

**FLEET TOWN COUNCIL  
MINUTES OF THE RECREATION, LEISURE AND AMENITIES COMMITTEE**

**Wednesday 20 April 2011 7.30pm  
The Harlington.**

**Councillors**

Paul Einchcomb, (Chair), Sue Tilley, Helen Perthen, Bob Schofield, George Woods, Sue Fisher.

**Also Present-**

Shar Roselman – Clerk  
Cllr Appleton

**APRIL /2011/RLA ITEM 1: APOLOGIES FOR ABSENCE**

There were no apologies.

**APRIL/2011/RLA ITEM 2: DECLARATIONS OF INTEREST**

There were no declarations of interest.

**APRIL/2011/RLA ITEM 3: PUBLIC SESSION**

There were no questions.

**APRIL/2011/RLA ITEM 4: MINUTES OF PREVIOUS MEETING**

**Resolved to receive and approve, as a correct record, the minutes of the RLA meeting held on the 16<sup>TH</sup> March 2011.**

**Prop: GW Sec: ST**

**APRIL/2011/RLA ITEM 5: THE HARLINGTON**

The report on the Harlington was noted. A question arose on how stock was currently being managed. A quarterly stock check is being conducted by an outside supplier, who counts and values the stock.

**APRIL/2011/RLA ITEM 6: SPORT'S AND LEISURE REPORT**

The committee received a report from the sport and leisure officer indicating that the mini Sport's Festival had been well received by those members of the public who attended, and that the sports clubs had expressed a desire to hold such an event annually. It was recommended by the Sport's and Leisure Officer that the next event should not be held in conjunction with the Fleet Marathon. The committee expressed a desire that the event should be held during the Spring Season, as this was felt to compliment the intervals between the other festivities. Ideally the next event should be a larger affair, held in the council parks as well as the Harlington, and where possible, should involve the schools with parades, exhibitions, or inter school games.

Attendance at the Easter holiday children's activities has been mixed, with the Arts and Crafts Workshops in some cases oversubscribed, but the Sport's Events with no attendance. Further such holiday activities will be run during the May half-term. Prior to that the Sport's and Leisure Officer will promote the Sport's sessions further within schools and local churches.

**Action: The Sport's and Leisure Officer**

A concern was raised about the provision of free activities for children from affordable housing estates. The Sport's and Leisure Officer will be speaking with Sentinel to establish where Town Council activities can link into activities organised by Sentinel, and to seek methods of funding such activities for deprived areas.

**Action: The Sport's and Leisure Officer**

The committee requested feedback from the Soccer at 6 programme at the close of the football season.

**Action: The Sport's and Leisure Officer to arrange for a presentation by Richard Denham at the RLA meeting following the close of the football season.**

The committee discussed access to the courts during the summer season. The current system requires hirers to call in twice at the Harlington, once to pay their deposit and court fee and to obtain the key, and secondly to drop off the key and regain their deposit.

**Action: The Sport's and Leisure Officer will present a proposal at the next meeting regarding a number lock system on the courts, which will allow tennis users to call in only once at the Harlington, to obtain the number and to pay their court fee.**

Last year weekend bookings took place by manning the Tennis Courts during the summer. This resulted in a cost of approximately £3000. This summer casual tennis court users will book by coming into the centre, or by phoning in advance, then collecting the key before playing. People wishing to play on a Sunday will be able to book the court in advance on a Saturday.

**Action: The Sport's and Leisure Officer will place laminated signs on the courts, advising casual bookers of the new system for tennis bookings during the summer and the cost of the court bookings. A report back to the committee to be provided in October on casual tennis usage.**

A discussion ensued about the casual tennis bookings fees. Fees for other courts in surrounding areas are generally lower than the current fee, as they are based on a cost per court rather than an individual price.

**Resolved to keep casual user rates at the same price for this year at £3.50 per adult and £2.50 per child per hour of play.**

**Prop: RS    Sec: GW**

The committee will need to consider refurbishment of tennis court netting, and resurfacing as part of their overall strategy for the parks.

Cllr Appleton suggested that the committee investigate whether the Archery Club are seeking a new home, and whether they might wish to use one of the council parks with the added provision of storage.

**Action:** The Sport's and Leisure Officer.

## **APRIL/2011/RLA ITEM 7: WORKS AT CALTHORPE PARK**

A report showing costs of some of the preliminary works needed at Calthorpe Park was received.

**Resolved to approve the following works to Calthorpe Park at a total cost of £4314.49 plus Vat, and to take these costs from the reserves earmarked for Parks.**

**Prop: GW Sec: SF**

1. Reflective paint on 70 posts
2. Supply and install posts with reflectors attached at the entrance to Calthorpe Park
3. To fix s70 reflectors to existing dragon teeth posts
4. To supply and paint road markings on ramps
5. To remove and replace 6 posts by the turning circle to the tennis courts.
6. To Supply and fix outside tap to existing toilet block
7. To excavate a cable trench and lay plastic ducting for the supply of power.
8. To crown lift and fell trees.

Points 1 – 4 are only to be completed after the installation of the pedestrian lights at the traffic junction into Calthorpe Park.

Additional quotes are still required for repairing the leak from the underground water pipe in the middle of the field, and installing a further power point outside the pavilion hut for connection of a disabled toilet.

These will be required in time for the Carnival.

**Action:** The Sport's and Leisure officer

A bond of £1000 will be required from the funfair organisers, to hold against damage to the park.

**Action:** Cllr Tilley will advise the Carnival Committee.

## **APRIL/2011/RLA ITEM 8: THE EVENTS WORKING GROUP**

A report was received on the proposed schedule of events for the official opening of the Playground at Ancells Farm. A concern was raised as to whether the pub will be making use of council land for their events.

**Action:** The Sport's and Leisure officer to check this.

**Resolved to approve the use of council land for the events organised by the pub subject to them obtaining appropriate Public Liability insurance, and clearing the area after the festivities.**

**Prop: HP    Sec: GW**

**Action: The Sport's and Leisure Officer to advise the pub accordingly.**

Invitees were discussed by the committee. It was agreed that S. Gorton should be involved in the cutting of the ribbon.

**Resolved that expenditure of approximately £50 could be spent on small prizes for the children's events.**

**Prop: PE    Sec: RS**

**Action: The Sport's and Leisure Officer**

#### **APRIL/2011/RLA ITEM 9: SECURITY OF PAVILIONS**

As the council had experienced a large number of incidents of vandalism, in particular aimed at the pavilions at Basingbourne Park, Ancells Farm, and Calthorpe Park, and the toilets at Calthorpe Park, the committee discussed the merits and disadvantages of measures such as spikes, roller barriers, anti-climb paint, window bars and screening to discourage further vandalism.

**Resolved to apply anti-climb paint and appropriate signage to the three pavilions and the toilets at Calthorpe Park, to install Anti-Vandal Screens to the toilets and pavilion at Calthorpe Park, and a steel door to the pavilion at Ancells Farm.**

**Prop: PE    Sec: SF**

**Action: The Sport's and Leisure officer in conjunction with the clerk.**

#### **APRIL/2011/RLA ITEM 10: CEMETERY**

A complaint was received about the limitations contained within the rules and regulations relating to size of memorial stones for Ashes plots. The complainant felt that, as other larger stones had been allowed in the ashes plot, that she should be entitled to a stone of similar size and elevation.

The committee discussed that Fleet Town Council had taken over the cemetery from Hart District Council, and it was clear that the previous regulations had, on a number of occasions, been ignored.

**Resolved that, for the few remaining ashes burial plots still available within the old ashes beds, the stone sizes could be as large as 18 x 14 inches and elevated, but that stone sizes would be strictly limited to 14 x 14 inches (not elevated) in the new ashes plot.**

**Prop: RS    Sec: PE**

**Action:** The cemeteries clerk to write to the complainant advising her accordingly.

The committee also received a letter of thanks from a previous complainant, complementing the cemeteries clerk on the sensitive way in which the complaint had been managed.

**Action:** The cemeteries clerk will write back to the originator of the letter, thanking them for their kind words, and for taking the trouble to comment favourably on the works of the council.

**Action:** The clerk will compose a letter of thanks for the chairman of the Recreation, Leisure and Amenities committee to sign, offering thanks to the cemeteries clerk for her sensitive handling of a difficult situation.

## **APRIL/2011/RLA ITEM 11: CIVIC EVENTS POLICY**

A proposed civic events policy was received from Cllr Schofield, who pointed out that further investigation was still required to obtain comments from residents.

Cllr Appleton commented that it was important that Calthorpe Park be classified not only as an events park, but that it had a further role to play as the green route through to Hitches Lane, as the only park with a large scale vista of trees and open space, as a cycle route, and as a local recreational park. He felt that the vision of the park included a lit walkway that would encourage residents to walk through the park in the evenings, thereby discouraging vandalism. He mentioned concerns regarding the expansion of parking at the park.

The committee discussed that the policy could either remove the outline of the vision for other parks from the policy, in order to become a civic events policy for only Calthorpe Park, or that it could widen the remit, and include other civic events that were not festivities, such as scouts parades, remembrance days, etc. A strategy for the parks would become a complementary policy document.

**Action:** Cllr Schofield will review the policy in the light of the above comments, before bringing the policy to Full Council for a decision.

## **APRIL/2011/RLA ITEM 12: TENDERS FOR THE GROUND MAINTENANCE CONTRACT**

Various contractors had been contacted to establish their interest in tendering for the Ground Maintenance Contract.

**Resolved to approve the following list of contractors for receipt of tender documentation:**

**Gavin Jones**

**Lotus Landscapes Ltd**

**Gosling Landscapes**

**Continental Landscapes**

**Basingstoke and Deane**

**Nigel Jeffries**

Cllr Schofield mentioned that there was a concern that the bill of quantities issues by Hart District Council was not accurate in respect of certain details such as hedging and shrubbery. A meeting would be arranged with the clerk and Hart District Council to go over these aspects.

Action: The clerk

**APRIL/2011/RLA ITEM 13: TOWN ACTION DAY**

A report was received from Cllr Woods regarding a Town Action Day where councillors could be seen to be working to improve their town. In principle the committee agreed that this was an excellent idea. Risk Assessments on each site will have to be completed, and insurance details will need to be managed as our insurance does not cover volunteers and, on this occasion, councillors would be regarded as volunteers.

Action: Cllr Woods will expand the proposal and develop a paper for Full Council on 18<sup>th</sup> May.

**APRIL/2011/RLA ITEM 14: ANCELLS FARM SIGNAGE**

A proposal for further signage and bins was received from Cllr Woods. The clerk mentioned that under the current arrangements, litter bins were only being cleared twice a week by the depot. The new litter requirements will have to be spelled out very clearly in the new Ground Maintenance Contract, as the current services expire at the end of September.

Cllr Tilley is conducting a condition survey on all parks for signage, bins and street furniture and will issue a report including recommendations on further requirements and renovations needed. It is hoped that mass purchasing will help to lower the cost of new requirements.

Action: The clerk is to arrange for Wicksteed to move one bin from the existing toddler playground area to the new playground.

**APRIL/2011/RLA ITEM 15: CLERK’S REPORT**

The clerk’s report was received.

The Conditions of Hire of the Harlington working group are meeting on the 4<sup>th</sup> May.

The Basingbourne Park Strategy working group are meeting on the 27<sup>th</sup> April.

There being no further business the meeting closed at 22h30.

**The date and time of the next meeting is 7.30 11 May 2011, at the Harlington.**

Signed.....

Date:.....

