



**RECREATION, LEISURE & AMENITY COMMITTEE
NOTICE OF MEETING**

Notice is hereby given that there will be a committee meeting on

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

PLEASE NOTE TIME OF MEETING

All Committee members are summoned to attend

To: Cllrs P. Einchcomb, (Chair) Cllr Appleton, G Chenery, S. Fisher, S Forster, A Hill,
A Oliver, H Perthen, B Schofield, S Tilley, G Woods

Signed:
pp TOWN CLERK

Date: 11 October 2012

A G E N D A

1. APOLOGIES

Schedule 12 of the LGA 1972 requires a record to be kept of members present, and that this record forms part of the minutes of the meeting. A resolution must be passed on whether the reason(s) for a member's absence are acceptable.

2. DECLARATIONS OF INTEREST

Under the Local Authorities (Model Code of Conduct) order 2007, members must declare any interests and the nature of that interest, which they may have in any of the items under consideration at this meeting.

Members are reminded that they must disclose both the existence and the nature of a personal interest that they have in any matter to be considered at this meeting. A personal interest will be considered a prejudicial interest if this is one in which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the members' judgement of the public interest.

3. QUESTIONS FROM THE PUBLIC (3 Min per person maximum 15 minutes)

To receive questions and statements from members of the public.

4. MINUTES OF PREVIOUS MEETING

To receive and approve as a correct record the minutes of the RLA Committee held on 18 July, 2012

*** Minutes of meeting attached*

Part 1 – ITEMS FOR DECISION

5. THE HARLINGTON AND ANCELLS FARM COMMUNITY CENTRE REPORT

To receive for noting an update on events, hiring's and operational activities of the Harlington and Ancell's Farm Community Centre from the Operations Manager.

*** Report attached*

RECOMMENDATION

To note the report

6 PURCHASE OF BOX OFFICE/EVENT BOOKING SYSEM

To consider a report on the purchase of a box office /event booking system
Report of the Operations Manager attached.

RECOMMENDATION

To authorise the purchase and installation of a ticket office sales system at a total cost of £11,210. (The officer is attempting to get this amount reduced).
Funding for this project to be made available from Earmarked Reserves Computers (9010) and Harlington Equipment (9012)

7. ** CONVERSION OF GYM AND OFFICE SPACE

To consider a report on the conversion of gym and office space. Report of the Operations Manager attached.

RECOMMENDATION

To authorise 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 CCPC.

Delegate 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.

8 EVENTS

RECOMMENDATIONS

A. CARNIVAL 2013

- That the committee approve the provisional date for the Fleet District Carnival 2013 from 2nd – 7th 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.

B. MARATHON 2013

- That the committee approve the provisional date for the Fleet Pre-London Half Marathon on Sunday 17th 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.

C. CIRCUS ENTERTAINMENTS – RETURNING TO THE VIEWS (DATES)

- That the committee approve the provisional date for the Circus World Entertainment Ltd from Sunday 2nd June – Sunday 9th 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.

9 SPORTS AND RECREATION REPORT

To receive an update on sport, recreation and park activities from the Sports and Recreation Officer.

*Report attached

RECOMMENDATIONS

1. DOG TRAINING AT CALTHORPE PARK

- 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.

2. MAIN EVENTS PROGRAMME

That the Sport and Recreation Officer has the authority to authorise the standard major events in line with the Town Clerk Policy, under the supervision of the Town Clerk.

Part 2 – ITEMS TO NOTE

10 DATE AND TIME OF NEXT MEETING

The next meeting of the Recreation, Leisure and Amenities Committee will be held on Wednesday 16 January 2013 at **7.00pm** in the Harlington.