HASLEMERE TOWN COUNCIL

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Amenities, Infrastructure & CIL Committee

Minutes of the meeting held at 7pm on 6 November 2025
Council Chamber, Town Hall, High Street, Haslemere

Chair	Cllr Leach*
Vice Chair	Cllr Waters*
Members	Arrick*, Aslam, Banfield, Bridge, Carroll*, Carter*, Davidson*, Keen*, Matthes, Nicholson*, Robini* & Weldon*.

**Present*

Meeting clerked by: Pippa Auger, Deputy Town Clerk.
In attendance: Lisa O'Sullivan (Town Clerk), Michelle Cutler (1st Hindhead Scouts), Tim Bird (Proludic) & Stuart Evans (Eibe)

53/25 Apologies for absence
The committee accepted the absences of Cllrs Banfield (ill) & Matthes (prior engagement).
No apologies were given for Cllrs Aslam or Bridge.

54/25 Declaration of Interests
(Disclosable Pecuniary, Other Registrable and Non-Registerable)
Cllr Arrick declared an interest (other registrable) in agenda item 17 as she is a leader of the 1st Hindhead Scouts. She will talk as a member of the public and then leave the room during the discussion and vote.

55/25 Minutes of the last meeting
The minutes of the meeting held 7 August 2025 were agreed and signed as a true record.

56/25 Matters arising from those minutes not otherwise stated in the agenda
None.

57/25 Chair & clerk's report
It was noted that Town Hall officers are shadowing the organisers of the Christmas Market with a view to Council taking on the responsibility when the organisers step down. This has not been formally agreed by Council and the only comment that the committee made was that it should not cause additional work or burden the officers, and that Councillors will have to get involved.

58/25 Representations by the public
None.

59/25 Amenities spending under Chair and Clerk's deleted authority

Noted.

Item	Spend	Budget total for the year £2,500
Balance painting benches	£12.00	-£2,488
Paint for benches	£142.95	-£2,245.05
Allotment dog signage	£142.50	-£2,202.55
Total amenities budget left		£2,202.55

60/25 Allotment charges

Councillors were broadly in agreement that charges should go up as the water costs and usage had vastly increased this summer. It was acknowledged that it may have been as a result of the higher than usual temperatures but there was also a comment that water had been left running at one of the allotment sites for three days.

RECOMMENDED: That allotment fees be set at £0.55 per square metre across all three sites from January 2027.

61/25 Allotment changes to contract

Where plot holder is no longer a Haslemere Town Council taxpayer

Councillors discussed allowing allotment tenants to continue renting a plot where they had moved out of the parish boundary. It was agreed that where plot holders cease to be Haslemere Town Council taxpayers, they should not continue to benefit from any subsidised provision. An amendment was proposed and accepted to allow for a six-month notice period.

RESOLVED: That plot holders must notify Haslemere Town Council immediately of any change of address and shall relinquish their allotment tenancy within six months if they move outside the town (parish) boundary, thereby ceasing to be a Haslemere Town Council taxpayer.

Height of trees on individual plots

Members considered an update to the allotment procedure rules concerning tree planting and tree management on individual allotment plots for the reasoning set out in the associated appendix 5.

RESOLVED: That the additional wording be added to the allotment procedure rules under *Planting of Trees on Allotment Plots*:

Tenants must not plant non-fruit trees on their allotment plots without the written permission of the Council (or Allotment Association). This restriction exists to prevent excessive shading, root spread, and nutrient depletion which can negatively affect neighbouring plots. Only fruit trees of an appropriate size and variety may be planted, and these should be maintained in a way that prevents them from becoming overgrown or encroaching on other plots.

Tenants are responsible for the ongoing management and removal of any trees planted in breach of this rule. Tenants must ensure that any fruit trees on their plot do not exceed 2.5 metres in height. Tenants are responsible for pruning trees to maintain this limit. Where trees are not pruned to an acceptable height, the Council may, after written notice, arrange for the trees to be pruned and recover the cost from the tenant.

62/25 Clammer Hill allotments

Members considered a proposal to expand the Clammer Hill allotment site in response to a significant waiting list by annexing part of the adjacent grazing field. Quotes were obtained to install some additional deer fencing and extend the water supply.

RESOLVED: The quote from Haslemere Fencing Ltd for £1,975 (ex VAT) for fencing and water supply installation is accepted, and the clerk is authorised to instruct the works. Funding to be drawn from the Allotment Earmarked Reserve (EMR).

63/25 Lion Green playground – Hip Hop replacement

Members considered the information in appendix 7 regarding the ongoing safety concerns and repeated failures of the "Hip Hop" play equipment at Lion Green. It was noted that the equipment has failed on multiple occasions, and although no injuries have been reported to date, members expressed concern over the potential risk to users if the equipment were to fail again.

While it was acknowledged that the Hip Hop remains a popular item, it was agreed that the Council has a duty of care to the community to ensure the safety and reliability of all play equipment. There was consensus that replacing the equipment with a different, more robust alternative would be a more responsible approach than a like-for-like replacement. A suitable replacement, the Rodeoboard, has been identified. The proposal includes the removal of the existing Hip Hop, supply and installation of the new Rodeoboard, and new safety surfacing, and the quote included a discount of £800.

RESOLVED: The Hip Hop is replaced with the Rodeoboard at a total cost of £9,774 (ex VAT), and the clerk be authorised to instruct the works. Funding to be allocated from the Neighbourhood Community Infrastructure Levy (CIL).

64/25 Lion's Den licence fee for 2026

Members revisited the matter of the monthly licence fee charged to the Lion's Den, currently set at £50 per month. Following further consideration, it was felt that a modest increase was appropriate to reflect inflation while still offering fair value for use of the premises. Cllr Waters put forward an amendment to the proposed recommendation that the fee be increased by 20% to £60 per month but that it be reviewed in 24 months, rather than 12 months.

RESOLVED: The licence fee for the Lion's Den be increased by 20% to £60 per month, effective from 1 January 2026, and that the fee be reviewed again in 24 months' time in line with the licence renewal process.

65/25 Town Hall ground floor redecoration & bathroom upgrade

The 10 year planned maintenance programs sets out the next course of action which is the internal decoration of the ground floor, replacing the vinyl flooring in the kitchen and toilet, and replacing the sanitary ware in the toilet. At the time of the meeting, one quote is outstanding for the replacement sanitary war. Councillors agreed the recommendations set out in appendix 9.

RESOLVED: Complete Flooring is instructed to replace the vinyl flooring in the kitchen and toilet at a cost of £1,476 to be paid from the Town Hall survey and maintenance ear marked reserve.
RESOLVED: Phil Morrison is instructed to redecorate the ground floor of the Town Hall, to include offices, entrance, toilet and kitchen at a cost of £3,670. To be paid from the Town Hall survey and maintenance ear marked reserve.
RESOLVED: With respect to the removal, supply and installation of the sanitary ware in the toilet, the clerk and Chair of Amenities & CIL are authorised to award up to £2,890. To be paid from the Town Hall Survey and Maintenance EMR.

66/25 CIL Finances
Noted.

67/25 CIL Strategy Document and project list
It was originally proposed, when the CIL Committee and its strategy document were established, that 25% of biannual CIL receipts would be set aside specifically for external organisations to apply for funding. This was to ensure the remaining 75% would be retained by the Council to support delivery of its own infrastructure priorities. To manage this process effectively, it was agreed that external applications would be considered at two designated meetings per year, rather than at every meeting.

In practice, this has not been strictly enforced and with the benefit of several years' experience the committee felt it is not necessary. It was therefore agreed to remove these requirements.

ACTION: Clerk to update the strategy document to remove these requirements.

68/25 25% of October 2025 receipts
Noted as £78,656.78.

69/25 Neighbourhood CIL Projects – 1st Hindhead Scouts £17,086.39
Councillor Arrick spoke to this application stating the scout hut is not fit for purpose, has no natural light at all and needs serious improvements. She then left the room for the members discussion.

Michelle Cutler, the Treasurer, advised the long-term plan is to replace the building, but this could take many years and will require a planning application and fees to be paid. There is no clear decision about what is wanted but, in the meantime, the building needs some investment and modernisation to make it energy efficient. It is hoped the proposed replacement doors and windows would be re-used in any future new building. The roof would be guaranteed for a period of 15 years so this is a potential long stop date. An application for funding has been made to Surrey County Cllr David Harmer who has indicated his support for this project. The outcome of that funding application should be known within the next 4-6 weeks.

The committee scored the project as follows:

BENEFIT OF THE PROJECT – Moderate (6) the upgrade would be more than Beacon Hill wide. The group has members from Bordon, Fernhurst and Haslemere, and Haslemere is permanently oversubscribed. With additional development from the completed Hind Gardens and Sturt Farm sites, they are seeing an increase in members.

PUBLIC SUPPORT – High (9) – Haslemere Town Council and the local scout's organisation, together with wider community support as shown by the public donations.

IDENTIFIED STRATEGIC NEED – High (9) – Haslemere Neighbourhood Plan notes the increase in population 0-14 and youth provision is a part of the Council's strategy for this term. The Council's declaration of a climate emergency also supports community action in assisting energy efficiency.

PROJECT PLANNING AND DELIVERABILITY - High (6) – the application confirms the project is not dependent on a planning application and work can commence within weeks of approval of grant funding from the Council and Your Fund Surrey.

FUNDING – High (6) – the application is for 42% of the project cost, with contributions from the local community and a positive response from Your Fund Surrey.

The project scored 33 out of a possible 37.

RECOMMENDED: That Full Council commits £17,087 to this project, on the condition that if *Your Fund Surrey* declines to fund the project, the applicant must notify the Council at the earliest opportunity. In such circumstances, the Council may reconsider the amount of funding at the next Full Council meeting.

8.21pm Cllr Arrick returns

70/25 Town Meadow playground tender

Following the deadline for the submission of tenders, the working group had met and reviewed all the proposals. From a total of six companies there were two companies whose designs stood out from the others and they were invited to present their proposals to the committee.

Presentation from Proludic:

Tim Bird outlined the sustainability credentials of Proludic's proposal, noting that all materials used would be sourced from within the European Union, avoiding imports from China. The proposed safety surfacing incorporates recycled trainers, contributing to waste reduction. The design features a strong emphasis on inclusive and accessible play, with the majority of equipment manufactured in-house, aside from a small number of play panels. Mr Bird highlighted the team's 30+ years of experience in playground provision and installation and confirmed that their after-sales support is UK-based.

Recent projects include multiple simultaneous playground installations in Brighton and ongoing work with Grayshott Parish Council. Mr Bird demonstrated familiarity with the Town Meadow site, having visited several times, and confirmed that the proposal took into account prior knowledge of the topography of the site and included no subterranean elements. He confirmed there should be no element of the equipment that should cause issues from a maintenance or failure point of view.

Presentation from Eibe:

Stuart Evans confirmed that Eibe has delivered 12 playground installations for Waverley Borough Council. Although the company is German-owned with manufacturing based in Germany, the UK operations team is located locally between Haslemere and Guildford. Mr Evans described the Town Meadow proposal as a destination playground designed to increase footfall not only to the green space but also to nearby High Street businesses. The design focuses on fun, fitness, and developmental play, with equipment suitable for a wide age range and ability, allowing children to grow into the space.

It was commented that the inclusive see saw can be used by a number of able bodied children as well as being a wheelchair friendly piece of equipment, and would be a great addition to the play area.

If Eibe were successful they would undertake quarterly inspections and provide spares for two years for free, together with assisting the Council in arranging a grand opening of the playground. Mr Evans was questioned about the use of graphics within the wetpour surfacing as there is a known issue with the glue used to bond together the different colours failing under UV light. He acknowledged this is an issue and can be expensive to repair, but felt the site was not sunny enough for this to be a material issue,

Once the representatives had left the room, members engaged in a detailed discussion of both proposals. Proludic was commended for its imaginative design and sustainability focus. The inclusion of a ball net outside the enclosed area added variety, though the single stand-alone items were seen as somewhat disjointed. Eibe, on the other hand, was appreciated for the cohesiveness of its layout and strong visual impact ("wow factor"). Its creative obstacle course was well received, and participants liked the colour surfacing. However, there were concerns that there were too many wooden climbing frames.

Given the balanced discussion, the Chair proposed a vote to determine majority preference.

Outcome of Vote: *Eibe:* 6 votes *Proludic:* 4 votes

RECOMMENDATION: The Council awards the contract for the new playground at Town Meadow to Eibe at a cost of £130,000.

71/25 Next meeting
5 February 2026

Meeting closed at 9.43pm

Signed:_____ Date: _____
Chair of CIL & Amenities Committee