



FLEET TOWN COUNCIL

MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING

Wednesday 10th December 2025 at 7pm

* Councillor Einchcomb (Chairman)

* Councillor Taylor (Vice Chairman)

* Councillor Chenery

Councillor Fang

* Councillor Holt

* Councillor May

* Councillor Oliver

* Councillor Schofield

* Councillor Stanton

* Councillor Tilley

Councillor Wildsmith

* Councillor Woods

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

Also in attendance:

Rita Tong – Executive Officer

Facilities and Open Spaces Manager (FOSM)

Friends of Basingbourne Park representative

Friends of Oakley Park representative

RLA DECEMBER 2025 ITEM 1

APOLOGIES

Members received and accepted the apologies as noted above.

RLA DECEMBER 2025 ITEM 2

DECLARATIONS OF INTEREST

Councillor Taylor declared an *Other Registrable Interest* in Agenda Item 9 as he is a leader of a Scouts group that hires space at Ancells Farm Community Centre.

RLA DECEMBER 2025 ITEM 3

QUESTIONS FROM THE PUBLIC

Given that Friends of Basingbourne Park are permitted to use Basingbourne Pavilion free of charge for group-related activities, and that Wildlife Explorer events align with the Park Development Plan and are typically co-hosted with Friends of Basingbourne Park, could Friends of Basingbourne Park formally co-host any future Pavilion-based Wildlife Explorer sessions? This would minimise administrative work for FTC, avoid any VAT issues linked to hiring out the Pavilion, and would only involve one or two indoor sessions per year.

Members agreed that this made administrative sense and approved the request. FOSM requested that any such events be put into the Hallmaster booking system.

RLA DECEMBER 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 17th September 2025.

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

Members received a report from the Cemetery Clerk.

Members wished to formally thank the Cemetery Clerk for her proactive care and attention to the cemetery, including her ongoing work with the grounds maintenance team and grave owners to keep standards high. Her efforts contributed significantly to the cemetery achieving Gold in the SSEIB awards.

RESOLVED

To note the Cemetery Clerks report.

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

Members considered the report from the General Manager on events, hirings, and operational activities of The Harlington and Ancells Farm Community Centre.

Members noted that the report did not include any forward-looking information and requested that future reports provide this. In particular, Members would like updates on forward sales for events within the next three to six months, together with the General Manager's assessment of whether operations are on track to achieve the full-year budget targets.

RESOLVED

That future reports from the General Manager include forward-looking information, specifically forward sales for events within the next three to six months and an assessment of progress against full-year budget targets.

RLA DECEMBER 2025 ITEM 7**HALLMASTER REPORT TO 31 OCTOBER**

Members received the Hallmaster report to 31 October 2025. Members noted that, as Hallmaster was implemented in April 2025, there is currently no historical data available to provide meaningful seasonal comparisons.

Members requested that future Hallmaster reports be provided on a monthly rather than quarterly basis, and that usage data be presented in hours rather than minutes.

RESOLVED

That the Hallmaster Report to 31 October 2025 be noted, and that future reports be provided monthly and expressed in hours.

RLA DECEMBER 2025 ITEM 8**FLEET CRICKET CLUB**

Fleet Cricket Club approached the Council seeking the following support measures:

- Commissioning of a Schedule of Condition for the leased premises, at a quoted cost of £1,700–£1,800.
- Transfer of responsibility for grass cutting of the cricket area to the Council, costed at £110 + VAT per occasion.
- Transfer of responsibility for maintenance of trees within the lease area to the Council, with estimated costs of £510 + VAT for 2025 and £500–£2,000 + VAT in subsequent years.

The Club has also recently changed its legal status, requiring an amendment to the existing lease agreement. The Council's solicitor has quoted £1,500–£1,700 for assigning the lease. Ordinarily, such costs would be met by the tenant; however, given the Club's financial position, it is anticipated that they will request assistance in meeting this cost.

Cllr Schofield reminded Members that when the land was owned by Hart District Council, the Cricket Club paid rent to Hart, and Hart undertook the grass cutting and tree maintenance. The Club later expressed dissatisfaction with the standard of maintenance and requested to take on

these responsibilities themselves. When this change was made, the rent was waived to offset the additional costs the Club had taken on.

While not included in the formal request, the Club had also advised that a recent Fire Safety inspection had instructed them to install a dial-in fire alarm, at significant cost. Members queried the legal basis for this requirement. Cllr Schofield agreed to investigate and report back.

The Club had previously raised the need for an additional pitch due to increasing membership. Cllr Oliver noted that Hart District Council is updating its Local Plan, and that cricket pitch provision will be considered within that process.

RESOLVED

- a) That, in view of the number of tenants the Council has, Members did not wish to set a precedent for undertaking grounds maintenance or tree works on behalf of tenants, and therefore these requests be declined.
- b) That the Council will provide the Club with the results of tree surveys carried out by the Council, free of charge, to reduce the Club's costs in obtaining condition information; however, the Club will be responsible for funding any works identified.
- c) That the Club be asked to obtain its own quote for updating the lease, as they may achieve a lower cost due to their charitable status. Once obtained, the Council would be willing to consider contributing towards this cost.

RLA DECEMBER 2025 ITEM 9

FEES AND CHARGES

Members received a report on the proposed Fees and Charges for 2026/27.

It was noted that a revised approach had been adopted for setting fees for The Harlington, providing the General Manager with greater flexibility to negotiate prices. Members expressed concern regarding the potential for misuse of this discretion, but noted that appropriate safeguards were in place, including:

- Annual financial and usage targets set by Members, with progress monitored through regular reporting (including Hallmaster data – see Item 7).
- The ability for Members to request periodic reports on discounts applied to ensure oversight of the General Manager's delegated authority.

Members requested that the General Manager prepare a paper for the next meeting setting out:

- The minimum and maximum discount levels permitted;
- The circumstances in which discounts may be applied; and
- The authorisation and recording process to be followed.

It was agreed that this information would form part of internal operating procedures rather than being included within the published Price List.

RESOLVED

That the schedule of Fees and Charges for 2026/27 be approved.

RLA DECEMBER 2025 ITEM 10

TREE SURVEY WORK

The annual tree survey has been completed, and quotes for the required works have been received. The survey categorises works into priority levels based on urgency:

- **Priority 1 (Immediate works):** These urgent works have already been completed at a cost of £1,020.00.
- **Priority 2 (Works to be completed within 3 months):** Scheduled to commence shortly, with a total cost of £11,058.50.
- **Priority 3 (Works to be completed within 12 months):** Estimated cost of £7,555.00.
- **Priority 4 (Works to be completed within 18 months):** Estimated cost of £125.00.
- **Resistograph survey:** Internal surveying of large trees to determine health and required works: £500.

The annual tree maintenance budget is £24,850, of which £16,498 has already been spent, leaving a remaining balance of £8,352. This is insufficient to cover the Priority 2 works in full. In light of recent legal judgements against councils concerning injuries arising from poorly maintained trees, Officers recommend completing Priority 3 works within the current financial year to minimise risk. Priority 4 works will be deferred to the 2026/27 financial year, which remains compliant with the survey's recommended timeframes.

This assessment does not include any unforeseen or reactive tree works that may arise during the year.

RESOLVED

That Members approve the completion of Priority 1 to 3 works in the current financial year, on the proviso that any additional costs are managed through savings within the overall Council budget so that the General Reserves are not used.

RLA DECEMBER 2025 ITEM 11

BASINGBOURNE PAVILION CEILING

The Council received £1,682.54 from the insurance claim made. The repairs cost £2,.24 and have now been completed.

RLA DECEMBER 2025 ITEM 12

INSURANCE FOR USER EQUIPMENT

Following an enquiry from a pavilion user regarding insurance for equipment stored in a Council building (RLA September 2025, Item 12), Officers reviewed the Terms & Conditions issued to hirers of our Community Centres. While the existing Terms & Conditions already required hirers to hold their own insurance, the wording has now been amended to remove any ambiguity and to make clear that hirers are responsible for insuring their own equipment and for holding appropriate public liability insurance.

RLA DECEMBER 2025 ITEM 13

PLAY PARK REPAIRS

Following the recent ROSPA inspection, quotes have been obtained for the necessary remedial works identified in their reports. The total cost of the "MEDIUM PRIORITY" works is estimated at £11,466.58. As of the end of November, the Play Equipment Maintenance budget has an unspent balance of £20,700. Therefore, it is anticipated that these works, including addressing low-risk items, can be accommodated within the Play Equipment Maintenance budget.

Work is scheduled to commence shortly.

RLA DECEMBER 2025 ITEM 14

THE VIEWS SKATEPARK

A meeting was held with the contractor on 10 November 2025 which included youth from Fleet Phoenix. The design was discussed and slightly amended to improve flow and safety. Fearless Ramps anticipates starting work in early 2026.

RLA DECEMBER 2025 ITEM 15

REGISTRATION OF CEMETERY LAND

The Statement of Truth regarding the absence of historic Deeds, together with an OS-compliant map of the cemetery, has been submitted to the Council's solicitors to support the registration of the cemetery land with HM Land Registry. The solicitors will now proceed to lodge the registration application on behalf of Fleet Town Council.

They have advised that, if the application is successful, FTC will be granted possessory title only, as no historical deeds are available to evidence ownership by Hart District Council prior to the land being transferred to FTC under the parish order.

Once the land has been registered with possessory title for a period of 12 years, FTC may apply to upgrade this to absolute title.

RLA DECEMBER 2025 ITEM 16

ANNOUNCEMENTS

Cllr Einchcomb announced that Hart District Council is inviting towns and parishes within Hart to propose projects and opportunities for the future use of S106 monies. Cllr Einchcomb will be attending a webinar on the matter on 14 January 2026 and asked Members to submit any project ideas for consideration.

Members proposed the following projects:

- Replacement of pavilions.
- Improved security measures for parks to prevent unauthorised encampments.
- Provision of a permanently installed external sound system for Gurkha Square.

RLA DECEMBER 2025 ITEM 17

FUTURE EVENTS

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

Carols in the Park	12 December 2025	Basingbourne Park
Fleet Half Marathon	29 March 2025	Calthorpe Park

RLA DECEMBER 2025 ITEM 18

DATE AND TIME OF NEXT MEETING

The next meeting of the Recreation, Leisure and Amenities Committee will be held on Wednesday 18th March 2026, 7pm at The Harlington.

The meeting closed at 9:52pm.

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

Chairman