£	-	£	4,145.83	88%	£	2,890.32	£	1,255.51	£	2,210.83	£	885.61	£	1,325.22	£	302.87	£		6,356.66	£		4,078.80	£		2,277.86
Ceroc x 4	£	1,139.20	£	-	n/a	£	-	£	-	£	21.33	£	9.06	£	12.27	£	-	£		1,160.53	£		9.06	£		1,151.47
TOTALS FOR MARCH	£	4,429.64	£	31,160.00		£	18,320.16	£	12,839.84	£	20,654.92	£	8,331.23	£	12,323.69	£	2,441.25	£		56,244.56	£		29,092.64	£		27,151.92
TOTALS	£	45,050.48	£	234,888.60		£	148,722.63	£	86,165.97	£	153,506.48	£	62,849.25	£	90,657.23	£	23,341.26	£		433,445.56	£		234,913.14	£		198,532.42

# Friends of Oakley Park Summer fete, 19 July 2025 DRAFT SITE PLAN



— — — — Power cable

# Event Application Form

<b>Name of event:</b> Friends of Oakley Park Summer Fete
<b>Event location:</b> Oakley Park
<b>Event date:</b> 19 <sup>th</sup> July 2025

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

## Section 1 – Organiser Details

Name of organisation	Friends of Oakley Park	
Name of applicant <sup>(1)</sup>	Gillian Wain	
Position <i>(if applicable)</i>	Secretary	
Contract Address	<div style="border: 1px solid black; height: 30px; width: 150px; margin-bottom: 10px;"></div> <div style="text-align: right;">PostCode: <div style="border: 1px solid black; height: 20px; width: 100px; display: inline-block;"></div></div>	
Is the above address to be used for invoices? YES/NO – if NO please provide details on a separate sheet		
Personal Contact Details	Home	
	Work	
	Mobile	<div style="border: 1px solid black; height: 40px; width: 250px;"></div>
	Email Address	
Event Public Tel. Enquiry No.	N/A	
Event Web Site Address	<a href="http://www.oakleypark.org.uk">www.oakleypark.org.uk</a>	



## Section 2 – Event Details

### Description of Proposed Event:

Small summer fete in park from about 12–3 pm. We will have tea/coffee, refreshments and a barbecue. We plan to have some stalls including a coconut shy, soft toy tombola, toy/book stall, plant stall, human fruit machine, nerf guns, wang the welly and bouncy castle. We have invited the local cub group and Crookham & Fleet Men's Shed to have stalls. We have invited the local fire station and police to bring a vehicle for children to see and sit in at no cost.

We have booked Sir Whippy ice cream van, Caleb's coffee and face painters. We plan to have free activities available including children's running races and performances from Fleet U3A ukelele group, Shuffle Tunes choir and Hart Gymnastics.

We have completed a risk assessment (provided with the application).

Please indicate the type of Event

Charity Event<sup>(1)</sup>

☐

Fund Raising

☐

Non-commercial

☐

Community Event

X

Commercial

☐

<sup>(1)</sup> Name of Charity N/A

Charity Registration Number N/A

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

If NO please give details:

Any proceeds raised will be used to cover FOP costs and any surplus will go to FOP finances to fund future projects in the park.

Free admission to all.

### Timings

Date/time to enter site for preparation: 19<sup>th</sup> July 2025 08:00

Date/time to vacate the site after the Event: 19<sup>th</sup> July 2025 17:00



If event is for more than one day, please give details of the Start and Finish times each day

N/A

## Charges

Is the Event free? YES ☒ NO ☐

If NO what are the approximate admission price?

Adults

Children (include any age ranged)

Concessions

Will programmes be available? YES ☐ NO ☒

If YES, what is the proposed price?

Approximate number of people expected to attend?

If over 500 people are expected please give details of security / stewarding.

100–200

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 checked="" type="checkbox"/>
Carnival procession <sup>(1)</sup>	<input type="checkbox"/> Live Entertainment <sup>(1)</sup>	<input checked="" type="checkbox"/>
Fairground equipment	<input type="checkbox"/> Lost children point	<input checked="" type="checkbox"/>
Aircraft	<input type="checkbox"/> Barrier/Fencing	<input type="checkbox"/>
Parachutists	<input type="checkbox"/> Marquees	<input checked="" type="checkbox"/>
Balloon launch	<input type="checkbox"/> Portable generator <sup>(2)</sup>	<input type="checkbox"/>
Hot Air Balloons	<input type="checkbox"/> Power supply	<input checked="" 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	X
Coconut shy	X	On site communications	<input type="checkbox"/>
Inflatable's (e.g bouncy castle)	X	Market stalls	<input type="checkbox"/>
Portable staging	<input type="checkbox"/>	Re-enactment groups	<input type="checkbox"/>
P.A. System	X	Living history or other	<input type="checkbox"/>
Stewarding/Security	X	Other	<input type="checkbox"/>

#### NOTES:

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

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

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

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

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

(4)If a TEN application is submitted to Hart District Council, permission will be obtained from FTC before the TEN will be granted.

#### CAR PARKING

Will vehicles require access to the venue? YES X NO

If yes, when and for how long?

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

If you have ticked yes above, please provide more details

Just to allow the coffee and ice cream vans and emergency services vehicles in from 1200–1500 hrs

Will you require Car Park space for Event Staff YES ☐ NO X

And/or the general public YES ☐ NO X

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.

## Facilities

You will be required to ensure that the toilet facilities are adequate. Please submit details of your proposals to include method of disposal and if toilets are hired, the name and address of the hire company.

Use of pavilion toilets and kitchen.

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

FOP will maintain the area free of litter and all rubbish will be removed immediately from site and disposed of in a FOP committee member's bin.

## Notes:

1. The event organiser should ensure that the site is regularly litter-picked during the event and at the end of each. In the event that the organiser fails to do this then the Council reserves the right to carry out the works in default and charge the event organiser the cost incurred.
2. It is the event organiser's responsibility to arrange removal of all rubbish from the site. You will not be permitted to use any on-site skip/litter bins or any bins in the vicinity of the site, etc for disposal.
3. Where permanent catering facilities are available in the vicinity of the site where the event will take place, the organisers must advise the caterers at least one month before the event takes place of the refreshments they will be providing.

## UTILITIES

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

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

Electricity ☒ Water ☒

Please take meter readings before and after the event.

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

Water will be used for hand washing and the preparation of hot and cold drinks.  
Electricity will be used to power the bouncy castle and hot water urn.

### **Bad Weather Plan**

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

Will the event be; Cancelled ☐ Postponed X Continue X

Please give details if Cancelled or Postponed:

N/A

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.

Activities will be adjusted according to the weather conditions prevailing on the day and the number of people attending.

### 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.

We will have two qualified first aiders on site.

A 1–10 person first aid box will be available

### SECTION 5 – BOND

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

Name of person / organisation supplying the bond /cheque N/A

Name

Address

Tel No

Email Address

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

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

**Keys - £15 each**

**Padlocks - £65 Each**

**Locks - £45 each**

## SECTION 6 – ADDITIONAL REQUIREMENTS

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

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

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

Signed:

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

**The 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 *	X		Insurance for event organiser *	<input type="checkbox"/>	X
Risk Assessment *	X	<input type="checkbox"/>	Individual participants	<input type="checkbox"/>	X
Stewards Briefing Pack	<input type="checkbox"/>	X	Addition Information if required	<input type="checkbox"/>	X

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

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

**Additional**

Any additional information:

## Main Events User Agreement

### Conditions of Use

The hirer agrees to abide by the following terms and conditions:

- All relevant paperwork is to be submitted prior to the event. This includes risk assessments, site plans, insurance and bond.
- Noise levels will be kept to a minimum.
- The hours the event takes place will only be those set within the event application.
- Music will be turned off at times specified in the event application.
- Appropriate parking arrangements will be made.
- Appropriate toilet facilities will be managed and maintained as specified in the event application.
- Anything that becomes of nuisance or annoyance to local residents will be dealt with as soon as possible.
- No litter is to be left behind and the site is to be left in a clean state.
- The Council reserves the right to cancel an event in the absence of the applicant's wet weather plan.

<b>Name (Authorised Signatory from Organisation)</b>	Mike Bye, Chairman
<b>Signature</b>	
<b>Date</b>	31 <sup>st</sup> May 2025
<b>Event and Date</b>	19 <sup>th</sup> July 2025
<b>Organisation Name</b>	Friends of Oakley Park



# Event Application Form

<b>Name of event</b> Fleet Infant School Family Fun Day
<b>Event location</b> Oakley Park
<b>Event date</b> 30/08/2025

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

## Section 1 – Organiser Details

Name of organisation	Fleet Infant School	
Name of applicant <sup>(1)</sup>	Rebecca Sewell <sup>(1)</sup> Over 18 years	
Position <i>(if applicable)</i>		
Contract Address	<div></div> <div>Post Code:</div> <div></div>	
Is the above address to be used for invoices? NO – if NO please provide details on a separate sheet		
Personal Contact Details	Home	
	Work	
	Mobile	<div></div>
	Email Address	<div></div>
Event Public Tel. Enquiry No.		
Event Web Site Address		

## Section 2 – Event Details

We would like to hold a school fundraiser at the park where we will have a few stalls selling drinks, ice pops, face painting. Then will have a few sports games set up throughout the park, football, basketball, rounders. Then we are hoping to have someone to do a BBQ that has a food hygiene certificate. We will have plenty of volunteers to run the event and clear up after us. We will need access to the clubhouse for toilet facilities. Also we may explore options of Gazebo or marquee if weather is not on our side.

Please indicate the type of Event

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

<sup>(1)</sup> Name of Charity Fleet Infant School Association

Charity Registration Number 1107909

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

If NO please give details:

### Timings

Date/time to enter site for preparation – 9am

Date/time to vacate the site after the Event 2pm

If event is for more than one day, please give details of the Start and Finish times each day

### Charges

Is the Event free? YES ☒ NO ☐

If NO what are the approximate admission price?

Adults

Children (include any age ranged)

Concessions

Will programmes be available? YES ☐ NO ☒

If YES, what is the proposed price?

Approximate number of people expected to attend? 150 (TBC)

If over 1000 people are expected please give details of security / stewarding.

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 checked="" 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 checked="" type="checkbox"/>
Coconut shy	<input type="checkbox"/> On site communications	<input type="checkbox"/>
Inflatables (e.g bouncy castle)	<input type="checkbox"/> Market stalls	<input checked="" type="checkbox"/>

Portable staging	<input type="checkbox"/> Re-enactment groups	<input type="checkbox"/>
P.A. System	<input type="checkbox"/> Living history or other	<input type="checkbox"/>
Stewarding/Security	<input type="checkbox"/> Other	<input type="checkbox"/>

**NOTES:**

- (a) Please supply as much information as possible on all the items above  
(b) Following submission of this application, no additional items may be included without the express consent of the appropriate department.  
<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.

## Facilities

You will be required to ensure that the toilet facilities are adequate. Please submit details of your proposals to include method of disposal and if toilets are hired, the name and address of the hire company.

Use of clubhouse at Oakley park

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

Organizers will arrange black bags for collection post event

## 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:

We will communicate to attendees via email and arrange a suitable date to postpone the event. But are going to try and have options of marquee or Gazebo.

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

Parents will be in attendance as first point of contact, but we will try and have a handful of first aid qualified people at the event

## 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 Rebecca Sewell

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

Position: Co-Chair at FISA

Date: 12/03/2025

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? We do not have any of these yet, as we are just in the initial planning stages, is this required before approval can be granted? Do you have a site map of Oakley Park?

### **Additional**


Any additional information:

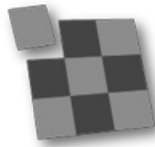
## Main Events User Agreement

### 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>	Rebecca Sewell
<b>Signature</b>	
<b>Date</b>	12/03/2025
<b>Event and Date</b>	30/08/2025
<b>Organisation Name</b>	Fleet Infant School Association



# Carpet & Flooring Co

Domestic and commercial flooring specialist

## Quote

Mr Ben Crane  
Hart District Council,  
Civic Offices,  
Harlington Way  
Fleet, GU51 4AE

Mobile: 07713 505049  
Email: ben.crane@fleet-tc.gov.uk

Quote No: 22234

Quote Date: 25/11/2024

Vat Number: 664 6412 27

Bank details: Carpet & Flooring (Farnborough) Ltd

Sort: 60 15 42      Account: 70127336

DESCRIPTION	PRICE
<b>Ancells Farm Community Centre Option 1</b> To uplift and dispose of existing carpet tiles, supply and install commercial carpet tiles inclusive of adhesive and finishing profiles as required	£3,460.00
<b>Ancells Farm Community Centre Option 2</b> To uplift and dispose of existing carpet tiles, supply and install commercial sheet carpet inclusive of adhesive and finishing profiles as required Total £3,460.00 Ex VAT	
<b>Ancells Farm Community Centre Option 3</b> To uplift and dispose of existing carpet tiles, make good the sub floor using primer and smoothing compound, supply and install non-slip commercial sheet vinyl flooring inclusive of adhesive and finishing profiles as required £3,954.00	

Furniture and appliance removal can be carried out by prior arrangement at an additional cost.  
If door easing is required this can be arranged.

<b>NET:</b>	£3,460.00
<b>VAT:</b>	£692.00
<b>TOTAL:</b>	£4,152.00

**Thank you for the opportunity to provide a quotation for new flooring.**

**330 Fernhill Road, Farnborough, Hampshire, GU14 9EF**

**Tel: 01276 37722**

**Email: [info@carpetsandfloorings.co.uk](mailto:info@carpetsandfloorings.co.uk)**

**[www.carpetsandfloorings.co.uk](http://www.carpetsandfloorings.co.uk)**

CARPET & FLOORING (FARNBOROUGH) LIMITED registered in England and Wales.

Company registration number 08021748. Registered office: 9 St George's Yard, Castle Street, Farnham, Surrey, GU9 7LW

# The Views Skate Park, Design and Installation



## 1. Project Location

- **What3Words:** <https://w3w.co/today.track.splashes>
- **Postcode:** GU514DH
- **Harlington Way, Fleet, Hampshire**
- **Current Surface:** Tarmac

## 2. Project Budget

- £250,000 (inclusive of all works, VAT, and associated costs)

## 3. Overview

Fleet Town Council invites tenders for the full design, supply, and installation of a replacement skate park at the location identified above. The existing facility is to be fully decommissioned and removed as part of the works.

This new facility must be suitable for **scooters, skateboards, inline skates, and BMX bikes**, and be designed to appeal to a broad age and skill range. The skate park must also meet high standards of safety, durability, and community engagement.

A concept design developed collaboratively by local young people is provided and should serve as **indicative inspiration** only.

- This Contract is dependent on Fleet Town council receiving a PWLB loan.
- Prices needs to be held for a minimum of six months

## 4. Scope of Works

Tenders must cover the following:

- 4.1 Removal and responsible disposal of existing skate park equipment
- 4.2 Full design, supply, and installation of new skate park equipment
- 4.3 All required groundworks and foundation preparation
- 4.4 Provision and installation of safety signage
- 4.5 Final post-installation inspection and certification
- 4.6 Site reinstatement for any areas outside the skate park footprint
- 4.7 Optional maintenance contract or post-build technical support

## 5. Design Requirements

- 5.1 **Multi-discipline suitability:** For scooters, skateboards, skates, and BMX bikes
- 5.2 **Height:** Features must be no less than the maximum height of the current design
- 5.3 **Materials:** Panelled modular design preferred, but concrete proposals also accepted
- 5.4 **Replacement parts:** Must be readily available for future maintenance
- 5.5 **Noise mitigation:** Must include measures/materials to reduce noise impact
- 5.6 **Footprint:** Approx. 37.8m (length) by 12m (width), with potential to increase width by up to 0.5m ,subject to budget
- 5.7 **Safety compliance:** Must comply with BS EN 14974 and other UK safety standards
- 5.8 **Inclusive design:** Consideration of accessibility and inclusive features for a wider range of users

## 6. Design Submission Requirements

- 6.1 Three (3) distinct design proposals
- 6.2 Visual representations (renders or 3D models)
- 6.3 Scaled layout drawings

- 6.4 Description of key features and intended user experience
- 6.5 Itemised cost breakdown (equipment, groundwork, installation, signage, etc.)
- 6.6 Maintenance requirements and warranty periods
- 6.7 Timeline for delivery including key milestones (removal, groundwork, installation, etc.)

## **7. Insurance & Compliance**

### **7.1 Contractors must hold:**

- Public Liability Insurance: minimum £10 million
- Employer's Liability Insurance: minimum £5 million

### **7.2 Required documentation:**

- Proof of insurance cover
- Site-specific Health and Safety Plan and Risk Assessment & Method Statement (RAMS)
- Confirmation that all equipment is CE marked and compliant with current standards

## **8. Additional Considerations**

- 8.1 Site Visit: Tenderers are strongly encouraged to visit the site before submission
- 8.2 Community Engagement: Final shortlisted designs will be shared with the public to gather feedback
- 8.3 Contractor Responsibilities: Must include fencing of the work area, welfare facilities for workers, and site cleanliness
- 8.4 Defects and Liability: Minimum 12-month defects period required; include warranty details
- 8.5 Handover Documentation: To include maintenance and inspection manual, as-built drawings, and warranty info
- 8.6 Environmental Impact: Contractors encouraged to minimise environmental impact and use sustainable practices

## **9. Submission Requirements**

- 9.1 Company profile and relevant experience
- 9.2 Three fully costed design proposals
- 9.3 Proposed timeline and delivery schedule
- 9.4 Compliance and insurance documentation
- 9.5 Contactable references
- 9.6 Optional: value engineering alternatives, environmental commitments, or aftercare options

## **10. Submission Deadline**


12noon - 1<sup>st</sup> September 2025

## **11. Contact and Queries**

Ben Crane  
Facilities & Open Spaces Manager  
Fleet Town Council  
The Harlington  
236 Fleet Road  
Fleet Hants  
GU51 4BY  
01252 625246

## SENSORY HERB GARDEN AT BASINGBOURNE PARK

ITEM 14



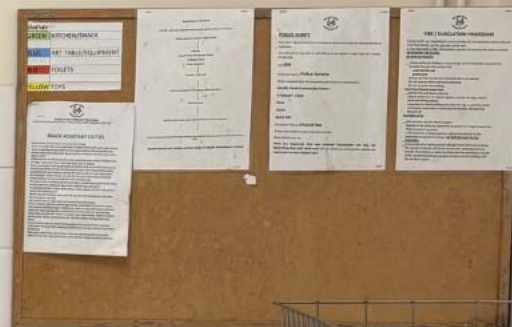
Secondary Option - chequerboard design located on opposite side of the sports field from the road, between the bridge/noticeboard and the old kick wall

FoBP's preferred option would be to locate the plants WITHIN the under 8's play park spaced out around the inside perimeter fence and possibly in the existing brick "flower bed"

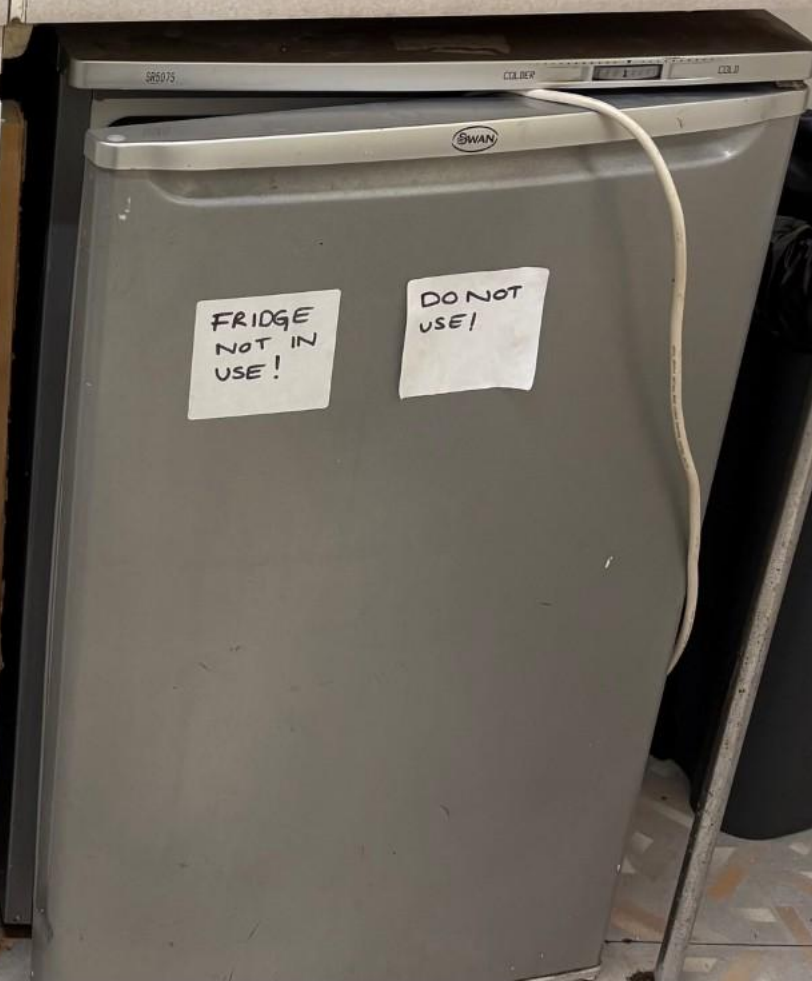






























## Fleet Cemetery Fees from April 1<sup>st</sup> 2019

When you buy a plot - the charges are split between the "Exclusive Rights of Burial" fee and the interment fee.

The Exclusive Rights of burial in Fleet give you the right to bury in that plot for the next 99 years (some cemeteries are shorter than this). Ashes plots can hold 2 sets of ashes. Full burial plots can hold up to 3 full burials and/or several sets of ashes.

Only the owner of the exclusive rights is able to decide (and must sign to agree) who and when any burials take place in that plot (the only exception to this is when the owner is interred in the plot).

The interment fee is an administration charge incurred each time the plot is opened and covers the updating of the burial records.

The memorial permit fee gives permission for the owner to erect a memorial on the plot. Only the owner is allowed to do this and the permit is to ensure all memorials conform to regulations at that time.

	Resident	Non Resident Including Church Crookham and Elvetham Heath
<b>New Full Burial Plot</b> (Exclusive rights and interment)	£1,540	£3,080
<b>New Cremation Plot</b> (Exclusive rights and interment)	£560	£1,120
<b>Memorial permit</b> (Either Burial or Cremation plot)	£170	£340
<b>Additional Inscription</b> (Either Burial or Cremation memorial)	£70	£140
<b>Full Burial plot</b> Exclusive Rights of Burial (Reservation of plot- excludes interment)	£1,100	£2,200
<b>Cremation Plot</b> Exclusive Rights of Burial (Reservation of plot- excludes interment)	£390	£780
<b>Interment only – Burial</b> (Exclusive Rights already purchased)	£440	£880
<b>Interment only – Ashes</b> (Exclusive Rights already purchased)	£170	£340
<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>	£145	£290
<b>General administration – change name etc</b>	£15	£30

### Examples for Fleet Resident

For a full burial plot with a memorial permit is £1,710 (£1,540 Exclusive Rights and interment plus £170 memorial permit)

For a cremation plot with a memorial permit for a tablet is £730 (£560 Exclusive Rights and interment plus £170 memorial permit)



## Memorial Fees in the Garden of Remembrance

The Sanctum 2000's, memorial vaults will be leased for either 25 or 50 years. During this lease period, the lease owner will have the rights for 2 sets of ashes to be placed inside the vault in non-biodegradable containers. On completion of the term of the lease, the owner will have the option to extend. If the family cannot be contacted, the ashes will be removed and buried in our dedicated area. The inscription tablet will remain the property of the family.

The kerbset block memorials which are located around the Garden of Remembrance pathways will be leased for either 10 or 25 years. The ashes will be either buried or scattered in our dedicated area. On completion of the term of the lease, the owner will have the option to extend. The inscription tablet will remain the property of the family but will be removed on completion of the lease and stored if the family cannot be contacted.

The roses will be leased for 7 years. The ashes will be either buried or scattered in our dedicated area. On completion of the term of the lease, the owner will have the option to extend. The inscription plaque will remain the property of the family but will be removed on completion of the lease and stored if the family cannot be contacted.

Sanctum 2000 Memorial vault	Resident	Non Resident Including Church Crookham and Elvetham Heath
Lease for 25 years to include lettering up to 80 letters on tablet Further lettering £1.50 + VAT per letter Artwork cost to be confirmed	£1,500 + VAT (£1,800 inc VAT)	£3,000 + VAT (£3,600 inc VAT)
Lease for 50 years to include lettering up to 80 letters on tablet Further lettering £1.50 + VAT per letter Artwork cost to be confirmed	£2,250 + VAT (£2,700 inc VAT)	£4,500 + VAT £5,400 inc VAT)
Additional inscription	£400 + VAT (£480 inc VAT)	£800 + VAT (£960 inc VAT)
<b>Kerb block memorial</b>		
Lease for 10 years to include lettering Artwork Design cost to be confirmed	£500 + VAT (£600 inc VAT)	£1,000 + VAT (£1,200 inc VAT)
Lease for 25 years to include lettering Artwork Design cost to be confirmed	£1,000 + VAT (£1,200 inc VAT)	£2,000 + VAT (£2,400 inc VAT)
Interment of ashes in dedicated area and updating of burial records only when kerb stone is leased	£170	£340
<b>Roses</b>		
Rose bush for 7 years, including 6" x 4" granite plaque with inscription only	£350 + VAT (£420 inc VAT)	£700 + VAT (£840 inc VAT)
Rose bush for 7 years, including 7" x 5" granite plaque with inscription and artwork design	£450 + VAT (£540 inc VAT)	£900 + VAT (£1,080 inc VAT)
Standard Rose for 7 years, including 6" x 4" granite plaque with inscription only	£450 + VAT (£540 inc VAT)	£900 + VAT (£1,080 inc VAT)
Standard Rose for 7 years, including 7" x 5" granite plaque with inscription and artwork design	£550 + VAT (£660 inc VAT)	£1,000 + VAT (£1,200 inc VAT)
Interment or scattering of ashes in dedicated area and updating of burial records only when roses are leased	£170	£340
<b>Other</b>		
7" x 5" tablet plaque on memorial bench in Garden of Remembrance	£150 + VAT (£180 inc VAT)	£300 + VAT (£360 inc VAT)
Memorial disc on mushroom in children's area	£100 + VAT (£120 inc VAT)	£200 + VAT (£240 inc VAT)

Please note VAT is charged on memorials only