



MINUTES OF RECREATION, LEISURE & AMENITY COMMITTEE

Wednesday 16 July 2014
The Harlington

PRESENT

Steve Cantle
Grahame Chenery
Steve Forster
Dennis Gotel
Alan Oliver
Bob Schofield
Jonathan Wright

Also Present

Janet Stanton	Acting Town Clerk
Alex Robins	General Manager
Deborah Kirby	Facilities Officer
Sian Taylor	Cemetery Clerk
Charlotte Benham	Apprentice

ITEM 1 ELECTION OF CHAIRMAN

Councillor Paul Einchcomb was re-elected as Chairman of the committee for 2014/15

ITEM 2 ELECTION OF VICE-CHAIRMAN

Councillor Alan Oliver was re-elected as Vice-Chairman of the committee for 2014/15

ITEM 3 APOLOGIES

Apologies for absence were received from Councillors Paul Einchcomb and Richard Woods

ITEM 4 DECLARATIONS OF INTEREST

Item 12, Sensory Garden – Alan Oliver
Item 16, Harlington Lease – Alan Oliver

ITEM 5 QUESTIONS FROM THE PUBLIC

There were no questions from the public

ITEM 6 MINUTES OF PREVIOUS MEETING

The amendment to the Resolution at Item 5's to include the following words 'That the General Manager researches the project and the costs of tiered and used tiered seating in The Harlington', the Committee received and approved as a correct record the minutes of the meetings held on 16 April, 2014 and were duly signed by the Chairman.

Part 1 – ITEMS FOR DECISION

ITEM 7 THE HARLINGTON AND ANCELLS FARM COMMUNITY CENTRE REPORT

Councillors discussed the quarterly financial information required from the General Manager. It was felt that that the income and expenditure and variances report was required as well as information that would enable the members to establish a year end projection and evaluate the Harlington's performance.

RESOLUTION

It was agreed that the following financial information would be required at the next quarterly RLA:

- i) Income and expenditure sheets for The Harlington
- ii) Commentary variances in income and expenditure
- iii) Information from the General Manager showing future ticket sales and projections

The Committee noted the contents of the report.

ITEM 8 THE HARLINGTON PUBLIC CONSULTATION EXERCISE

Members discussed the survey to determine public demand for future facilities at The Harlington and agreed that the Survey should be completed by October 2014.

Councillor Steve Forster requested to join The Harlington Development Working Group.

Members decided that David Fenton (the consultant who produced the questionnaire for the previous survey) and Sue Tilley (Fleet Future) should be invited to the Harlington Working Group meeting and that other invitations be at the discretion of the Chairman.

RESOLUTION

The Harlington Development Group be charged with progressing the survey with a report back to RLA Committee on 15 October 2014

ITEM 9 THE CEMETERY

a) Maintenance

Members considered the report and discussed the future maintenance of the Cemetery.

Members were advised that a meeting with Nigel Jeffries is planned for the following week to discuss the grounds maintenance contract and the Cemetery would be part of the discussion.

RESOLUTION

It was agreed that a one off additional visit should be organised to:

- Remove all self seeded and overgrown plants from in the graves and around the graves
- Cut and trim of all boundary hedges
- Crown lift of trees in the lawn cemetery and shade loving seed sown.
- Remove all green waste/heaped branches and timbers from around the cemetery.
- General tidy of cemetery

That the Cemetery Clerk will attempt to contact the owners of leased plots before removing overgrown plants from the graves, and that if no response is received within a reasonable time that the maintenance go ahead.

The addition of the following to the grounds maintenance contract be discussed in a meeting with Nigel Jeffries next week.

- More frequent visits – at least every 2 weeks, in the growing season.
- Cutting and trimming of hedges and trees
- Collection of leaves/pine cones etc. throughout the winter
- A minimum of three extra cuts included that can be scheduled when required (e.g. following wet weather)

d.) Cemetery Rules and Regulations

Members discussed the amendments to the Rules and Regulations for the Cemetery as the current Rules and Regulations were ambiguous in places and did not cover everything they should.

RESOLUTION

To adopt the amended Cemetery Rules and Regulations subject to the following additional amendments.

Section 3 f (i) of the rules and regulations be amended by removing the following 'save those which have received the prior approval of the Cemetery Officer'

Section 4 paragraph 6, 5th line, be amended to read
'...charged accordingly with the cost of repairing such damage'

e.) UNUSED RESERVED GRAVES

Members received a report on the allocation of reserved unused graves over 75 years old.

RESOLUTION

To start the process to identify unused reserved graves over 75 years old for reallocation

f) CEMETERY BUILDINGS

Councillors considered the formation of a Cemetery working group to consider the future of the Cemetery central shelter, the toilet and store room.

The following volunteered to be a part of the Cemetery working group: Councillors Dennis Gotel, Grahame Chenery, and Bob Schofield.

RESOLUTION

That a Cemetery Working Group is formed comprising of Cllrs Dennis Gotel, Grahame Chenery, Bob Schofield and Officers to consider the future of the buildings.

ITEM 10 ROOF REPAIRS AT BASINGBOURNE PAVILION

Members considered the Facilities Officer report on the replacement of the Basingbourne Pavilion Roof and discussed whether a pitched roof would be more suitable than a sheet metal roof.

The Friends of Basingbourne stated that they would prefer a pitched roof as it would suit the pavilion and be much quieter when footballs hit the roof. It was also suggested that a light pipe be considered when installing the roof.

It was noted that former Councillor Andrew Mc Cullen has offered to help with the roof drawings in order to apply for planning permission for a pitched roof.

The Facilities Officer confirmed that planning permissions for the roof would cost £192.

Members discussed the possibility of Friends of Basingbourne painting the pavilion at a later date.

RESOLUTION

To proceed with the replacement of a pitched roof for the Pavilion up to £15,000.

ITEM 11 OAKLEY PARK PAVILION-POSSIBLE CAFÉ

Members received a business plan and proposal from Lynsey Sharp.

Members considered the principle of permitting the use of Oakley Park Pavilion as a café/kiosk.

Discussion took place relating to problems with a café, e.g. compliance with more regulations, requirement to open the pavilion toilets to the public, and that problems may be caused for other user's e.g. changing rooms for football teams.

Lynsey Sharpe stated that the kiosk would be opened as a trial, as there are less regulations to meet and does not require public access to the pavilion. If the kiosk is successful the proposed operator may choose to apply to council at a later date to convert into a café.

It was discussed that there may be a need to apply for a trade waste license, and that a porch may need to be added in case of wet weather. It was also suggested that the kiosk should be separated from the public access areas.

It was confirmed that there would be no cost to Fleet Town Council.

It was discussed that a hire agreement should be made to cover the costs of rent, amenities i.e. heating and water etc. Previous meter readings can be compared to readings once the kiosk is opened in order to calculate a cost.

RESOLUTION

- To approve the progress if the kiosk
- The kiosk to have a self-contained serving and kitchen area
- A hire agreement to be drawn up
- That there is no cost to Fleet Town Council of this commercial venture and that all costs of the applicants for planning and building regulations are covered by the operator
- That the toilets are not opened to the public
- That the final layout is approved by the Clerk and Facilities Officer

To note that approval of the kiosk does not imply that approval for a café would be agreed at a later date.

ITEM 12 LOCATION OF SENSORY GARDEN

Councillors discussed the relocation of the Sensory Garden from Calthorpe Park to The Views where it will be more accessible to the residents of Campbell Place and less likely to suffer vandalism.

The actual location at the views was discussed. It was suggested it should be at the top to provide better access and minimise possible damage e.g. by sledging in the winter.

RESOLUTION

- That the Sensory Garden be located at The Views in an appropriate place

ITEM 13 EVENT APPLICATIONS

a) Circus visit to The Views

Members considered an Event Application Form from New World Circus Ltd to hold a Billy Smarts Circus on The Views during the first week of September.

Members agreed previous Circuses had been successful.

In response to previous complaints a noise limit be placed on the generators and that light usage hours also be limited.

It was discussed how much the hire should be – it was suggested that Hartley Whitney Parish Council be contacted to find out how much they charge.

RESOLUTION

- That the event application be approved
- That a limit be placed on the generator noise and usage of lights
- That a bond be placed on the Circus for £1,000
- That a hire fee be charged of £1000 or at a competitive level to other local councils to be determined by the Clerk.

b) Environment & Faith Festival – venue for open space

Members considered a request from the organisers of the Environment & Faith Festival to hold an open air songs of praise in Basingbourne Park on Sunday 5 October.

In response to a question it was confirmed that as the event was between 3 & 4 pm it would not upset nearby residents.

RESOLUTION

That the event be approved to take place in Basingbourne Park

ITEM 14 TENNIS – CALTHORPE PARK

It was discussed whether to implement a trial period of free access to Courts 5 and 6 throughout the summer months. No court bookings would be necessary. It is proposed that Tennis Courts 1 - 4 would still be available to book.

Members agreed that usage conditions should be displayed.

RESOLUTION

- That courts 5 & 6 be opened up for free usage during the summer months
- That this be reviewed in September

ITEM 15 THE VIEWS – Timber Fence

Members discussed whether the temporary timber fence along the top of the views should be kept and adopted by Fleet Town Council or whether it be removed by Hampshire County Council. Maintenance of the fence would then be the responsibility of Fleet Town Council.

The view across the park was discussed as well as future planting.

RESOLUTION

It was agreed to retain the fence and take under Fleet Town Council's ownership.

16 LEASE ON THE HARLINGTON

Members considered an email from Lorraine Pallas on behalf of Hart District Council regarding taking forward and progressing the Harlington Lease.

Members considered two options offered by HFC - either a 25 year lease or a freehold transfer.

RESOLUTION

That the Harlington Working Group considers the options and reports back to Fleet Town Council.

Part 2 – ITEMS TO NOTE

17 FACILITIES OFFICERS REPORT

To receive the Facilities Manager's Report

A member of Friends of Basingbourne asked if a dog bag scheme could be trialled again in the park and that Friends of be responsible to replenishing the bags in the holders.

It was mentioned that dog waste bins fill up quickly and that any bin in the park can be used to dispose of dog waste – if the problem continues a sign should be put up informing the public. The Grounds Maintenance contractor must also be informed.

RESOLUTION

To trial the dog bin bag scheme in Basingbourne Park

18 FLEET TOWN FOOTBALL CLUB

Members noted the Fleet Town Football Club Report and congratulated the Ladies team on winning their league.

RESOLUTION

That the requirement for FTFC to provide annual pitch inspection reports, as required in the lease between Fleet Town Football Club and Fleet Town Council, be waived on condition that they supply annual confirmation of their FA Grade D status pitch compliance

19 REPORT OF THE ACTING TOWN CLERK

Members noted the report of the Acting Town Clerk

21 DATE AND TIME OF NEXT MEETING

The next meeting of the Recreation, Leisure and Amenities Committee will be held on Wednesday 15 October 2014 at **7pm** in the Harlington.