

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

**Wednesday 18 January 2012 7.30pm  
The Harlington**

**Councillors**

Paul Einchcomb (Chair), Grahame Chenery, George Woods, Sue Fisher, Sue Tilley.

**Also Present**

Four members of the public from Squirrels pre school (for part of the meeting.)

Guy Clayton - HVA (for part of the meeting.)

Alex Robins – Operations Manager (for part of the meeting.)

Kitty Yarwood – Sports and Recreation Officer (for part of the meeting.)

Janet Stanton – Deputy Clerk

Shar Roselman – Clerk

A statement was made by the Deputy Chairman of the Council that the Council were conscious that this was the last meeting to be attended by the clerk, and that the Council appreciated the hard work the clerk had put into the new Council. A leaving gift and a card were given to the clerk, purchased by members of the Council.

**JAN /2012/RLA ITEM 1: APOLOGIES FOR ABSENCE**

There were apologies from Cllrs Schofield, Forster, Perthen and Oliver.

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

There were no declarations of interest.

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

There were no questions from members of the public.

**JAN/2012/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 16th November 2011.**

**Prop: PE Sec: GW**

Cllr Tilley asked if a new representative had been appointed for Fleet Town Football Club. The Chair replied that no representative had, as yet, been formally appointed by Council, but that he and Cllr Woods were in informal discussions with the club. A new representative will have to be appointed by Council in due course.

Cllr Woods asked whether the meeting with the football clubs who hire the Council's pitches had taken place. Cllr Einchcomb replied that the meeting had been held, but as several clubs had not turned up at the meeting, the Sports and Recreation Officer would be holding separate meetings with them.

## **JAN/2012/RLA ITEM 5: PAVILION HIRING POLICY**

**Resolved to approve the Pavilion Multi-User Policy.**

**Prop: PE Sec: GW**

It was noted that, in addition to the Pavilion Multi-User Policy, a separate hire agreement would need to be signed for each hire arrangement.

On the issue of casual hire of the pavilions there was already clear distinction of what comprised a commercial and a community hire, and these definitions would be extended to pavilion hires.

**Resolved to approve a pavilion casual hire rate of £10 per hour plus VAT for Commercial use and £5 per hour for Community use.**

**Prop: PE Sec: GW**

A report was received on negotiations the clerk had held with the Squirrels Pre-school on the long term hire of the Oakley Park Pavilion. The clerk reported that all outstanding issues had been resolved and terms of rental agreed.

**Resolved to approve in principle the hire of the Oakley Park Pavilion and outside play space to the Squirrels Pre-school at the agreed rental rate, providing both parties accepted the terms of the final conditions of hire. Resolved also to agree that a letter stating a five year intend of hire could be provided to Squirrels Pre-school, to allow the Pre-school to take advantage of funding opportunities.**

**Prop: PE Sec: ST**

It was noted that many of the clauses would be standard conditions very similar to hire conditions at the Harlington, but that each hire clause would have some conditions specific to each party.

**Action: The clerk to draw up a preliminary hire agreement.**

**Resolved to approve that the following works be completed on Oakley Park Pavilion, to bring the pavilion to a suitable standard to meet the Pavilion Multi-hire Policy:**

- **Change of outside toilet into inside toilet, strip cylinders, plumbing, heating, goal post storage at a cost of £2908.10 excluding VAT.**
- **Purchase of fire extinguishers and notices at a cost of £31.67 excluding VAT.**

Cllr Woods abstained from voting on this resolution.

The use of the grounds by HVA for a sustainable community garden at Basingbourne Recreation Area was discussed. It was noted that storage facilities and wet work facilities would also be required.

**Resolved to approve the agreed utilities cost of £200 per annum for the Gardening Group.**

**Prop: GW Sec: GC**

The deputy clerk to draw up a hire agreement.

Guy Clayton provided the meeting with an update on the resignation of the Chairman of the Friends of Basingbourne. The group was not at this time able to form a constituted group in the absence of a chair, but would continue to operate and advertise for more members to reinvigorate interest.

#### **JAN/2012/RLA ITEM 6: REQUESTS FROM ANCELLS FRIENDS OF GROUP**

A request was made by the Friends of Ancells Farm to be allowed to plant packs of annual wildflower seeds to cover 10 m<sup>2</sup> along the ditch and to paint the fence of the toddler play area.

**Resolved to approve these request.**

**Prop: GW Sec: PE**

A further request was made by the Friends of Ancells Farm to be allowed to purchase and donate to Fleet Town Council additional play equipment for the park. The issue of taking on the responsibility for ongoing maintenance of these pieces of equipment was discussed, as was the issue that the Council should agree not to move these donated pieces of equipment to other parks.

**Resolved to agree to allow Friends of Ancells Farm to donate and erect a slide in the agreed position, and to donate and erect a new trim trail, providing placement of the trim trail is agreed in advance with the Town Council.**

**Prop: GW Sec: PE**

#### **JAN/2012/RLA ITEM 7: REQUEST FROM FRIENDS OF CALTHORPE PARK**

The Friends of Calthorpe Park had requested that the Town Council allowed a survey of the park to be conducted by HBIC, to determine whether there were any features in the park that would provide sufficient biodiversity to allow the park to hold SINC status.

**Resolved to approve this request provided there was no cost to the Council at this stage of the investigation.**

**Prop: GC**

It was appreciated that later costs will occur should the park be suitable, and should the Council decide to proceed with the SINC status application.

## **JAN/2012/RLA ITEM 8: SPORTS AND LEISURE REPORT**

The Sports and Leisure report was received by the committee. The Chairman congratulated the Sports Officer on the report. The Sports Officer expanded on the meeting with the football clubs, mentioning that the clubs had stated that a growing need was for 9 v 9 pitches. It was noted that it was now understood that HDC would not be providing a great deal of additional hireable pitch capacity as part of the proposed new Leisure Centre. Should land be provided at Hitches Lane in the future as part of a CIL request, the Town Council could consider another 9 v 9 pitch, but in the meantime the 9 v 9 pitch on Basingbourne could sustain further use.

Several interesting funding opportunities were currently available or opening up in May 2012. Should bids be successful these could be used to source funding for the various projects in Basingbourne Park, and the football pitch restorations in Calthorpe Park. The committee felt that it would be helpful for the funding bids to take the same format as the S106/CIL applications currently being worked on by Cllr Tilley.

**Resolved to approve that the Sports Officer start work preparing these bid funding applications.**

**Prop: PE    Sec: ST**

**Action:** The Sports Officer to begin consultations, and to consult with the various Friends of Groups on this matter. Cllr Tilley and the Sports Officer to work together on these bids, and on consultations for both funding opportunities and S106/CIL applications.

It was noted that registering Calthorpe Park as a QE II field would add additional weight to the funding application, and would protect the park as public amenity green space for future residents of the area in perpetuity.

**Resolved also to approve registering Calthorpe Park as a QE II field, subject to agreement by the Friends of Calthorpe Park.**

**Prop: GW    Sec: PE**

**Action:** The Sports Officer to discuss this with the Friends of Calthorpe Park.

The Sports Officer reported that her meeting with the Interschool Sport's Co-ordinator had highlighted a need for suitable space for cross country running competitions.

**Resolved to approve the use of Calthorpe Park for this purpose, and to release the Views for parking on these occasions.**

**Prop: PE    Sec: GW**

**Action:** The Sports Officer to discuss this with the Friends of Calthorpe Park.

**Resolved to approve a request from Richard Denham to use Basingbourne and Oakley Park for Soccer at Six provision, providing these arrangements did not clash with bookings.**

**Prop: PE    Sec: GW**

**Resolved to approve the February half term activities proposed by the Sports Officer.**

**Prop: PE    Sec: GW**

A suggestion was made by the Sports Officer that two table tennis tables be erected in the Harlington at a cost of £303.92 each excluding VAT, for free table tennis for all age groups providing participants brought their own bats and balls.

The committee saw various problems with this proposal, and recommended that the Sports Officer develop this idea further, and return to the next meeting with a comprehensive plan as to how this project could work.

### **JAN/2012/RLA ITEM 9: REPORT FROM THE OPERATIONS MANAGER**

A report on recent events was provided by the Operations Manager. A concern was raised that the figure on event catering in the report was not reflected in the accounts for December 2011. This is most likely a matter of allocation, where the additional amount had been included in ticket sales, rather than event catering.

**Action: The deputy clerk to investigate and report back to the committee.**

A concern was raised regarding the training of staff on food preparation regulation in the cafeteria. The Operations Manager advised that this matter would be addressed. The committee queried what was being done to promote the longer opening hours of the cafeteria. Outside banners, and notices on all Town Council notice boards were suggested. It was noted at the January Comedy Event had 150 bookings, and that bookings were likely to increase before the event took place. It was suggested that a customer feedback questionnaire would be helpful at these events.

### **JAN/2012/RLA ITEM 10: USE OF FACILITIES**

A date had been requested by HVA for the Volunteer Awards Ceremony. Unfortunately that date had clashed with a paid booking at the Harlington.

**Resolved to approve the free use of the Chernokee Hall for this event, providing a date could be found that did not conflict with a booking.**

**Prop: GW    Sec: PE**

**Resolved to approve the free use of Calthorpe Park by the Carnival and Jubilee Committees providing a bond of £1000 is held against damage to the park.**

**Prop: PE    Sec: ST**

**Action: Councillor Tilley will follow up issues such as vehicular movement and pedestrian safety with the Carnival Committee.**

## **JAN/2012/RLA ITEM 11: CRITERIA FOR THE FLEET TOWN COUNCIL CHAIRMAN'S CUP AWARD.**

Criteria for this award had been submitted by the Fleet and Church Crookham in Bloom Society. The committee felt that these were excellent criteria for the competition. It was noted that a cup or shield still had to be purchased for this award by the Town Council, as previously resolved.

**Action:** The deputy clerk.

## **JAN/2012/RLA ITEM 12: CIRCUS IN FLEET**

Circus World had previously been granted permission to erect a circus on The Views at the end of June 2012. They had now requested permission to use parrots in their hire wire act. These would be the only animals in the circus.

**Resolved to approve the use of parrots in Fleet in this Circus Event.**

**Prop: PE Sec: GC**

## **JAN/2012/RLA ITEM 13: LEASE FOOTBALL CLUB**

Fleet Town Council had received a request from Fleet Town Football Club that they be allowed to offset the lease costs against work done on pruning back trees overhanging the club.

**Action:** Cllrs Einchcomb and Woods to discuss this matter with the club.

## **JAN/2012/RLA ITEM 14: COMPLAINTS**

A complaint was received from two members of the public regarding excessive noise and lights left on overnight at Fleet Football Club.

**Action:** Cllr Woods and Cllr Einchcomb will discuss these issues with the Club.

A complaint was received from a member of the public regarding the Council approaching her with a preliminary discussion on potential changes to the Calthorpe Park Crookham Road entrance that abuts her property.

The clerk will write to the complainant explaining that the Council had not as yet taken any decisions on future plans for the land, that should the matter come before the RLA committee in the future the complainant would be advised in advance of the item appearing on the agenda, and that the decision to restrict parking on Calthorpe Park itself had not been taken by the Town Council, but was a restriction placed on the Town Council by the County Council.

## **JAN/2012/RLA ITEM 15: QUOTATIONS**

**Resolved to approve spending £924 excluding VAT to refurbish and install 2 second hand Springers laid on grass matting at Ancells Farm. Funding to come from the playground maintenance budget.**

**Prop: PE Sec: GW**

**Resolved to approve spending £5485 excluding VAT on the collapsed surface water drain at the Basingbourne Recreation Ground. There is no suitable budget cost code for this item, and it will have to come from the contingency budget.**

**Prop: PE Sec: GW**

**Resolved not to approve spending £4500 on repairs to existing parking spaces and provision of additional car parking spaces at Ancells Farm.**

**Prop: PE Sec: GW**

**Action: The Administrative Officer to investigate the cost of only repairing the existing parking spaces with MOT grade I.**

The committee agreed to investigate the state of the paths at Basingbourne before agreeing to spend £2650 on repairs.

**Action: Councillors to visit the site to view the affected areas.**

The committee received a quotation for £7817 for renovation of 2 football pitches at Calthorpe Park. It was recognised that this quotation would form part of the bid funding application for improvement to pitches. The most likely source of funds would be UK Sports, who will open their pitch restoration grant funding pool up again in May 2012.

## **JAN/2012/RLA ITEM 16: GIFT OF AN OAK TREE**

The committee discussed whether provision could be made to plant and maintain a free Oak Tree from HCC to commemorate the Jubilee. It was agreed that as the Town Council was planting the Jubilee Flowering Wood in Calthorpe Park, this offer would be made to the Pond Society, to establish whether they had an area where such a tree could be planted.

**Action: The deputy clerk to approach the Pond Society to enquire as to whether they were interested in this gift.**

## **JAN/2012/RLA ITEM 17: CLERK'S REPORT**

A report on actions taken and expenditure made during the month was received by the committee.

The committee was disturbed at the signs of serious drug misuse in Calthorpe Park. This issue to be raised at the next Police Liaison Meeting.

There being no further business the meeting closed at 11h25 pm.

**The date and time of the next meeting is 7.30, 15<sup>th</sup> February 2012 at the Harlington.**

**Signed.....**

**Date:.....**