

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

**Wednesday 19 January 2011 7.30pm
The Harlington**

Councillors

Paul Einchcomb, (Chair) George Woods, Sue Fisher, Helen Perthen, Bob Schofield.

Also Present-

Shar Roselman – Clerk

Cllr Macallan – Until 9.30 pm

A member of the public

JAN /2011/RLA ITEM 1: APOLOGIES FOR ABSENCE

There were apologies from Cllr Tilley

JAN/2011/RLA ITEM 2: DECLARATIONS OF INTEREST

Cllr Einchcomb declared a personal interest in item 18 on the agenda, since he knew the contractor supplying the quotation.

JAN/2011/RLA ITEM 3: PUBLIC SESSION

A question was received. “Was there a roadmap for Fleet, with priorities for expenditure allocated?” Cllr Schofield explained that Fleet Town Council was preparing its vision ready for consultation with the public at the Annual Parish Meeting on 30th March 2011. The vision included a design statement relating to planning, a vision of the parks, a vision of recreational facilities and other amenities such as the cemetery, a vision for the Town Centre, and a view relating to provision of services within Fleet. Cllr Einchcomb also explained that FTC were developing a Leisure/Recreation Strategy where we were setting out our priorities and aspirations in this area.

JAN/2011/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 15th December 2010 with one amendment to spelling.

The order of the agenda was changed to accommodate the complaint raised on cemeteries.

JAN/2011/RLA ITEM 11: COMPLAINTS/COMMUNITY CONCERNS

A complaint had been received regarding the sizes of headstones allowed at the cemetery. The council understood that an error had occurred in allowing provision for a headstone larger than the ones listed within the council rules.

Solutions included the possibility of shuffling the headstones to provide more space across the plot, or moving one or the other of the ashes urns to a plot of the family’s choice, which would involve obtaining permission from the Secretary of State.

Resolved to delegate dealing with the complaint to officers.

Action: The clerk to contact the families concerned and to write a procedure for the handling of burials and ashes, incorporating the Fleet Town Council rules of headstones and burials.

A complaint had been received regarding the condition of the furnishings and the cleanliness of the Ancells Farm Community Centre

Resolved that Cllr Woods will meet with the complainant to discuss the matter. Further resolved to write to the complainant with a formal response, indicating that a new cleaning company was being investigated, and that the condition of the furnishings was under review.

A third complaint had been received regarding the replacement of the fence at Holland Gardens, and the need for access to the canal through this area.

Resolved to write to the parishioner concerned, saying the Town Council would keep the matter under review.

JAN/2011/RLA ITEM 5: CEMETERY - ASHES PLOT

Following a visit by councillors to the cemetery to determine the best site for an ashes plot a long discussion ensued regarding the appropriate place to put one.

Resolved to create a reduced size ashes plot next to ashes plot No 3, and form a working party to develop a future plan and formal design for the cemetery. The members of this working group are yet to be decided.

Action: The clerk to arrange for the plot to be built with urgency, as there are only 7 ashes plots remaining.

JAN/2011/RLA ITEM 7: UTILIZATION OF SPACE

Cllr Macallan presented a set of plans indicating what could be done regarding utilization of the gym for office space. Cllr Perthen presented a set of costings for each alternative. This option was viewed as bringing in the largest contribution to income because of the kid's café.

Resolved to approve Option C, subject to negotiation with the tenant, and with some alteration to provide office accommodation for the two members of staff currently occupying the space allocated to a kid's café.

The members of staff referred to above could potentially be housed in the space allocated for a meeting room, as the office manager expressed a need to remain close to the reception staff.

The chairman thanked Cllr Macallan and Cllr Perthen for the work they had done.

Action: Cllr Woods and Cllr Perthen will develop an attractive package for the podiatrist, and speak to her regarding moving to the new area on offer.

JAN/2011/RLA ITEM 6: THE HARLINGTON

The committee received a report from The Harlington Manager to note current activities at the Harlington. Councillors had received some positive feedback concerning the operation of The Harlington and that this was passed onto the Centre Manager.

Resolved to approve expenditure of £1103 on a “What’s on” guide at the Harlington.

Prop: GW Sec: PE

JAN/2011/RLA ITEM 8: SPORT’S AND LEISURE REPORT

The committee received a report from the Sports and Recreation Officer. A summer programme for children was discussed. The Sports and Recreation Officer is currently putting together a programme for the summer which will be presented at the next meeting.

In principle the committee approved the Sports Festival at the Views on the same day as the Fleet Half-Marathon, but requested a budget for the event, which will include advertising, a microphone, staffing costs for the Harlington, and other incidental expenses.

Action: The Sports and Recreation Officer

JAN/2011/RLA ITEM 9: ACCESS ROAD TO CALTHORPE PARK

The committee discussed improvements to the access roads into Calthorpe Park, which need repair work before the Fleet Half-Marathon takes place.

Resolved to approve spending £1825 on repairs to these roads.

JAN/2011/RLA ITEM 10: EFFLUENT PROBLEMS AT BASINGBOURNE PARK

The committee received a report from a contractor on the problems incurred in unlocking the blockage.

Resolved to approve expenditure of £4600 on the repairs and to write the Guides, the Lions and the Scouts to request them not to put anything other than toilet paper down the drains.

Action: The clerk

JAN/2011/RLA ITEM 12: GROUND MAINTENANCE TENDER

The committee noted that the working group for the Ground Maintenance Tender had already been decided. The clerk will type up the legal clauses attached to the tender for consideration by the committee.

Action: The clerk

JAN/2011/RLA ITEM 13: GRANT AWARD OF £1500.

Cllr Wheale has kindly offered the Fleet Town Council the opportunity to apply for a grant that would benefit the community of Fleet as a whole.

Resolved to take up this opportunity with thanks to Cllr Wheale, and to request provision of lighting for the stage at the Harlington which will allow shows and events to take place.

Resolved at 10.30 pm to stand down standing orders.

JAN/2011/RLA ITEM 14: LITTER SERVICE LEVEL AGREEMENT

The clerk indicated that Hart District Council had informed her that after 1 April 2011, they were no longer able to provide a litter picking/collection service at the same level as previously provided, unless the funding for this went up to £20000 for the first six months of the year. The service is going to tender as from September 2011, and it is hoped that the new service level provider will include litter picking.

A new service level provision had been suggested by Hart District Council. This comprises of once a week litter picking in the parks increased to twice in the summer, and once a week bin emptying except for The Views and Ancells Farm where twice a week would be provided.

The committee discussed this provision, noting that it was totally inadequate for the Views.

Resolved not to accept the offer.

Action: The clerk will write to Emma Broom keeping negotiations open, but advising that the level of provision offered was unacceptable to the Town Council.

Cllr Perthen left the meeting at this point.

JAN/2011/RLA ITEM 15: USE OF ANCELLS FARM AS A COFFEE FACILITY

The committee discussed the request to use Ancells Farm Community Centre as a coffee facility. It was discussed that in principle this was a good idea, but the certain conditions would have to be met to fall in line with the following legal requirements:

The need for public liability insurance by the service.

The need for a level two health and hygiene kitchen certificate.

The need for the community hall kitchen to be open to inspection by Hart District Council.

The committee had concerns regarding whether the kitchen would meet appropriate standards.

Action: The Harlington manager will investigate the issue of whether food provided needed to be cooked in the community kitchen, or as ordered in sealed wrappers.

JAN/2011/RLA ITEM 16: USE OF THE HARLINGTON CENTRE

The committee discussed a request by the chairman of Hart District Council to use the Chernoke Hall for free for the Volunteer’s Recognition Event, being held on 13th April 2011.

Resolved to approve the use of the hall for free, but that associated catering costs should be charged for.

Action: The centre manager to write to the chairman

JAN/2011/RLA ITEM 17: CLERK’S REPORT

The committee received the clerk’s report.

JAN/2011/RLA ITEM 18: OTHER QUOTATIONS FOR COMMITTEE CONSIDERATION

A quotation had been received for an amount of £3940 regarding the refurbishment of the pavilion at Basingbourne, for electrical, mechanical and plumbing work. There is an amount of £4000 in the budget for the next financial year for pavilion improvement.

The committee decided that in principle they supported the re-opening of this pavilion.

Action: Cllr Einchcomb will discuss with the contractor how this amount could be reduced.

There being no further business
the meeting closed at 23h29

The date and time of the next meeting is 7.30 16th February 2011, at the Harlington.

Signed.....

Date:.....