



## **FLEET TOWN COUNCIL**

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

**Wednesday 17 October 2012 7.00pm  
The Harlington**

#### **PRESENT**

Paul Einchcomb (Chairman)  
Grahame Chenery  
Sue Fisher  
Steve Forster (arrived at 7.15pm during item 5)  
Helen Perthen (arrived at 7.10pm during item 4)  
Bob Schofield  
Sue Tilley  
George Woods

#### **Also Present**

Alex Robins      Operations Manager (for part of the meeting.)  
Kitty Yarwood    Sports and Recreation Officer  
James Corrigan   Town Clerk  
Sheila Rayner    Committee Clerk

Two Representatives of Friends of Oakley Park

#### **ITEM 1 APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Appleton and Oliver

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

The following declarations of personal interest were declared:

Cllr Chenery    Item 5 The Harlington and Ancells Farm Community Centre  
Cllr Fisher     Item 8B Fleet Marathon  
                    Item 9 Oakley Park  
Cllr Forster    Item 6 Purchase of Box Office/Event Booking System  
                    Item 8A Fleet Carnival

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

There were no questions from the public

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

## **RESOLVED that**

With the Town Clerk yet to clarify how much funding was available to Fleet in the NEHTS fund and general S106 Fund, The Committee received and approved, as a correct record, the minutes of the RLA Committee meeting held on the 18 July 2012.

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

The Committee considered the report of the Operations Manager on hirings events and operational activities at the Harlington and Ancell's Farm Community Centre. There was a general discussion including

- Net/gross figures for box office takings
- Library proposal to 'bus in' older users of the library
- Issues regarding the coffee shop blackboard

Comment was passed at the improved performance of the café and all staff were commended for this.

## **RESOLVED**

That the report of the Operations Manager be noted

## **ITEM 6 PURCHASE OF BOX OFFICE/EVENT BOOKING SYSTEM**

The Committee considered the report of the Operations Manager on the proposal to purchase a box office/events booking system for the sale of ticketed events both for the Harlington shows and events and FTC sales such as sports and burials.

It was reported that there was a very real need to introduce a ticket sales system to The Harlington in order to cope with the growing demand for shows and to release staff time to support the running of the Harlington.

There was a detailed discussion about the various merits of the proposed system which was considered to be the industry standard. The many benefits included the release of staff time from manual ticket sales duties giving more flexibility to increase activities in the building.

## **RESOLVED**

To authorise the purchase and installation of a ticket office sales system at a total cost of £10,510 to be funded by Earmarked Reserves Harlington Equipment (£6,250) (9012) and Harlington revenue (£4000)

## **ITEM 7 CONVERSION OF GYM AND OFFICE SPACE**

The Committee considered a report which proposed to convert the current Harlington office and reception areas into a children's play area with seating for parents and to relocate the Harlington and Fleet Town Council offices to the gym. It also proposed to convert two single offices in the gym to a meeting room for Council and internal use and to relocate the Church Crookham Parish Council office to the current Fleet Town Council office.

There was a detailed discussion regarding

- The lack of a plan
- Proposals for reception as users entered the building

- Temporary evening reception
- Foot clinic frontage to the building
- Proposed extensive signage
- Negotiation of an improved rental income from Church Crookham Parish Council
- Security of the building
- The need to maximise use of the building and to generate more income
- Proposed office space and the opportunity to engage an apprentice/intern

The Committee accepted the proposals in principle but wished to have the opportunity for committee members to comment on the details of the proposed layout.

## **RESOLVED**

### **Subject to the circulation of the specification and plan prior to obtaining tenders**

- The conversion of the gym to Town Council and Harlington office space, the existing Harlington office space to a children's play area, and the Town Council office space for use by Church Crookham Parish Council be approved
- Delegation of the use of the earmarked reserves for gym development (£22,490) and coffee shop improvement (£14,535) to the Town Clerk, to complete the project

## **ITEM 8 EVENTS**

The Committee considered requests for events and approved with conditions the following

### **Fleet Carnival**

- That the committee approve the provisional date for the Fleet District Carnival 2013 from 2<sup>nd</sup> – 7<sup>th</sup> July 2013.
- That the approved is conditional upon:-
  - Supply of a bond of £1000
  - Supply of satisfactory Public Liability Insurance.
  - Supply of satisfactory Risk Assessment.
  - Supply of satisfactory Site Plan.
  - Provision of adequate porta loos for the event.
  - Charge of £50 for water and electricity
  - Compliance with the FTC Events Policy
  - The necessary licence to be obtained by the Carnival Committee unless agreed otherwise

### **Fleet pre-London Half Marathon**

- That the committee approve the provisional date for the Fleet Pre-London Half Marathon on Sunday 17<sup>th</sup> March 2013.
- That the approved is conditional upon:-
  - Supply of a bond of £200
  - Supply of satisfactory Risk Assessment.
  - Supply of satisfactory Site Plan.
  - Provision of adequate porta loos for the event.
  - Compliance with the FTC Events Policy
  - Charge of £50 for water and electricity
  - The necessary licence to be obtained by the Half-Marathon Committee

### **Circus World Entertainment Ltd 2013**

- That the committee approve the provisional date for the Circus World Entertainment Ltd from Sunday 2<sup>nd</sup> June – Sunday 9<sup>th</sup> June 2013.
- That the approved is conditional upon:-
  - Supply of a bond of £1000
  - Supply of satisfactory Public Liability Insurance.
  - Supply of satisfactory Risk Assessment.
  - Supply of satisfactory Site Plan.
  - Stand pipe is turned off properly prior to departure.
  - Matting to cover pipes from drain.
  - No generators to be on after 12am.
  - All advertising be taken down immediately after the Circus has finished.
  - The minimum charge to be the same as that set in 2012 but the Town Clerk to seek guidance from other local authorities for similar uses.

## **RESOLVED**

That approval be granted to the following events subject to the conditions set out above

- Fleet Carnival
- Fleet Half-Marathon
- Circus World Entertainment

## **9 SPORTS AND RECREATION REPORT**

The Committee considered the report of the Sport and Recreation Officer which covered the following topics

- Dog Training at Calthorpe Park
- Main events programme-list of events to be circulated to Committee members
- Netball request from Zenick Netball Club
- Park Development Plans
- Bridge Painting works
- Football in the Community
- Sports Development Plans –to be circulated to RLA Committee members prior to to consideration by P & F Working Party
- Sports Volunteer- who will sign an agreement
- Oakley Park benches-bushes near play are to be lopped
- Casual tennis
- Vandalism at Oakley Park
- Aerosol can misuse at Basingbourne Park
- Tree graffiti at Basingbourne Park
- Ancells Farm Pavilion refurbishment-rake bark at zip wire
- Expenditure in Parks update

## **RESOLVED**

- a) That the committee approve the use of the parks for this type of activity run by Puppy Love.
- b) That Puppy Love is charged at £10 per week similar to other users.
- c) That Puppy Love have a one year contract to begin
- d) That the site is properly cleared of dog letter after the event
- e) That the Sport and Recreation Officer has the authority to authorise the standard major events in line with the Town Council Policy, under the supervision of the Town Clerk

**ITEM 10 DATE AND TIME OF NEXT MEETING**

The next meeting will be held on Wednesday 16 January 2013 at **7.00pm** at The Harlington

**NB Please note time of start of meeting**

There being no further business the meeting closed at 9.15pm

**Signed**.....

**Date:**.....