



FLEET TOWN COUNCIL
MINUTES OF THE COUNCIL MEETING

held on

Wednesday 7 September 2016

at The Harlington at 7pm

PRESENT

Councillors Bob Schofield (Chairman), Steve Cante, Paul Einchcomb, Denis Gotel, Leslie Holt, Alan Hope, Kathy Jasper, Dai Pierce, Richard Robinson, Jeff Smith, Neil Walton, Jonathan Wright

Also Present

Janet Stanton-Town Clerk
Charlotte Benham-Projects and Committee Officer
Sheila Rayner-Committee Clerk

Cllr Bennison-HCC
Cllr Forster-HDC
Cllr Makepeace- Brown-HDC
Cllr Wheale-HCC/HDC

Gary Niblett-Fleet Ladies and Girls Football Club
Kevin Jordan-Fleet Ladies and Girls Football Club

Mike Bye-Friends of Oakley Park

FC/Sept 2016/ITEM 1 APOLOGIES FOR ABSENCE

There was an apology for absence from Cllrs Chenery, Gray, Hunt and Oliver

FC/Sept 2016/ITEM 2 DECLARATIONS OF INTEREST

Cllr Cante declared an interest in item 6-Fleet Town Football Club

FC/Sept 2016/ITEM 3 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from the public

Chairman’s Announcements

Cllr Schofield welcomed members back from the summer recess and the new surroundings created by the decoration of the Function Room to serve as the bar reception area.

Members were reminded that estimates of expenditure required by the RLA committee and any capital works proposals should be submitted to the Town Clerk by 30 September 2016 for inclusion within the draft budget - (Standing Order 21(b))

FC/Sept 2016/ITEM 4 MINUTES OF PREVIOUS MEETING

The minutes and the confidential minutes of the Council meeting held on 6 July 2016 were approved and signed by the Chairman.

The Council received the minutes of the following meetings:

- Development Control Committee 11 and 25 July, 8 and 22 August 2016
- Planning Committee 8 August 2016
- Policy and Finance Committee 18 July 2016

The proposed actions were received and approved from the notes of:

- Risk Management Working Group 13 July 2016
- Extraordinary Risk Management Working Group 3 August 2016
- Highways and Transport Working Group 19 July 2016

FC/Sept 2016/ITEM 5 HARLINGTON DEVELOPMENT UPDATE

The members received and considered a progress report on the Harlington development. Cllr Schofield reported that a notice inviting expressions of interest in the submission of a scheme to include essential refurbishment, large scale refurbishment/modification, and a new build scheme for the Harlington had resulted, so far, in over 40 expressions of interest

It was envisaged that following the design preparation period of 3 months, a public consultation exercise would follow in February 2017, for a minimum period of 4 weeks, with the outcome to be reported to the Annual Residents’ meeting on 28 March 2017

Members discussed various issues , specifically the timing of the financial analysis of costs, and the effect of the scheme on FTC’s lease relationship with HDC.

Members were assured that a Business Plan, with the assistance of Charcoal Blue, would be produced and that even in the event of proceeding with only essential refurbishment, discussions were needed with HDC regarding a possible freehold or long lease as there was likely to be a 25 year payback period. This would require a complete renegotiation with HDC

Both these aspects would be included in the project timetable

It was suggested that all the pros and cons would need to be explained to local residents –even the cost of doing nothing other than absolutely essential repairs.

Following general discussion it was

RESOLVED

a) That Charcoal Blue be directly appointed as specialist theatre designers for the duration of the project ,working directly with FTC

b) That work proceeds generally in accordance with the programmes set out below

1.1. Proposed time scale up to appointment of architect is as follows:

1.1.1. Receipt of Expressions of interest – 2 week	26 August 2016
1.1.2. Send out design brief for tenders	2 September 2016
1.1.3. Receipt of tenders – 2 weeks	16 September 2016
1.1.4. Tender Evaluation and invitations to interview	19 September 2016
1.1.5. Appointment	30 September 2016

1.2. Overall timescale for the project (provisional)

1.2.1. Appointment of architect	30 September 2016
1.2.2. Draft designs from architect	31 December 2016
1.2.3. Public consultation start	Early February 2017
1.2.4. Public consultation ends	Mid March 2017
1.2.5. Architect Tender via OJEU	May 2017
1.2.6. Let architectural contract	August 2017
1.2.7. Procurement of construction	January 2019
1.2.8. Completion and opening	Mid 2020

FC/Sept 2016/ITEM 6 CALTHORPE PARK PAVILION

The members received the project summary, costs and tender authorisation form regarding a possible new Calthorpe Park multi-sports pavilion.

The scheme envisaged the construction of a two-storey multi-sports pavilion, incorporating indoor sports facilities, changing rooms, and a new clubhouse with kitchen and licenced bar facilities, to be positioned within the wooded/scrub area between the main park and Fleet Town Football Club

Members were reminded of the history relating to past discussions about the enhancement of Calthorpe Park facilities, the shortage of public car parking and exploration of ideas of how the football club car park could be made available.

This had resulted in the suggestion for a scheme that would attract majority funding from the Football Association and other sports funding bodies, and would replace the existing pavilion which would be demolished to create a new and larger car park for Calthorpe Park users

A multi-sports hub could result with a base for junior and senior men and women's football, tennis players, indoor short mat bowling, table tennis and many other potential uses not provided in the new Hart Sports Centre due to open in April 2017

The project is currently estimated to cost between £1.47m and £1.65m

Representatives of Fleet Ladies Football Club (Ladies football being a high priority of the Football Association) expressed their strong support for the scheme. They reported that Fleet was already recognised as a football hub of high standing by Hampshire FA and a new pavilion especially with facilities for women and girls, would help to develop the club

Members raised issues regarding the capacity of the existing stand, facilities for female officials, opportunities to develop other indoor sports, and confirmation that the club bar would be open to all members.

The possible £300,000 shortfall in funding would hopefully be raised through sponsorship deals.

It was noted that this would be an FTC led project (as opposed to the Football Club) and that a costed proposal would be required in order to test funding support from the FA. It was acknowledged that without substantial funding from the FA that the scheme would be beyond the means of FTC

Following careful consideration it was

RESOLVED

That the tender submitted by Tenderer C in the sum of £7,500 be accepted, for the submission of costings for designs for a multi-user pavilion to be sited in Calthorpe Park, the cost to be met from unbudgeted Reserves

FC/Sept 2016/ITEM 7 RISK MANAGEMENT

The members considered and adopted the recommendations of the Risk Management Working Group held on 13 July and 3 August 2016

RESOLVED

That the Risk Assessment Document and Action Plans set out in the notes of the meetings held on 13 July and 3 August 2016 be adopted

FC/Sept 2016/ITEM 8 COMPLETION OF EXTERNAL AUDIT 2014/15

The members received the Annual Return and report on the External audit from BDO for the year ended 31 March 2016

RESOLVED

The report of the external auditor for 2015/2016 is approved and accepted by Council and that the appreciation of the members for the work of the Town Clerk to achieve this be recorded

FC/ Sept 2016/ITEM 9 APPOINTMENT OF INTERNAL AUDITOR 2016/2017

The members considered the appointment of the Internal Auditor for 2016/2017

RESOLVED

To confirm the re-appointment of Eleanor Green, Do The Numbers, as the internal auditor for FTC for 2016/2017

FC/ Sept 2016/ITEM 10 COUNCILLOR AND CHAIRMAN'S ALLOWANCE

The members received and considered a report commissioned by HDC to consider the level of Parish and District Councillor Allowances

Members were reminded that that the current FTC policy was that members served on a voluntary basis and that only reimbursement of printing costs and child care costs incurred as a consequence of attending meetings, was provided

RESOLVED

That the existing policy be re-viewed by the P&F Committee and that consideration also be given to including car parking costs when attending meetings. Estimates of cost to be provided for inclusion in the 2017/18 budget provision.

FC/Sept 20 16/ITEM 11 FINANCIAL MONITORING

The members received the cash book, list of payments and list of receipts up to July 2016

RESOLVED

To receive into the minutes:

- a) Cash book up to July 2016
- b) List of receipts up to July 2016
- c) List of payments up to July 2016

FC/ Sept 2016/ITEM 12 CRICKET CLUBBOARD/COMMITTEE MEETINGS

It has been agreed with the Cricket Club that FTC appoint a representative to attend cricket club board/committee meetings

RESOLVED

That Cllr Cantle, with Cllr Oliver as reserve, be elected to represent FTC at cricket club board/committee meetings

FC/Sept 16/ITEM 13 COMMUNITY EMERGENCY PLAN

The members considered a report prepared by Cllr Schofield regarding the production of a community emergency plan.

It was explained that this was a government initiative supported by HCC and HDC whose aim was for communities and individuals to harness local resources and expertise to help themselves in an emergency in a way that complements the response of the emergency services

Members discussed local issues, especially in relation to flooding and sandbags etc.

It was reported by Cllr Bennison of HCC that the Fire and Rescue Service and an HCC officer would be available to assist in preparing a document and that model templates were available

RESOLVED

- a) To set up a working group to explore the potential for establishing a Crisis Management Group and an outline plan of potential actions comprising Cllrs Jasper, Smith and Walton with support from the Facilities and Open Spaces Manager
- b) The working group to present a course of action and associated financial implications to the November 2016 Council Meeting

FC /Sept 2016 ITEM 14 HCC DEVOLUTION

The members considered a report prepared by Cllr Schofield regarding HCC Devolution

Cllrs Chenery and Schofield would attend a meeting on 12 September 2016 and would circulate the outcome to members immediately afterwards. Members were invited to submit their views to the Town Clerk so that the Working Group could prepare an FTC response to meet the deadline which is currently 20 September 2016

RESOLVED

That Cllrs Gotel, Schofield and Walton be elected to draft a response on the HCC Devolution proposals to be circulated to all members for comment prior to submission to HCC

FC/Sept 2016 ITEM 15 CHRISTMAS DAY LUNCH

The members considered a report regarding the possible support of a lunch for lonely people on Christmas Day in Fleet.

Churches Together had taken the lead and were in discussion with local pubs, retailers and businesses and it was reported that a Duty Manager would be available to work on Christmas Day

The members agreed that they would like to assist with any associated room hire and staff costs

RESOLVED

That FTC contributes up to £1,000 for this event for items such as room hire and staff costs to be funded from an unbudgeted allocation and that an appropriate budget line for Christmas 2017 be included in the 2017/2018 budget.

FC/ Sept 2016 ITEM 16 CHRISTMAS FESTIVITIES

The members considered a report on the funding arrangements for the Christmas Festivities on Wednesday 23 November 2016.

The outline of the planned event and main stage programme were discussed and it was

RESOLVED

That a sum of £3,750 be allocated to support the festivities event in Gurkha Square from an unbudgeted allocation

FC/ Sept 2016 ITEM 17 BASINGSTOKE CANAL JMC

The members noted the report of Cllr Smith who had attended the Basingstoke JMC held on 30 June 2016

FC/Sept 2016 ITEM 18 REMEMBRANCE SUNDAY ARRANGEMENTS

The members noted the arrangements for Remembrance Day on Sunday 13 November 2016 with a service and refreshments in the Harlington and a parade and wreath-laying ceremony

Cllr Jasper and Cllr Woods (HDC) have agreed to act as volunteers but others are invited to help with serving refreshments

FC/Sept 2016 ITEM 19 NEIGHBOURHOOD PLAN UPDATE

Members noted the Neighbourhood Planning update prepared by Cllr Oliver as Chairman of the Neighbourhood Planning Group

FC/Sept 2016 ITEM 20 HCC/HDC

The following matters were reported:

HCC

- Boundary Commission proposals
- Fire and Rescue Authority reduction in membership from May 2017
- Police and Crime Commissioner matters
- Community Transport

FC/Sept 2016 ITEM 21 TOWN CLERK'S REPORT

The members noted the report of the Town Clerk who drew particular attention to:

- Boundary Commission proposals
- VAT issues
- Success of tennis family memberships
- Sink hole in Oakley Park
- Water consumption increase at Ancells Farm and the Harlington
- Pop up cinema on Friday 16 September 2016 in The Views

Cllr Jasper requested that the carpet be cleaned in the coffee shop

FC/Sept 2016 ITEM 22 DATE AND TIME OF NEXT MEETING

The next meeting of the Council will be on Wednesday 5 October 2016 at 7pm

There being no further business the meeting concluded at 9.11 pm

Chairman**Date.....**