



## **FLEET TOWN COUNCIL**

### **MINUTES OF THE RECREATION, LEISURE AND AMENITIES COMMITTEE**

**Wednesday 16 December 2015  
The Harlington**

#### **PRESENT**

##### **Councillors:**

Paul Einchcomb (Chairman)  
Steve Cattle  
Denis Gotel  
Kathy Jasper  
Alan Oliver  
Bob Schofield

#### **Also Present**

Janet Stanton-Town Clerk  
Alex Robins-General Manager , The Harlington  
Ben Crane-Facilities and Open Spaces Manager  
Sheila Rayner-Committee Clerk

Mike Bye-Friends of Oakley Park  
Dave Harrison -Friends of Basingbourne Park

#### **ITEM 1 APOLOGIES**

There was an apology for absence from Cllr Wright

#### **ITEM 2 DECLARATIONS OF INTEREST**

There were no declarations of interest

#### **ITEM 3 QUESTIONS FROM THE PUBLIC**

There were no questions from the public

#### **ITEM 4 MINUTES OF PREVIOUS MEETING**

The minutes of the meeting held on 16 September 2015, were approved and signed by the Chairman

#### **ITEM 5 THE HARLINGTON AND ANCELLS FARM COMMUNITY CENTRE REPORT**

The General Manager of the Harlington presented his report covering the quarter September-November 2015.

Members discussed various aspects of the report including:

- the different basis of a show commissioned by FTC (eg Abba Fever) and one as a result of a hall booking (eg James Bond Spectacular). The latter gave a guarantee hire booking and was at no risk to FTC. These bookings were mostly of a corporate nature.
- Shows which attracted younger audiences tended to produce larger bar takings.
- The effect of decreasing the hours of Duty Managers if day or evening bookings were reduced
- The element of subsidy to some shows
- The preference to see ticket sales as a percentage of maximum sales
- The vagaries of audiences (eg Cannon and Ball in a neighbouring facility with an audience of only 100)
- The benefits of various marketing/promotional tools
- The need for an operational plan for any new Harlington facility showing all costs and risks and the types of show to be commissioned using the current level of community use as the benchmark
- The importance of levelling/reducing the subsidy to the Harlington
- The tortuous route for funding bids even for relatively modest amounts
- The current prediction of a £4000 loss for the pantomime
- The request for more information about activities at Ancells Farm Community Centre

## **RESOLVED**

- a) That an up to date programme for Ancells Farm be presented to the next meeting in March 2016
- b) That the report of General Manager be noted

## **ITEM 6 CAFÉ UPDATE**

The members considered a brief report on the Café.

The improvements to the bar and its takings were welcomed but there was an urgent need for a vision on the direction of the Café including ensuring that it became the hub of the building with an offering that encouraged spending by visitors and a welcoming face from the staff

Members expressed disappointment on the continuing lack of direction of the Café and evidence of a lack lustre offering even when a captive audience was in the building

It was explained that after concentrating on improving bar takings, the Café layout had been changed which appeared to be an improvement, better suppliers had been sourced, buying and selling prices had been reviewed, more pre-prepared items were available to speed up service, a new display fridge was in place and the seating layout had been changed.

Members indicated ideas for improvement including more promotional activities, active marketing, and improvements to the Café environment.

## **RESOLVED**

That a Vision on the future direction of the Café be presented to the next meeting in March 2016

## **ITEM 7           BASINGBOURNE PAVILION**

The members considered a report on the proposed refurbishment of Basingbourne Pavilion including works to the ceilings, woodwork, doors skylights and electricals, all of which existed before the recent roof replacement

It was proposed to undertake the work in phases and by making use of the services of Community Rehabilitation labour supervised by Hampshire Probation, considerable potential savings could be made of up to 80% on commercial rates.

The possible following phases were explained:

Phase 1- Remove all damaged wood and plaster. Remove any old fixings which are non-usable.

Phase 2- Make good areas with damaged materials, and replace with new plasterboard/wood etc.

Phase 3- Paint and decorate to get the Pavilion into a usable and pleasant condition.

Phase 4- (for future discussion) To look at potential relocation of the kitchen area and specifying areas of use.

Phase 5- (for future discussion) To look at potential for installing an external window adjoining new kitchen small park catering (teas, coffee, rolls etc.)

### **Costs**

#### **2015/16**

Approximate Costs:

**Phase 1** = £965 – This is based on a maximum time of 6 work days and includes skips, etc.

Expertise from plumbers and electricians will be needed after Phase 1 is completed, with the view that any work which is deemed necessary for them to complete to be done within the 1-5 Phases. Additional costs may be included dependant on results. This can be paid out of 2015/16 building maintenance budget 320-4170.

#### **2016/17**

**Phase 2** = £ 1000 – This is based on an initial view of works required. Until the damaged materials are removed it will be hard to tell how much material is needed. This includes labour cost.

**Phase 3** = £500 – This is for the cost of painting materials and labour.

£1500 is available within the 2016/17 building maintenance budget (320-4170). It is planned to complete phases 2 & 3 out of this budget but is dependent on what is found when the ceiling is taken down.

#### **2016/17**

**Phases 4/5** = Unknown at this time

Having received confirmation that funds were available within budgets it was

## **RESOLVED**

- a) To approve the Phase 1 work programme during 2015/2016
- b) To approve the Phase 2 and 3 programme during 2016/2017

## **ITEM 8 FLOOD DEFENCE –BASINGBOURNE WOODS**

Members were informed that in light of the recent flooding, the Flood Risk Infrastructure Engineer at Hart District Council (HDC) had been looking at ways to reduce the risk of flooding in the area.

As result, it was planned to install a trash screen on the Sandy Lane ditch at Basingbourne Woods. This screen will then become part of HDC's Maintenance Team's weekly maintenance schedule and would be checked and cleared once a week after installation. Permission is therefore sought as the trash screen will be sited on FTC land.

Various aspects of the design of the scheme were discussed and it was

## **RESOLVED**

That the Town Clerk, in consultation with Cllr Schofield and Cllr Einchcomb, be authorised, following a meeting with the HDC Flood Risk Infrastructure Engineer, to approve a flood reduction scheme for Basingbourne Woods

## **ITEM 9 FACILITIES AND OPEN SPACES MANAGER'S REPORT**

The members received and considered the report of the Facilities and Open Spaces Manager.

The report dealt with a range of matters that had been dealt with since the last meeting.

Specifically members discussed:

- Liaison with the newly appointed PCSOs in tackling drug related issues in Calthorpe Park
- The need for an updated survey of FTC owned trees due to safety issues
- Debris removal following the firework display
- Oakley Park sink hole
- The replacement of the tyre swing in Oakley Park as soon as funds are available through RLA or S106 funding
- Need to supply soap and towels in the Oakley Pavilion especially in view of visiting girls teams
- Thanks for the installation of the missing dragons teeth in Basingbourne
- The involvement of Cllr Schofield in the allocation of ditch works in Basingbourne between contractors and the Friends Group
- The disabled parking bay at Calthorpe Park

## **RESOLVED**

That the report be noted

**ITEM 10 CEMETERY OFFICER’S REPORT**

The report of the Cemetery Officer was presented on the progress of the various works that had been agreed

Members were pleased to note that the cemetery appearance was much improved and that a Friends group had been formed with a meeting scheduled for January 2016.

There was continuing enthusiasm to enter the Cemetery into the South and South East in Bloom competition in the summer of 2016

**RESOLVED**

That the report of the Cemetery Officer be noted

**ITEM 11 REPORT OF THE TOWN CLERK**

The Town Clerk’s Report was presented with the following aspects in particular:

- The great success of the 2015 Xmas lights and possible sponsorship for extension in 2016
- Model aeroplane flying in Calthorpe Park and the availability of a site on Army land near Fleet Pond
- Private garden fireworks on The Views with insurance and risk/safety restrictions on a date that did not coincide with the Lions event being sympathetically considered

**ITEM 12 DATE AND TIME OF NEXT MEETING**

The next meeting will be held on Wednesday 16 March 2016 at 7pm at The Harlington

There being no further business the meeting closed at 9.05 pm

**Signed**.....

**Date**.....

**Chairman**