



FLEET TOWN COUNCIL

MINUTES OF THE RECREATION, LEISURE AND AMENITIES COMMITTEE

**Wednesday 16 April 2014
The Harlington**

PRESENT

Paul Einchcomb (Chairman)
Graham Chenery
Sue Fisher
Steve Forster
Bob Schofield
Sue Tilley
George Woods
Alan Oliver

Also Present

Janet Stanton Deputy Town Clerk
Alex Robins General Manager
Norman Neaves Facilities Manager

ITEM 1 APOLOGIES

There were no apologies

ITEM 2 DECLARATIONS OF INTEREST

Cllr Paul Einchcomb	Friends of Basingbourne Park
Cllr Sue Fisher	Friends of Oakley Park
Cllr Alan Oliver	Friends of Calthorpe park
Cllr Steve Forster	Non Executive Director of Company supplying EPOS

ITEM 3 QUESTIONS FROM THE PUBLIC

Mike Bye of the Friends of Oakley Park agreed to speak at Item 8

ITEM 4 MINUTES OF PREVIOUS MEETING

The Committee received and approved as a correct record the minutes of the meetings held on 15 January, 2014 and were duly signed by the Chairman.

Councillor Steve Forster joined the meeting

ITEM 5 HARLINGTON AND ANCELLS FARM COMMUNITY CENTRE REPORT

The committee received the report of the General Manager relating to the period January to March 2014. Councillors commented that this was a good and very comprehensive report.

The following matters were discussed:

- **Ticketing**- The last three months of the financial year were very good for ticket sales, highlighting the impact of the new brochure. The new programme of events will become more varied in the hope of reaching new audiences to The Harlington.
- **Fleet Jazz Club** finished its first year with close to sell-out shows each month. A great success
- **Blues Brother and Abba Fever** shows sold out. They were a great success with the audience and many of those attending Abba Fever came dressed up and danced all evening.
- **The Family and adult sessions of the Roller Disco** have proved to be very popular and have brought something new and exciting to the Harlington. The Officer confirmed that there had been no damage to the floor.
- **Dance Studio** for The Carnival Hall. Back in October, it was agreed that the Dance Studio refurbishment should go ahead and funding should be sought from General Reserves if no grant funding was obtained by the Clerk. As a result of this decision, budget targets were set to achieve additional income from the hall. However, no funding had been sought.

The Operations Officer now wants to move forward with this project and to start generating income for The Harlington and is asking for the funds to be released from General Reserves. The Officer explained that a dance teacher who is particularly interested in running classes from the studio is contacting him weekly to find out when the studio will be completed. Councillors agreed that there should be no further delay with progressing this project and that work should start immediately. Councillors wanted the Studio completed and operational by September 2014 at the latest.

On a point of order, Cllr Schofield reminded Councillors that at the meeting in October 2013, the RLA did not have the authority to approve funding from General Reserves, this should have been referred to Full Council for approval. However, as the minutes of the October RLA had been approved by Full Council this would be deemed as approval. Cllr Schofield said that as matter of order, in future should the RLA wish for funds to be used from General Reserves, this should be taken to Full Council for approval.

- **Tiered Seating** – The General Manager wanted to receive the views of the RLA Committee on progressing the building's requirement for tiered seating and/or a mezzanine level to increase cabaret capacity. He explained that he is now booking for 2015 and onwards and tiered seating can make a difference to the type of events and performances The Harlington can offer. He added that hiring the tiered seating for Cinderella this year will cost £4,000.

Although no detailed costings had been produced for tiered seating in the Harlington, he anticipated that the cost would be in the region of £50,000. Councillors asked the General Manager to research this project and comeback to the RLA with ideas and costings for future consideration.

- Financial figures – Councillors felt that the finances for the Harlington were looking better but it was to be remembered that these figures did not include the salaries of permanent staff, heating and lighting.

RESOLVED:

- **That the report of the General Manager be noted**
- **That work on the New Dance Studio should start immediately and a start date reported back to the Chairman**
- **That the General Manager researches ideas and costs for tiered seating in the Harlington including used seating**

ITEM 6 COMPUTERISED TILL SYSTEM

The General Manager explained that Harlington had reached a size where it was felt necessary to have an EPOS computerised till system and back office stock control management. This was also highlighted by the internal auditor on her last visit. The General Manager outlined all the benefits of the system with the only real disadvantage being the cost. Councillor Forster said that it was important that a 3 year maintenance/ fixed response time agreement should be included with penalty clause should the company fail to meet its obligations.

RESOLVED

To RECOMMEND to Council the use of General Reserves to purchase and install an EPOS System up to the value of £10,000

ITEM 7 BASINGBOURNE PAVILION

The RLA considered the report of the Facilities Manager on the options to repair the damaged roof at Basingbourne Pavilion. Currently temporary repairs have been undertaken but if no further action is taken the pavilion will deteriorate through water seepage and dampness. Councillors discussed the usage of the pavilion and the three options. Subject to a positive structural engineers report, Councillors felt that a pitched roof would be the best option and authorised the Facilities manager to have structural report undertaken.

RESOLVED

That the Facilities Manager be authorised to obtain a structural engineers' report to the value of £1,000 and to come back to the committee with the options and costs.

ITEM 8 GROUNDS MAINTENANCE CONTRACT

The members considered the report of Cllr Schofield regarding the extension to the Grounds Maintenance Contract for one year until September 2015. Cllr Schofield explained that the initial three year contract with Nigel Jeffries is due to expire in September 2014 but that there is, subject to satisfactory performance, the opportunity to extend the contract on a year by year basis up to a maximum period of six years. If the contract is renewed to consider a simplified price adjustment percentage to be applied to the one year contract extension.

Mike Bye, Chairman of Friends of Oakley Park, stated that the park was looking good. However, it had been noted at a meeting with Cllr Schofield and James Corrigan, that some of the items of work required in the park by the Friends of Oakley Park should have been undertaken by Nigel Jeffries but had not been carried out in line with the grounds maintenance contract. Cllr Schofield confirmed that a meeting is to be set up shortly with the Deputy Clerk, himself and Nigel Jeffries to go through any such outstanding issues.

Members agreed that by extending the contract for one year would give the new Council time to consider, tender for and prepare for a new Grounds Maintenance Contract.

RESOLVED

That subject to going through all responsibilities within the contract, to extend the contract to September 2015 and to include a simple percentage adjustment.

ITEM 9 FLEET CEMETERY – EXPANSION OF THE GARDEN OF REMEMBRANCE

Members considered the report of Councillor Schofield to extend the existing ashes plot and investigate a further extension as a Garden of Remembrance. Cllr Schofield explained that there were now only about 7 ashes plot left and the extension was now verging on critical. Two quotations had been received, both under £10,000 to extend the ashes plot. Discussion took place on the proposed Garden of Remembrance and Councillors felt that this should now start to be progressed.

The Garden of Remembrance to be funded from General Reserves

RESOLVED

- **To immediately start work on the ashes plot with funding from within RLA budget items.**
- **To RECOMMEND to Council the use of general reserves to extend the ashes plot immediately and to further develop the Garden of Remembrance to include the appointment of a landscape architect to the value of £15,000. This money to be allocated to Earmarked Reserves - Cemetery**

ITEM 10 THE VIEWS - PROPOSAL FOR A MEMORIAL PLAQUE

Members considered a request to determine the application for a memorial plaque in The Views. The family and friends of Michael Bews would like a plaque installed on the side of the skateboard ramp to celebrate his involvement in the development of the town centre skate park.

Councillors agreed that a celebratory plaque in the skateboard park would be very acceptable and granted permission subject to completion of the Fleet Town Council application form.

RESOLVED

To approve a memorial plaque for Michael Bews to be sited on the side of the skateboard ramp in The Views subject to completion of a Fleet Town Council application form.

ITEM 11 REPORT OF THE FACILITIES MANAGER

The committee received the report of the Facilities Manager. Discussions took place on the following item:

- Ancells farm zip slide. Cllr Schofield added that since this report had been written, he and the Facilities Manager had met with the supplier of a safety surface provided by SoftMulch. The surface is produced from shredded fork lift tyres and is bound together with a resin. The product which is mixed on site can be coloured and laid to patterns. Designs were shown to the members showing different coloured surfaces

to increase the zip wire experience for the user. To cope with any excess water in the area, two French drains have been included in the costing. This product is guaranteed for 10 years.

Based on previous discussions on wood chip versus rubber chippings and the council's own experience, it was decided that the Softmulch material was by far the best. It was noted that in 2012, a quotation had been received for a similar product and it is now cheaper than it was at that time. The cost is £4,351.60.

RESOLVED

- **That the Compliance Report of the Facilities Manager be noted**
- **To Install reconstituted rubber chippings up to a cost of £4352. Funding to come from within RLA budget items.**
- **To RECOMMEND to Council that £25,000 is placed into Parks Improvements Earmarked Reserves from General Reserves.**

ITEM 12 ANCELLS FARM – 3G FACILITY

The Deputy Clerk advised Members that the funding for the 3G Sports pitch had been allocated to Hampshire County Council. Fleet Town Council has now been refunded with the planning application fee which accompanied the planning application.

It was confirmed that in addition to the costs involved in the consultation process a further £4,500 has been spent in consultancy fees leading to the planning application. Full Council to now consider if there are any further actions that need to be taken.

ITEM 13 REPORT OF THE DEPUTY TOWN CLERK

The committee received the report of the Deputy Town Clerk. Discussion took place on the following:

- **Calthorpe Park** – The Deputy Clerk reported that CCTV is being installed on 22 April in Calthorpe Park and it is hoped that this will reduce vandalism
- **The Harlington Play Area** – Discussions took place on complaints received regarding noise from the children and parents in the Play Area. The tenant concerned is to be asked to make an official written complaint. Sound proofing the area is possible at a cost of £650.
Concern was raised by officers about the whole reception area. Members asked that an officer report be produced indicating concerns and options available.
- **ACTION DAY – 10 May.** The Deputy Clerk asked for a volunteer councillor to lead the group of volunteers repainting the railings at the Kings Road entrance to Oakley Park. Grahame Chenery volunteered.

DATE AND TIME OF NEXT MEETING

The next meeting will be held on Wednesday 16 July 2014 at **7.30pm** at The Harlington

There being no further business the meeting closed at 10.05pm

Signed.....

Date.....