



THE FLEET TOWN COUNCIL NOTICE OF MEETING

Notice is hereby given of

THE VIRTUAL MEETING OF FLEET TOWN COUNCIL

On

Wednesday 1st July 2020 at 7pm

All members are summoned to attend

Any members of the public wishing to attend the virtual meeting will need to contact Charlotte on charlotte.benham@fleet-tc.gov.uk by midday on Tuesday 2nd June 2020.

To Councillors: R. Schofield (Chairman), G. Carpenter, G. Chenery, P. Einchcomb, R. Harrison, L. Holt, A. Hope, K. Jasper, J. Kirkpatrick, A. Oliver, D. Pierce, R. Robinson, S. Tilley, S. Wheale, P. Wildsmith, G. Woods, J. Wright.

SIGNED:

Janet Stanton,
Town Clerk

Date: 23rd June 2020

AGENDA

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 Localism Act 2011, members must declare any interest 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.

Any member of the public wishing to ask a question at the virtual meeting, should contact and provide a written copy of the question to Charlotte on charlotte.benham@fleet-tc.gov.uk by midday on Tuesday 30th June 2020.

4. MINUTES OF PREVIOUS MEETINGS

To receive and approve as a correct record the minutes of the Council Meeting held on Wednesday 3rd June 2020 (*copies attached*).

To receive resolutions and consider approval of recommendations from the following committees and to return to committees any issues for reconsideration.

Development Control	11 th May 2020
	26 th May 2020
	8 th June 2020
	22 nd June 2020
RLA	17 th June 2020

5. HCC/HDC

To receive any update on HDC/HCC matters concerning FTC.

Any HDC/HCC Councillors wishing to provide an update at the virtual meeting, please contact Charlotte on charlotte.benham@fleet-tc.gov.uk by midday on Tuesday 30th June 2020.

Part 1 – ITEMS FOR DECISION

6. AUDITORIUM CEILING

To receive a verbal update on the progress of the Auditorium Ceiling inspection and to consider and to approve the non-structural works put in hand by the Clerk and Chairman of the Council whilst the scaffolding is in position. To also agree a budgetary allowance of £25k to cover any non-structural works required eg flat panel lights, Loler work, front or house bar, LED replacement strip lights, electrics (power distribution) etc.

RECOMMENDATION

- a. To approve the non structural works put in hand whilst the scaffolding is in position.
- b. To approve a budgetary allowance of £25k to cover this work.

Part 2 – ITEMS TO NOTE

7. FLEET TOWN COUNCIL - COVID19 RECOVERY

To note that the COVID19 Recovery Working Group is continuing to meet regularly to review the Council's activities in line with the latest Governance Guidance. *The notes of the meeting are attached for information.*

8. NEW COUNCILLOR VACANCY

To note that the Councillor vacancy for the Central Ward which was advertised for 14 working days has now closed. FTC is awaiting confirmation from the Elections Officer at HDC on whether 10 registered electors from the Central Ward have come forward and requested a by-election. If ten registered electors have not come forward then the Council will have the power to co-opt a councillor to fill the vacancy.

9. BUDGET 2021/2022

Members are asked to note that it will not be possible to start the budget process until September as there is still uncertainty on when public buildings / theatres / venues will be allowed to operate fully. The Budget Working Group will need to review the latest situation and if necessary bring any necessary recommendations to the Council meeting on 2nd September 2020.

10. COVID 19 UPDATE

To receive and note the COVID19 update report from the Clerk. *(copy attached)*

11. TOWN CLERK'S REPORT

To receive an update report from the Clerk.

12. DATE AND TIME OF NEXT MEETING

The next virtual meeting of the Council is scheduled to be held on Wednesday 2nd September 2020 at 7pm.

Part 3 CONFIDENTIAL ITEMS

Under the Public Bodies (Admission to Meetings) Act 1960 Exclusion of the public in accordance with Section 1(2) and by reason of the confidential nature of the business of the Town Council, the Public and Press will be excluded from the Meeting

The following types of business will be treated as confidential:

- a. Engagement, terms of service, conduct and dismissal of employees**
- b. Terms of tenders, and proposals and counter-proposals in negotiations for contracts**
- c. Receipt of professional legal advice and preparation of cases in legal proceedings**
- d. The early stages of any dispute**
- e. Matters of a Commercial nature**

13. CONTRACTUAL MATTER

To receive and approve revised documentation on a contractual matter.

RECOMMENDATION

To approve the documentation.

FLEET TOWN COUNCIL

MINUTES OF THE VIRTUAL ANNUAL COUNCIL MEETING

held on

Wednesday 3rd June 2020

PRESENT

Councillors: R. Schofield (Chairman), G. Carpenter, G. Chenery, P. Einchcomb, R. Harrison, L. Holt, A. Hope, K. Jasper, A. Oliver, R. Robinson, S. Tilley, G. Woods, P. Wildsmith, J. Wright, S Wheale (part time).

Also Present

Janet Stanton - Town Clerk
Susanna Walker - Committee Clerk
Wendy Allen - Office Manager
Charlotte Benham - Project and Committee Officer
Councillor John Bennison - HCC

FC June 2020 ITEM 1 APOLOGIES FOR ABSENCE

There were no apologies for absence.

FC June 2020 ITEM 2 DECLARATIONS OF INTEREST

Councillor Wildsmith declared an interest in Item 9 - Fleet Phoenix and Item 12 - Fleet Phoenix Covid19. Councillor Chenery declared an interest in Item 13 - Fleet Lion's Community Store.

FC June 2020 ITEM 3 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from the public.

Members were reminded of a question from the public, Mrs June White, read out at the Annual Council Meeting on the 13th May 2020, regarding the weekend rate for hirer's at Ancells Community Centre. Councillor Schofield confirmed that FTC had sent a response to Mrs White, detailing the charges at Ancells Community Centre. Members were made aware that a response had been received from Mrs White, which did not question the reply and her classes are continuing at Ancells. A copy of the email to Mrs White is attached to the minutes.

Councillor Schofield had attended a virtual meeting with Fleet BID and HDC, to discuss temporary works in Fleet Town Centre to allow the town to reopen over the coming weeks, but with appropriate social distancing. Councillor Schofield outlined the following potential works:

- The work would happen in several phases.
- The 1st phase would begin on 15th June 2020, with parking bays being taken out of service to increase the width of the pedestrian area.
- Phase 2 to be implemented around the end of June to pedestrianise part of Fleet Road, from Victoria Road down to Church Road. It would be pedestrianised for approximately 2-3 months until the government reviewed its policies on social distancing. HDC are submitting plans to LEP and DFT on Friday 5th June to secure funding.

FC June 2020 ITEM 4

MINUTES OF PREVIOUS MEETINGS

The minutes and confidential minutes of Council held on Wednesday 13th May 2020 were approved and signed by the Chairman, subject to Ruth Ashworth's name being removed from the RLA Committee in Item 8 – Nominations to Committees and Working Groups 2020/2021.

The Council also received the minutes of the following Committees and Working Groups:

Development Control	11 th May 2020
Policy & Finance	18 th May 2020

Members queried the Development Control minutes from 11th May 2020, as it appeared members had a copy of the minutes from 11th May 2020 with the front page from 27th April 2020. It was agreed to bring the minutes of 11th May 2020 back to Council in July with the correct front page.

Members were also made aware that the application to HDC for the Retail, Hospitality and Leisure grant funding for the loss of business to The Harlington had been approved and the funds are awaited.

FC June 2020 ITEM 5

HCC / HDC UPDATE

HCC

Councillor Bennison reported on the following:

- HCC had their first full meeting on 29th April 2020, in which they voted in the new Chair, Councillor Melville Kendal and Vice Chair, Councillor Marge Harvey.
- Across the county, HCC has looked at 166 pelican, puffin and toucan crossings and times for waiting have now been favoured for pedestrians. However, timings on the crossings are temporary.
- HCC had received approximately £800,000 from Central Government, for Town Centre works to prepare for the reopening of non essential shops and businesses. Fleet Town Centre was a potential beneficiary of the grant.
- Flooding.
- Hampshire Waste Sites have been open for 4 weeks. There have been issues with the number of visitors, queuing, and anti-social behaviour at the sites.
- HCC is introducing an online booking system for all Waste Sites by mid-June, allowing public to book a slot at a site up to 2 days in advance.
- There will be approximately 30,000 slots per week over HCC.
- Sites are only running at 25% of their usual activity.
- Opening times are currently 1000-1600. From 15th June, opening times will revert to 0900-1800.
- HCC finances are £10s of millions in the red, due to Covid19, which means huge savings will need to be made in the short term.

HDC

Members were updated on the following:

- Flooding Workshop. There is approximately £150,000 available to develop a business case for control of Fleet Flooding. EA will engage and discuss all options with stakeholders.
- All waste services have restarted, except green waste.
 - Letters will be sent out to all current green waste bin holders, to confirm a start date for them, based on their original collection day.
 - New customers for green waste will not be accepted during this time.
- Fleet Town High Street recovery plan.
 - Pedestrianising Fleet Road is temporary but will be reviewed in 3 months' time.
- Approximately 3,000 bus shelters around Hampshire will have social distancing signs and floor markings.

- Business grants are still available.
- A Discretionary Business Grant fund is available for small businesses who may have fixed assets or rental agreements. This grant scheme is open for 3 weeks and £700,000 is available.
 - Criteria are based on need and scale, and grants will be distributed during the last week of June.

FC June 2020 ITEM 6 APPROVAL OF 2019-2020 INTERNAL AUDIT

Members received the Internal Auditor’s Report for the 13th May 2020 visit, together with the list of recommended actions. Under the action Contracts and Procurements, members were made aware that FTC should have clearly stated the name of the winning contractor for the Calthorpe Playground bid, who in this instance are Caloo Ltd. Members also noted that the Earmarked Reserves recommendation had been actioned, and that the action for Precept Value had been taken.

RESOLVED

To receive the Internal Auditor’s Report and approve the action plan.

FC June 2020 ITEM 7 ANNUAL GOVERNANCE AND ACCOUNTABILITY REVIEW (AGAR)

- a. Members noted the recommendation of the Policy and Finance Committee (Item 10, 18th May 2020) on the effectiveness of the system of internal financial control and preparation of the Annual Governance Statement (Part 3 Sections 1 and 2).

Members reviewed again each of the statements and agreed that there was a sound system of control for the preparation of the Council’s Accounting Statements and agreed that all points on the Annual Governance Statement had been adhered to, as read out by Councillor Schofield.

- b. Members discussed, questioned, reviewed and agreed with the accounting statements set out in Section 2 of the AGAR.

RESOLVED

- a. To approve the Review of Effectiveness of the system of internal control - Section 1, and agree that the Chairman signs the Annual Governance and Accountability Return Part 3 for 2019-2020 on behalf of the Council.
- b. To approve the Accounting Statement - Section 2.

FC June 2020 ITEM 8 APPOINTMENT OF INTERNAL AUDITOR FOR 2020/2021

Members were made aware that the current internal auditor, Eleanor Green from Do The Numbers, has successfully worked with FTC for a number of years and keeps abreast of all good accounting practises.

RESOLVED

To confirm the re-appointment of Eleanor Green, Do The Numbers, as the internal auditor for Fleet Town Council for 2020/2021.

FC June 2020 ITEM 9 FLEET PHOENIX

Councillor Schofield suggested to members that they discussed Item 9 – Fleet Phoenix at the same time as Item 12 – Fleet Phoenix Covid19, as both items related to Fleet Phoenix and the premises they were using.

In relation to Item 9, Members noted that further to the meeting of the Policy & Finance Committee on 18th May 2020, rent for the Fleet Phoenix office in the Point for 2020/2021 would be waived and that due to the current situation, this expense to be allocated to the COVID19 support and not from the Grant allocation. Members discussed that this expense only be allocated to the COVID19 support, until business returned to normal.

RESOLVED

With regards to Item 9, to approve that the rent be waived for Fleet Phoenix for 2020-2021 and is included in the COVID19 support expenses and not taken from the Grant Allocation.

FC June 2020 ITEM 10 COMMITTEE MEMBERSHIP

Members considered Councillor Wheale's membership of the Recreation, Leisure & Amenities and Policy & Finance Committees for the government year 2020/2021.

RESOLVED

To acknowledge and approve Councillor Wheale's membership of the Recreation, Leisure & Amenities and Policy & Finance Committees for the government year 2020/2021.

FC June 2020 ITEM 11 FLEET TOWN COUNCIL COVID19 RECOVERY

Members considered that due to the gradual easing of the COVID19 lock-down, recovery plans for FTC need to be put in place. Members discussed that the recovery plan be managed through a working group consisting of the Chairs and Vice Chairs of the Council, Policy & Finance and Recreation, Leisure & Amenities Committees, the Clerk and the General Manager of The Harlington. Any key issues would then be brought from this group to Council.

It was agreed that the current RLA Chair and Vice Chair would sit on this working group. It was also suggested that Councillor Tilley join this group, as she is the representative from the Hart Parish and Town Councils for HDC's Sounding Board group for the District wide Recovery Project.

RESOLVED

To approve the formation of COVID 19 Recovery Working Group consisting of the Chairs and Vice Chairs of the Council, Policy & Finance and Recreation, Leisure & Amenities Committees, The Clerk and General Manager of The Harlington, with the addition of Councillor Tilley as part of this group.

FC June 2020 ITEM 12 FLEET PHOENIX – COVID19

Members noted that during this unprecedented time, Fleet Phoenix has been operating a food bank and giving support to local families from The Point. However, due to Fleet Baptist Pre School returning to operate from The Point, and the operational challenges Fleet Phoenix would face because of this, members agreed that FTC will give Fleet Phoenix free use of the RVS building to enable them to continue their work of distributing food and supporting the local community.

Councillor Chenery voiced Managing Director of Fleet Phoenix, Charlotte Tickner's special thanks to Janet Stanton and Ben Crane for all their help and support to Fleet Phoenix at this time.

RESOLVED

To approve the free use of the RVS building by Fleet Phoenix to continue their work of supporting the local community with a food bank during this COVID 19 pandemic.

FC June 2020 ITEM 13 FLEET LIONS COMMUNITY STORE

Members considered the request from the Fleet Lions to install an additional container into the leased area of the Community Store to house equipment for their IT Refurbishment Project. Members noted that this is an ongoing project with Fleet Lions but during the lock down with the introduction of home schooling, this project and the equipment refurbished has been vital to families without access to computers and to help with distanced learning. Members also noted that since the beginning of lock down, until the end of March Fleet Lions had successfully refurbished over 200 computers.

RESOLVED

To approve the siting of an additional container within the Lions Community Store compound.

FC June 2020 ITEM 14 THE HARLINGTON UPDATE

Members noted that a copy of the lease for The Harlington has been sent back to HDC, along with a covering letter, outlining FTC's position. This has been received and acknowledged by HDC and a copy of the proposed lease has been sent to Basingstoke and Dean Legal Services.

Members were made aware that following on from the Harlington condition survey, further identified investigations are now underway. Valbro Scaffolding Company has been awarded the contract to erect all scaffolding in the auditorium. Investigations and any essential refurbishment work are being carried out while the Harlington is closed to ensure the auditorium will be fully refitted by the time the government lifts the ban on live performances and audiences can return.

FC June 2020 ITEM 15 CALTHORPE PARK PLAYGROUND UPDATE

Members were advised that the ground work has now started on Calthorpe Park playground.. Members noted that although large pieces of equipment will be installed, any moving parts will not be installed until nearer the date of the park being opened. Progress photos will be uploaded onto social media. CCTV equipment installation will be finalised before the park opens to the public

FC June 2020 ITEM 16 HART DISTRICT COUNCIL BEGINNING OF "RECOVERY"

Members noted that HDC has started the process of looking at its "recovery" to include the impact on the local community and what can be done to ameliorate those impacts and the impact on their organisation - what has been learnt and what may be done differently in the future. Councillor Tilley is the representative from the Hart Parish and Town Councils, to be part of a Sounding Board to help with this project.

FC June 2020 ITEM 17 TOWN CLERK'S REPORT

Members received the Town Clerk's report and noted the following:

- The Councillor vacancy is now being advertised. FTC has to wait 14 working days to see if 10 or more people come forward and ask HDC for a bi-election.
 - If a bi-election is required, it will not take place until May 2021.
 - If less than 10 people come forward, then FTC can co-opt.
- Tennis courts have now all reopened.

- There have been 75 new tennis memberships in the last 4 weeks.

With regards to hard copies of the meeting agenda packs, members were asked to contact the Committee Clerk if they wanted an agenda pack or not.

FC June 2020 ITEM 18 DATE AND TIME OF NEXT MEETING

The provisional date of the next virtual meeting of the Council is scheduled for Wednesday 1st July 2020 at 7pm.

There being no further business the meeting closed at 8.24pm.

Signed.....

Date:.....

Chairman

Part 3 CONFIDENTIAL ITEMS

Under the Public Bodies (Admission to Meetings) Act 1960 Exclusion of the public in accordance with Section 1(2) and by reason of the confidential nature of the business of the Town Council, the Public and Press will be excluded from the Meeting

The following types of business will be treated as confidential:

- a. Engagement, terms of service, conduct and dismissal of employees
- b. Terms of tenders, and proposals and counter-proposals in negotiations for contracts
- c. Receipt of professional legal advice and preparation of cases in legal proceedings
- d. The early stages of any dispute
- e. Matters of a Commercial nature

There were no confidential items.



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Virtual Meeting held on Monday 11th May 2020

Present:

Cllr Holt (acting chair)
Cllr Schofield
Cllr Pierce – *comments sent*
Cllr Jasper
Cllr Hope
Cllr Robinson
Cllr Carpenter

Officers: Charlotte Benham – Projects and Committee Officer
Janet Stanton - Clerk

1	Apologies Cllrs: Wildsmith
2	Declarations of interest to any item on the agenda None declared
3.	Public Session None 'present'
4	Approval of the Minutes The minutes of the development and control meeting that would have been held on Monday 27 th April were accepted as a correct record of the meeting.
5	20/00513/HOU The Grove , 60 Church Road, Fleet, GU51 4LY Erection of a wooden Amended Plans: Tree protection plan submitted. Comments required by 4 May OBJECTION Tree protection and preserving the character of the Conservation are key <ul style="list-style-type: none">The HDC Tree Officer appears to accept the tree protection plan but the proposal is the construction of a slab directly onto the ground apart from a membrane – usually you need to provide an air space between the slab and the ground in the root zone.

The tree protection needs to submit more details to show how the foundations will protect the tree roots and allow water and air to permeate into the soil.

20/00741/HOU

Eyres Crown Gardens Fleet Hampshire GU51 3LT

[Erection of a single storey side extension and replacement of ground floor rear window](#)

Comments required by 20 May

NO OBJECTION

To proposed extension in principle however there are issues with the trees that need to be dealt with before approval is given:

- This extension will be a few feet from a large mature TPO'd tree. The tree is up to the fence and will be in the centre of the extension. All the trees on the neighbouring development, Moorland Close, had the trees on its boundaries protected. A study must be done to determine how the work can be done without damaging the tree and what measures must be taken
- Also, the tree mentioned above is not marked on the drawing

20/00895/HOU

14 Grantley Drive Fleet Hampshire GU52 7SA

[Erection of a single storey rear extension and dropped kerb](#)

Comments required by 19 May

NO OBJECTION

Hampshire Highways to approve drop kerb

Potential for garages to become annex?

20/00923/HOU

Timbers Avenue Road Fleet GU51 4NG

[Erection of a single storey rear extension, conversion of garage into habitable accommodation, and alterations to fenestration](#)

Comments required by 22 May

NO OBJECTION

- Generally a sympathetic modification to the property that blends well with the host building and conserves the character of the North Fleet Conservation Area.
- Adequate tree protection measures have been planned.

20/00913/FUL

Imac Systems Ltd Upper Street Fleet GU51 3PE

[Demolition of the existing building and erection of 8 x 2-bed apartments with new access to the public highway](#)

Comments required by 25 May

OBJECTION

- There has been a previous application for flats on this site - this is a further attempt to change the character of this part of Fleet on the basis that two blocks of uncharacteristic flats have been allowed on adjacent or nearby sites.
- This development breaches Fleet Neighbourhood Plan Policy 10 General Design Management:
 - 10.1 The proposed design does not complement or integrate with the neighbouring properties, even with the adjacent new development. In relation to the older properties in the street it is out of scale, increases local density and the material and access are generally not in keeping
 - 10.2 The design does not reflect the high quality local design references and does not reinforce local distinctiveness
 - 10.3 The block shows balconies on the front elevation up to the second floor which do not respect neighbouring buildings - these balconies are at or above the first floor windows of houses opposite so loss of privacy
 - 10.8 Calls for parking to be well integrated, not dominate the site and to adhere to Hart District Council's adopted parking standards. The hard standing and parking area dominate the site and significantly reduce the amenity area on the site
 - 10.11 Requires development to be integrated with the existing pathways and should not restrict transit of cyclists or pedestrians. The bin store fronts directly onto the pavement and it appears that residents will need to access the store from the pavement. The store doors opening directly onto the pavement will restrict pedestrians.
- Breaches Fleet Neighbourhood Plan Policy 19 regarding on-site parking and the provision which for two bedroom flats which should be 20 spaces with visitor parking. Only one per flat is provided.
- Harts newly adopted Local Plan Policy H1 Housing Mix states "new homes will be supported where they provide an APPROPRIATE MIX of dwelling types and sizes having regard to the most up to date evidence of housing need
 - The Policy further states "development proposals for new homes must be supported by an explanation of the proposed mix of new homes in the context of the above criteria and proposals that do not meet one or more of the criteria may be supported provided they are justified in relation to evidence of housing need, viability, or site specific physical or environmental constraints
 - Paragraph 169 of the plan states "Applicants should explain their proposed housing mix using evidence and in the context of the policy criteria
- In relation to good design, the proposal breaches Policy NBE10 a) as does not incorporate the distinctive qualities of its surroundings and is not sensitive to its surroundings
- In this post Covid-era design should accommodate and minimise some of the features that have been shown to increase risks to the spread of a virus as high death rates have occurred in the more densely developed areas. Residents have been demonstrated to experience greater levels of stress where they do not have ready access to personal open space. The amenity area of the site is significantly compromised by having to provide only 8 parking spaces on the site let alone 20. There has been an excessive number of flats developed in the Fleet area in recent time and the need for further flats with the increased risk they pose with a serious viral problem should be reviewed.

- Table 1 Sources of Housing supply clearly show that the majority of the housing requirement is met by sites with Planning permission or already identified leaving a requirement of only 276 windfall sites across the whole District over the entire Plan period. There is therefore no great pressure to accept inappropriate development at higher than necessary densities with limited amenity space.
- Internally the flats meet minimum space standards, but only just, Flats 7 and 8 are only 71.5 and 72.9 square metres respectively (the plans misleadingly quote square feet), but the main living space for the kitchen, dining area and main living area is only 29 sq metres per flat, even in the largest flat of 92.9 square metres. This is a very cramped living space and cannot be deemed good design.

20/00931/HOU

36 Greenways Fleet Hampshire GU52 7XG

[Erection of a front porch, single storey rear extension and internal alterations](#)

Comments required by 26 May

NO OBJECTION

Generally looks OK , but question if it is intended that the roof of the new extensions spans across and includes the garage?

20/00937/HOU

11 The Lea Fleet Hampshire GU51 5AX

[Demolition of conservatory and erection of a part two storey part single storey rear extension](#)

Comments required by 26 May

OBJECTION

- This is a 4m extension to the east of the neighbouring semi detached house and will therefore take away early morning light from the neighbours downstairs rear windows
- The rear two storey extension will dominate the neighbour, No.13, and shade the rear in the morning.
- Possible breach in 45 degree rule – should be checked

20/00896/HOU

2 Streamside Fleet Hampshire GU51 3LX

[Erection of a single storey infill side extension with changes to the rear fenestration](#)

Comments required by 26 May

NO OBJECTION

20/00951/FUL

Baptist Church Basingbourne Road Fleet GU52 6TH

[Erection of a single storey rear extension](#)

Comments required by 26 May

NO OBJECTION

20/00917/HOU

2 Cheswell Gardens Church Crookham Fleet GU51 5NJ

[Erection of a detached garage](#)

Comments required by 28 May

OBJECTION

The owner has installed attractive greenery already to help to make it blend in however the following are issues:

- Support the tree officers comments that a detailed tree plan and what protection measures will be taken needs to be submitted. Also, the drawings do not show the 3 large mature oak trees on the grass verge next to the pavement - these are up against the fence. A tree specialist needs to determine how the structure can be built, without damaging these 3 trees and the owners 2 trees at the back of the site.
- The structure has a large footprint at 56 sq.m.
- At 4.5 m high it will have a significant visual impact close to the main road
- It is not clear how the garage is accessed from within the plot
- The site is steep and drawings should submitted to show how the levelling can be done without damaging the roots
- The garage appears to be quite large/bulky
- Materials need to be in keeping

20/00557/HOU

Oaklands , 21 Albany Road, Fleet, GU51 3NB

Erection of single storey front, side and rear extensions, remove and raise roof height to create a first floor, installation of photovoltaic panels to side roof slope, alterations to fenestration, erection of a summer house following demolition of existing outbuildings, extend driveway and increase width of dropped kerb

Amended Plans:

Garage pulled back and increased rear extension

Comments required by 14 May

OBJECT

Previous comments stand:

Proposed amendment does not address the key issues raised previously i.e. that this development is in breach of Fleet Neighbourhood Plan Policy 11 – loss of a bungalow

20/00947/HOU

7 The Lea Fleet Hampshire GU51 5AX

Erection of a part single storey side and part two storey side and rear extension. Erection of front porch with canopy

Comments required by 29 May

OBJECTION

- This is progressive creep - having secured a 6m ground floor extension, an application has now been submitted for a two storey side extension
- The proposed two storey extension to the front above the extended porch is of a poor design - a random collection of roof pitches, could be improved!
- Whole front garden area will be converted to parking which breaches Fleet Neighbourhood Plan Policy 15, that 50% of front gardens should be retained as soft landscaping

	<ul style="list-style-type: none"> Possible breach in 45% rule as the extension will dominate the neighbours
6	<p>Noted:</p> <p>Weekly List</p>
7	<p>Noted:</p> <p>Planning Enforcement notices</p>
8	<p>Noted:</p> <p>Hart Planning Meeting Dates</p> <p>N/A</p>
	<p>Date of Next Meeting</p> <p>25th May, 18:30 for 19:00 virtually</p>

Planning

- It was agreed that Clarke/Wigston/Kinglake could be included on the list of future street name suggestions for Hartland Village

Meeting closed: 7.50pm

Signed:.....

Date:



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Virtual Meeting held on Tuesday 26th May 2020

Present:

Cllr Holt
 Cllr Schofield
 Cllr Pierce – *comments sent*
 Cllr Jasper
 Cllr Hope (acting chair)
 Cllr Robinson

Officers: Charlotte Benham – Projects and Committee Officer

1	<p>Apologies</p> <p>Not present, Cllr: Wildsmith and Carpenter</p>
2	<p>Declarations of interest to any item on the agenda</p> <p>None declared</p>
3.	<p>Public Session</p> <p>None 'present'</p>
4	<p>Approval of the Minutes</p> <p>The minutes of the development and control meeting that would have been held on Monday 11th May were accepted as a correct record of the meeting.</p>
5	<p>20/00965/HOU 41 Brookly Gardens Fleet Hampshire GU51 3LL Demolition of the front entrance canopy and single storey side extension and erection of a two storey side extension, single storey side extension. Erection of entrance canopy and alterations to fenestration. Comments required by 3 June</p> <p>OBJECTION</p> <ul style="list-style-type: none"> • Proposal is a real mix of finishes, colours and textures - black timber cladding to side extension/rear, white render, brick tile and black boarding to front, a mix of white & black window frames. This is not in keeping with local character • Breach of Fleet Neighbourhood Plan Policy 10: <p>10.1 Development does not complement and integrate with neighboring properties</p>

10.2 Architectural design does not reflect high quality local design references, nor reflect or reinforce local distinctiveness
10.5 Significant increase in roof area and impermeable surfaces but no details of dealing with faster runoff including use of SUDS
10.8 It is not clear that adequate parking is required in accordance with Hart recommendations, but there is no increase in bedrooms

- Development across the full width of the plot – over development of site?
- Plans don't show the neighbour's large tree next to the fence where extension will be only 400mm away, a proper plan needs to be submitted to show how work can be done without damaging tree roots, especially in regards to foundation design
- Plans configured to provide potential annexe due to shower room and two studies - this would then affect parking

20/01019/HOU

2 The Aloes Fleet Hampshire GU51 3QA

[Demolition of conservatory and erection of a first floor side and single storey rear extension. Part garage conversion into habitable accommodation and alterations to fenestration.](#)

Comments required by 4 June

OBJECTION

- Overdevelopment of site – 5 bedroom house on a small plot
- Show 3 car spaces wide = 7.2m minimum on an overall plot width of 11m. Would need a wide dropped kerb to legally access the plot
- Does not comply with Fleet Neighbourhood Plan Policy 15 - Residential Gardens (section 15.2) require that conversion to front garden parking retains at least 50% of the original area as soft landscape
- Removal of two trees for parking – submit tree survey and parking plan

20/01013/HOU

4 The Aloes Fleet Hampshire GU51 3QA

[Demolition of conservatory and erection of a single storey rear extension.](#)

Comments required by 4 June

OBJECTION

- Possible breach in 45 degree rule
- Looks as if No.2 has borrowed No.4s extension plan and No.4 has now increased the rear extending out 4m and height of extension 4m – will take some light away from neighbouring property
- Parking issue was not addressed in approving original extension to 5 beds

20/00757/FUL

Infineon House Fleet Mill Minley Road Fleet Hampshire GU51 2RD

[Erection of a two storey building containing 6 one bedroom apartments with associated car and cycle parking and hard and soft landscaping and relocation of substation](#)

Comments required by 4 June

OBJECTION

- Flats are approx 10% bigger than the minimum standard, 2 with 20m² outside space and 4 flats share 140 m².
- Proposed bin store for their own domestic rubbish and that of Lorica House (30 flats) right outside their front door is poor design plus all of the Lorica flats will have to trail waste to a site across access road
- Only one space per flat with one visitor space – question if it meets Harts parking standard for Zone 1?
- Hart Local plan and housing type allocation – what is the evidence that we need more 1 bedroom flats when we already have Lorica House and Infineon house on the same development site and the Office to residential conversions on Ancells Business Park which are predominantly 1 bedroom flats
- Planning Statement appeals to the governments sustainable development criteria of supporting economic, social and environmental objectives: b) a social objective – to support strong, vibrant and healthy communities, by ensuring that a sufficient number and range of homes can be provided to meet the needs of present and future generations; and by fostering a well-designed and safe built environment, with accessible services and open spaces that reflect current and future needs and support communities' health, social and cultural well-being;
- Where is the evidence that this number of one bedroom units meets the needs of our future generation. Do dense areas of small flats with limited amenity areas support health and social well being?
- Lack of overall open amenity space on site is going to place greater pressure on the immediate limited open green space. Post Covid design standards, especially access to safe personal space is going to be a necessity specially to address the mental health needs of residents who may well be subject to further periods of lockdown
- No affordable housing has been provided on the whole site by manipulating the use of permitted development rules and only adding an additional number of flats that remain below the affordable requirement. If this development goes ahead that will be a total of 60 flats on site of which 24 should have been affordable – that number then forces up the number of additional homes required to a further 60 units above the overall Local Plan number just to make up the on-site short fall. The whole development is drive by economic gain by the developer not the benefit of the community
- Concerned site will become a 'ghetto'

20/01051/ADV

219-221 Fleet Road Fleet GU51 3BW

[Replacement of existing ATM header signage.](#)

Comments required by 8 June

NO OBJECTION

20/01046/FUL

Victoria House 18 - 22 Albert Street Fleet Hampshire GU51 3RJ

[Erection of part two storey, part three storey building to create 9 no. flats \(4 no. 1-bed flats and 5 no. 2-bed flats\) in the car park serving Victoria House and relocated vehicular access.](#)

Comments required by 9 June

OBEJCTION

- Do not need more flats – should prove need for them
- This is a development with no amenity space outside hard standing car parking. Where is the nearest amenity space?
- Flat sizes: one bed x 2 person flats 52 (Min 50) and 2 Bedroom x 3 person 63 (min 61) so only just meets the bare minimum standards
- A mix of properties should be provided – where do future generations upgrade to otherwise?
- Elevation on Albert Street is totally out keeping with local style and adjacent properties. Balconies to front elevation opposite small traditional residential properties plus balconies will overlook neighbours. Does not meet Fleet Neighbourhood Plan Policy 10
- Inadequate parking – only 9 provided and need 14+. Also the road is already very busy / has parking problems
- Will the loss of parking for other building be acceptable?
- There is no landscaping at all so will look like an industrial building. That side of the road looks industrial all the way to Church Road, whilst the other are attractive traditional Edwardian houses

20/00762/HOU

124 Kings Road Fleet GU51 3DU

[Removal and raising of the roof and insertion of one rooflight to one side and four rooflights to the other side to create a first floor, erection of a first floor side extension and alterations to fenestration](#)

Comments required by 10 June

OBJECTION

- Just meets Fleet Neighbourhood Plan Policy 11 as appears to retains a bathroom and one bedroom downstairs and the existing property is a chalet bungalow and has a staircase
- However the proposed design totally conflicts with Policy 10, General Design Management:

10.1 Does not complement or integrate well with neighbouring properties especially in the use of materials

10.2 Architectural design does not reflect high quality local design references – totally out of keeping

- Are the two current bedrooms in the roof legitimate? If not then is a proper parking plan required
- It will dominate No.122 and may possibly breach the 45 degree rule
- Should submit a plan of the front showing the open water course, the car parking with no 3 in tandem and 50% soft landscaping
- Totally out of keeping with street scene

20/00954/HOU

13 Marlborough Close Fleet Hampshire GU51 3HY

[Erection of a two storey side extension following demolition of existing attached garage and single storey rear extension](#)

Comments required by 10 June

	<p>OBJECTION</p> <ul style="list-style-type: none"> • Loss of a garage and increase from 3 to 4 beds – a dimensioned parking plan that also demonstrates retaining 50% front garden as soft landscaping as per Fleet Neighbourhood Plan Policy 15 needs to be submitted • Assume bricks will match existing – if not they should do to be in keeping
6	<p>Noted:</p> <p>Weekly List</p>
7	<p>Noted:</p> <p>Planning Enforcement notices</p>
8	<p>Noted:</p> <p>Hart Planning Meeting Dates</p> <p>N/A</p>
	<p>Date of Next Meeting</p> <p>8th June, 18:30 for 19:00 virtually</p>

Meeting closed: 7.30pm

Signed:.....

Date:



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Virtual Meeting held on Monday 8th June 2020

Present:

Cllr Holt
Cllr Schofield
Cllr Pierce – *comments sent*
Cllr Jasper
Cllr Hope (acting chair)
Cllr Robinson
Cllr Carpenter

Officers: Charlotte Benham – Projects and Committee Officer

1	Apologies Not present, Cllr: Wildsmith
2	Declarations of interest to any item on the agenda None declared
3.	Public Session None 'present'
4	Approval of the Minutes The minutes of the development and control meeting that would have been held on Tuesday 26 th May were accepted as a correct record of the meeting.
5	20/00980/HOU 34 Fir Tree Way Fleet Hampshire GU52 7NB Erection of a single storey rear extension. Comments required by 15 June NO OBJECTION however <ul style="list-style-type: none">• The plot is within the Basingstoke Canal Conservation Area where rear views can be an issue• Fleet Neighbourhood Plan Policy 14.1 requires development to be of a scale and design to reinforce the locally distinctive character of the area. This property and the adjoining properties have no real heritage value and are therefore of no great significance

20/01084/HOU

Fairhaven House Avondale Road Fleet GU51 3BH

Erection of a single storey front extension to accommodate a new double garage and alterations to fenestration.

Comments required by 15 June

OBJECTION

- Concern about protection of tree root zone during construction. Does not address access to garage either, page 13 of tree report drawing shows the front area will need to be re-landscaped to allow access to the second garage, a new plan for this should be submitted. Ground may be compacted if existing garage has been used. No dig groundwork will be required
- Garage does not have any dimensions
- Garage roof not in keeping with existing roofs – very low
- Unusual design – question why they show parking provision for 3 cars outside the proposed double garage; especially as they are bringing one garage back into service. Possible future development of the extension?

20/01172/HOU

12 Spruce Way Fleet Hampshire GU51 3JB

Demolition of existing porch and erection of a single storey front extension.

Comments required by 19 June

NO OBJECTION

Proposal is an improvement to front elevation

20/01166/FUL

104 Fleet Road Fleet GU51 4PA

Erection of a first floor rear extension with undercroft parking below. Erection of dormer window to front and rear. Alterations to shopfront, internal alterations and alterations to fenestration. Conversion of loft space to create 1 x 1 bedroom flat.

Comments required by 23 June

OBJECTION

- Concern about inadequate parking – only 4 spaces provided when there needs to be 5 + visitors + commercial parking. There needs to be a breakdown of the number of car spaces needed to meet Hart's standards for the 3 flats and ground floor businesses
- Parking may not be workable as cars parked behind each other are from different dwellings and there is little room to manoeuvre cars in road leading to underground carpark. New spaces also on steep slope
- Fleet Neighbourhood Plan Policy 19.1 breached
- Drawings appear to not tie up – where is the terrace, shown on plan but not on elevations?
- Waste bins are a potential problem as the placement on Church Road is impractical
- Overdevelopment of site
- More 1 bed flats not needed and they have no amenity space

20/01222/PRIOR

11 Tavistock Road Fleet Hampshire GU51 4EH

[Notification of a Proposed Larger Home Extension for a single storey rear extension](#)

Comments required by 18 June

NO OBJECTION subject to

- The tree on neighbours front lawn close to proposed extension needs to be protected during construction – roots must be protected during foundation works
- There appears to be some scale distortion between the various drawings, especially the block plan
- Building right onto the boundary so roof drainage needs looking at
- No indication of materials - hopefully these will be matching

20/01132/HOU

38 Cove Road Fleet Hampshire GU51 2RN

[Erection of a single storey rear extension following demolition of existing single storey rear extension](#)

Comments required by 25 June

OBJECTION

- Length of extension is excessive and will dominate neighbour no.36 and reduce natural light to ground floor, not to mention they will have to look at a 3m high wall extending some 8m beyond the back of the house
- New bedroom increases number from 2 to 3 so a car parking plan must be submitted that meets Hart's standards
- Over development of site?

20/01021/FUL

12 Reading Road South Fleet Hampshire GU52 7QL

[Erection of building forming 3 x 1 bed flats and commercial unit following demolition of existing retail unit](#)

Comments required by 29 June

OBJECTION

- Don't need more 1 bed flats – demonstrate the need for them
- Flats only just meet minimum size standards – no amenity space or access to open space i.e. balconies. Poor post covid-19 design
- No car parking provisions in and area that already has parking problems. Reliance on a Crowthorne Appeal to support no parking provision, but every application on its merits. On street parking is not feasible, public car parks are across the main road requiring parking permits at £1,000 per annum. Victoria Road car park or Harlington Way on-street parking are the only options.
- Refuse bins will need to be left out on Reading Road South for kerbside collection and there are narrow pavements in this area
- No references to Fleet Neighbourhood Plan or policies made
- Commercial space on first floor poor design and not practical

6	<p>Noted:</p> <p>Weekly List</p>
7	<p>Noted:</p> <p>Planning Enforcement notices</p>
8	<p>Noted:</p> <p>Hart Planning Meeting Dates</p> <p>N/A</p>
	<p>Date of Next Meeting</p> <p>22nd June, 18:30 for 19:00 virtually</p>

Meeting closed: 7.30pm

Signed:.....

Date:



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Virtual Meeting held on Monday 22nd June 2020

Present:

Cllr Holt
Cllr Schofield
Cllr Jasper
Cllr Hope (acting chair)
Cllr Carpenter

Officers: Charlotte Benham – Projects and Committee Officer

1	Apologies Not present, Cllr: Wildsmith, Cllr Pierce, Cllr Robinson
2	Declarations of interest to any item on the agenda None declared
3.	Public Session None 'present'
4	Approval of the Minutes The minutes of the development and control meeting that would have been held on Monday 8 th June were accepted as a correct record of the meeting.
5	20/01249/HOU 10 Cedar Drive Fleet Hampshire GU51 3HD Conversion of garage into habitable accommodation and alterations to fenestration. Comments required by 29 June NO OBJECTION <ul style="list-style-type: none">• Loss of garage and increase in bedrooms but looks as if there is adequate parking on site – a dimensioned parking plan should be submitted to check this• Basic design but no increase in mass over existing structure• Suggest that street elevation would be improved with addition of a window to reflect host dwelling however

20/01254/HOU

19 Farnham Road Fleet Hampshire GU51 3HZ

Erection of a single storey extension to front of garage and single storey rear extension.

Comments required by 30 June

NO OBJECTION

However garage does not comply with Hart's standard but extends existing – a dimensioned parking plan should be submitted to check this

20/01266/HOU

8 Highdown Fleet Hampshire GU51 4PS

Extension to first floor dormer to create en suite shower room

Comments required by 1 July

NO OBJECTION as long as obscure glass

20/01275/HOU

22 Osborne Drive Fleet Hampshire GU52 7LL

Demolition of existing lean-to and erection of a single storey lean-to extension and new front porch.

Comments required by 1 July

NO OBJECTION

- But could possibly become an annexe in future? Would then be inadequate parking
- Also tree needs protecting during construction

20/01286/PRIOR

68 Church Road Fleet Hampshire GU51 4LY

Erection of single storey rear extensions following demolition of existing conservatory and alterations to ground floor side fenestration

Comments required by 25 June

NO OBJECTION

Subject to trees being protected during the works

20/01284/HOU

22 Spruce Way Fleet Hampshire GU51 3JB

Proposed formation of bay window to front following removal of bow window and part conversion of garage to habitable accommodation. Alterations to fenestration

Comments required by 25 June

OBJECTION

- Small development of faux Georgian architecture. Change to the bay is different, but not significant.
- Front garden dimensions need to be checked - depth stated to be 6.9m but only a little wider than 2 parked cars. No change in beds, but loss of garage. A dimensioned parking plan that meets Hart's standards should be submitted
- Breaches Fleet Neighbourhood Plan Policy 15 – 50% front soft landscaping should be retained
- Conversion to utility room 5m x 2.4m??

20/01281/FUL

8 Linkway Parade Linkway Fleet GU52 7UL

Retention of change of use from retail (Land Use Class A1) to cafe (Land Use Class A3) with a proposed hot food take away use (Land Use Class A5) and external alterations associated with installation of kitchen extraction equipment

Comments required by 2 July

OBJECTION

- “Waste Storage and Collection to be as existing” stated in the application form but does existing café have waste oil?
- Opening hours are stated to be as existing 08:00 - 18:00 Mon-Sat and 08:00-17:00 Sun and Hols which is uncharacteristic for a takeaway service. Will likely be extended
- Issues raised again regarding quality of food on a main school run – is this a planning issue or public health issue?
- Tech spec says extraction system is highly technical and filters will need regular cleaning
- Note original application has gone to appeal
- The same issues as before still stand i.e. the noise, smells from a low level exhaust pipe, possible littering etc.

20/01194/HOU

20 Copse End Fleet Hampshire GU51 4EQ

Erection of a single storey front extension

Comments required by 2 July

NO OBJECTION however

- Front elevation drawings do not clearly define the boundary between No.20 and the neighbour – it is an end terrace/semi
- Does not enhance the front elevation but does not take any light from the neighbouring property and not exposed street scene

20/01283/HOU

Pine Hill House Hagley Road Fleet GU51 4LH

Erection of detached double garage following demolition of detached single garage

Comments required by 6 July

OBJECTION

- Technical – there is no scale bar on the drawings so should have been rejected.
- The main issue is the protection of the oak tree to the front garden which may have a TPO, but if not then it is still in the North Fleet Conservation Area and requires adequate protection
- The proposed protective fencing is impractical as there needs to be some working space for the erection of the garage. The proposed foundation treatment may be inappropriate for the extent of the intervention into the Root Zone- should be a no dig solution preferably supported on screw piles. Tree Officer should look at this application

20/01129/FUL

Pioneer House Unit 2 Fleetwood Park Barley Way Fleet

Create two additional floors of development creating 25 new flats (19 no. 1-bed flats and 6 no. 2-bed flats) (net increase in 18 units) including external alterations

Comments required by 6 July

OBJECTION

- Adding additional floors to permitted development
- Hart Local Plan Policy H1A – should provide an appropriate mix of dwellings, Para 124 says the mix for all of Hart is 7% 1 bedroom flats, Fleet must be way over this provision. – applicant should prove the need for them.
- Fleet Neighbourhood Plan Policy 10A – states 3 storey buildings as maximum height will be supported.
- For an overall development of 51 flats, through an economic assessment they propose a financial contribution of £29,900 which does not even go towards the purchase of land to build a single stand alone unit.
- Section taken from the D&A Report:

A social objective - supporting strong, vibrant and healthy communities, by ensuring that a sufficient number and range of homes can be provide to meet the needs of present and future generations; and by fostering a well-designed and safe built environment, with accessible services and open spaces that reflect current and future needs and support communities' health, social and cultural well-being; and

Paragraph 59 (NPPFF) confirms that “to support the Government’s objective of significantly boosting the supply of homes, it is important that a sufficient amount and variety of land can come forward where it is needed, that the needs of groups with specific housing requirements are addressed and that land with permission is developed without unnecessary delay.”

If there is a new order post Covid, then these properties will appeal only to young commuters. The design is fundamentally a university halls of residence block. They will not encourage or support home working. There is very little and for most flats none at all open space or immediate access to amenity space. Even the SANG land is in Church Crookham (Naishes Wood).

- The majority of the flats just meet minimum space standards.
- On social grounds alone (NPPF as above) this application should be rejected.
- Again we need to see a “needs statement” that demonstrates that Hart and Fleet need more 1 and 2 bedroom units unsuitable for local residents to down size to.

20/01341/PRIOR

2 Victoria Road Fleet Hampshire GU51 4DS

Prior approval is sought to convert the offices (B1a) to residential (C3) to provide 7no dwellings

Comments required by 1 July

OBJECTION

- Poor design – flats too small
- Inadequate access to open air i.e. no balconies and no amenity space

	<ul style="list-style-type: none"> Question what parking is there? The 'parking' space will only take 4 cars, which will be inadequate for 7 flats and 3 shops. There needs to be space for delivery vans to unload at the rear too.
7	<p>Noted:</p> <p>Planning Enforcement notices</p>
8	<p>Noted:</p> <p>Hart Planning Meeting Dates</p> <p>N/A</p>
	<p>Date of Next Meeting</p> <p>6th July, 18:30 for 19:00 virtually</p>

Meeting closed: 7.30pm

Signed:.....

Date:



FLEET TOWN COUNCIL

MINUTES OF THE VIRTUAL RECREATION, LESIURE & AMENITIES COMMITTEE MEETING

Wednesday 17th June 2020 at 7pm

PRESENT

Councillors: G. Carpenter, G. Carpenter, P. Einchcomb (Chairman), L. Holt, K. Jasper, A. Oliver, B. Schofield, S. Tilley, P. Wildsmith, G. Woods, J. Wright.

Also Present: Janet Stanton - Town Clerk
Susanna Walker - Committee Clerk
Charlotte Benham - Project and Committee Officer
Sian Taylor - Cemetery Officer
Alex Robins - Harlington General Manager
Ben Crane - Facilities and Open Spaces Manager

RLA June 2020 ITEM 1 ELECTION OF CHAIRMAN

Due to technical issues, the outgoing Vice-Chairman, Councillor Woods, started the meeting, and called for nominations for Chairman. One nomination for Councillor Paul Einchcomb, was received and seconded.

RESOLVED

That Councillor Einchcomb be re-elected to the office of Chairman of Recreation, Leisure & Amenities for the local government year 2020/2021.

RLA June 2020 ITEM 2 ELECTION OF VICE CHAIRMAN

The Vice-Chairman called for nominations for the office of Vice-Chairman. One nomination for Councillor Woods was received seconded.

RESOLVED

That Councillor Woods be re-elected to the office of Vice-Chairman of Recreation, Leisure & Amenities for the local government year 2020/2021.

RLA June 2020 ITEM 3 APOLOGIES

There were no apologies.

RLA June 2020 ITEM 4 DECLARATIONS OF INTEREST

There were no declarations of interest.

RLA June 2020 ITEM 5 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from the public.

RLA June 2020 ITEM 6 MINUTES OF PREVIOUS MEETING

The minutes of the Recreation, Leisure & Amenities Committee meeting held on Wednesday 18th March 2020 were approved and signed by the Chairman.

RLA June 2020 ITEM 7 THE CEMETERY OFFICER'S REPORT

Members considered a report from the Cemetery Officer, which provided an update on a number of items. The following matters were discussed:

- Signage and gates for the Cemetery to be positioned in two places: 1 set of signs on Crookham Road and 1 set of gates on Richard Close, Cemetery Road.
- There is currently a problem with cars being parked along Richard Close. Proposed gates to be positioned along Richard Close to combat this.
- Support for the cemetery signs, as a number of local residents do not know where the cemetery is.
- The cost of signage on the gates rather than on poles is an additional £1000.00 – should FTC be spending extra money at this time?
- The cemetery signs on 3m poles are too high – could the poles be shorter?
- Do the cemetery signs on Crookham Road obstruct the view for vehicles coming out of the road?
- Shrubs could be placed under the poles to make them more aesthetically pleasing.
- Gates will not require any maintenance.
- Positioning of both cemetery signs and gates needs clarification.
- Mock up plan of positioning of signs and gates to be drawn up, and circulated to all members.
- Due to the pandemic and the Council's current financial situation, only essential works are being carried out. However, when funding does become available for the signs and gates, the installation could be undertaken in two parts, spreading the cost.

RESOLVED

- To note the report of the Cemetery Officer.
- To defer the decision of the cemetery signage until the RLA meeting in September 2020.
- To create a mock-up of the proposed signage and gates and proposed positions on the roads.

RLA June 2020 ITEM 8 THE FACILITIES AND OPEN SPACES MANAGER'S REPORT

Members received the report of the FOSM for the March – May 2020 quarter. The following matters were discussed:

- The Views skate park remains closed, as it is classified as a play area and not an open space. Government guidelines dictate that play areas cannot be opened at this time.
- FTC is following government guidelines on all parks, play areas and open spaces.
- Notices have been distributed and placed on the FTC website and social media giving out information on activities which can now take place in the parks, playgrounds and open spaces.
- Benches along the High Street have recently been refurbished and red tape was tied across them to stop people sitting on them whilst the wood treatment dried.

- Now the government guidelines have been eased, the public are able to sit on public seating for as long as they like provided they observe social distancing with people outside their own household.
- Thanks were given to the FOSM for all his hard work in the parks and outside spaces especially during the peak of the pandemic.

RESOLVED

To note the report of the FOSM.

RLA June 2020 ITEM 9 THE HARLINGTON AND ANCELLS FARM COMMUNITY CENTRE REPORT

The report of the General Manager of the Harlington for the period April – May 2020 was presented. Due to the current coronavirus situation in the country, there were no performance totals or summaries in the report. Members discussed the following:

- There have been 3 blood donor sessions at The Harlington since the beginning of lockdown, as this was deemed an essential service by the government.
- The pre-school at Ancells Farm has now reopened.
- FTC is looking to work with the pre-school to make the hire more cost effective for both parties. Currently without any other hires allowed in the building, the income received from the pre-school is nearly the same as the additional expenditure incurred by FTC to open the building.
- Work is being carried out in the auditorium in The Harlington to check the condition of the roof beams, lighting bar and false ceiling.
- FTC has requested quotes for a new lighting bar, which is delayed due to staff being furloughed and the current working situation.
- An inspection of the auditorium was carried out on Monday 16th June and FTC is awaiting this report. However, the beams on the plan are not the beams currently in place, therefore there is a possibility of potential work to be done.

RESOLVED

To note the report of the General Manager.

RLA June 2020 ITEM 10 FUTURE EVENTS

Members received a copy of the following calendar of events and noted the following:

19th - 22nd June 2020	The Views	Food Festival – CANCELLED
4th July 2020	Calthorpe Park/Fleet Road	Fleet Carnival – CANCELLED
18th July 2020	Basingbourne Park	Fun Run – CANCELLED
19th – 22nd June 2020	The Views	Food Festival – CANCELLED
July / August 2020	The Views	SCAMJAM – CANCELLED
29th August 2020	The Views	Open Air Cinema – CANCELLED
13th September 2020	RIDE 20	CANCELLED
7th November 2020	Calthorpe Park	Fireworks
8th November 2020	The Harlington	Remembrance Sunday
December 2020	The Harlington	Christmas Festivities

Members discussed the following:

- With the exception of the fireworks display, Remembrance Sunday and the Christmas festivities, all other events had been cancelled due to the current situation.

RLA June 2020 ITEM 11 CLERKS REPORT

Members received an update from the Clerk, and noted the following:

- Friends of Basinbourne Park have created a presentation and report, and requested a mid-term review of the park development plan.
- Members from the Parks and Open Spaces Working Group will look at what has been done so far and review, bringing findings back to the RLA meeting in September 2020.
- It was agreed that the working group will consist of 4 members: Councillor Carpenter, Councillor Jasper, Councillor Oliver and Councillor Woods.
- Particular focus would be made of the flooding and environmental agency issues.
- All members to have a copy of the FOBP presentation.
- There has been a request to FTC for a car boot sale to be held on FTC land eg. The Views, every Sunday 0700-1300 from July and August 2020. Members agreed with the Clerk's view that holding the car boot sale on park land would restrict access for the public and increase the wear and tear on the park land itself.
- The Clerk suggested that a potential place to have a car boot sale is one of the car parks and will be talking to HDC about the matter.
- A Car Boot sale could attract people into Fleet Town Centre.
- The new Market Operator will take over the market in Gurkha Square on 18th July 2020 and hopefully launched at the beginning of August 2020.
- There are a number of small groups of up to 6 people requesting football training and exercising in the parks.

RLA June 2020 ITEM 12 DATE AND TIME OF NEXT MEETING

The next virtual meeting of the Recreation, Leisure & Amenities Committee will be held Wednesday 16th September 2020 at 7.00pm.

There being no further business the meeting closed at 8.07pm.

Signed: **Date**.....

Chairman

NOTES OF COVID RECOVERY WORKING GROUP MEETING 11/06/2020

FINANCE

1. Scenario planning - Budget reviewed on the basis of no income and possibility of no second precept payment. With no further income, some savings can be made to maintain costs within reserves. If there is no second half precept payment there could be an overall deficit for the year of £500,000.
2. From a cash flow perspective, based on the first two months financial figures and recognising around £60,000 upfront payments, rates, insurance, Fleet Link, Basingstoke Canal etc if costs can be maintained at approximately £50,000 per month, then the Council should be financially viable, even without the second half precept payment, but all reserves would be drained (excluding the Harlington reserve). This is the absolute worst-case scenario with no income.
3. It was generally recognised that the Council, with prudent financial management, could survive the year, but budgeting for financial year 21/22 could be difficult.
4. All the above assumed no further income, but there was potentially £25,000 grant to come from HDC and approximately £18,000 from furloughing staff. Although modest, tennis income had significantly increased.
5. There are two key dates relevant to future planning. September when the second precept payment should be received and December when it will hopefully be clear when the Harlington could come back into full operation.

HARLINGTON

6. Alex confirmed he had furloughed an additional two staff members and had posted a notice on the Council's web site that the Harlington had effectively closed until at least July.
7. The only person working full time on site was Nicholas the Lighting and Sound Technician who was project managing the on-going Harlington inspection and remedial work
8. The scaffolding to access the main structural beams and inspect the false ceiling support system was in place and C&W will be carrying out the structural inspection on Monday 15th June.
9. Replacement ceiling tiles have been ordered the and LOLER certificate works are all in hand. Duct cleaning contractors have visited site and submitted prices.
10. Nich is using the access opportunity to carry out any useful improvement works.
11. The existing ceiling lights are very inaccessible, poorly fitted and elements of the lights have become brittle. With the working access provided by the scaffold deck, now would be an unique opportunity to replace all the existing flat panel lights with LED units. The estimated replacement cost is £7,000. Depending on the time scale of transferring to a new Harlington the LED light units could be reused in the new facility.
12. Alex to review what works could effectively be carried while the working platform exists. A budgetary ceiling of £25,000 was set to be taken from the Harlington Reserve. This represents less than 2% of the current reserve. It is not intended to represent a precedent that would progressively drain the reserve, but to take a unique opportunity to carry out some essential work that will allow safer working practices in the future. The list of works and the request for release of an element of the Harlington Reserve to be taken to July Full Council Meeting subject to endorsement by the Working Group.

ANCELLS FARM COMMUNITY CENTRE.

13. AR reported that the Ancells Farm Pre-school had opened, but because of the very low rental it was costing the Council money to service the building. GW reported that the attendance was nominal. AR believed it was possible that the Pre-school operator would request a reduction in hire charge (as previously occurred). The direction of the WG was to resist any further reduction in hire charge and if the Pre-school closed then close the Ancells Community Centre until there was sufficient demand to warrant reopening the building.
14. It was mooted that the Council sell the building and reduce the financial burden on the Council. This goes against the fundamental principle of local councils providing non-commercial facilities from the public purse, for the benefit of the community.
15. The future operation of the Ancells Community Centre needs review together with what better use could be made of the site while still providing a public facility.

REVENUE GENERATING OPPORTUNITIES

16. AR explained possible opportunities to open the Harlington for limited events. To include opening the bar with limited entertainment. Opportunities to use the Courtyard carpark and the Views for open air events had been considered. Every opportunity would be taken to resume some form of entertainment/ revenue earning at the earliest.
17. If the 2m social distancing remained in place it was unlikely that any professional entertainment event would be viable in the main auditorium.
18. Opportunities such as a drive in cinema or use of the Views for an open air event should be reviewed.
19. Members to pass any ideas onto AR for assessment.

Provisional date for next meeting Thursday 15th June 4:00 pm.

NOTES OF COVID RECOVERY WORKING GROUP MEETING No 2 18/06/2020

FINANCE

1. JS is maintaining tight control of expenditure and not progressing any non essential work
 - a. There is the opportunity to save £3600 on ground maintenance by scheduling tree surveys to be one per calendar year.
 - b. Agreed to maintain standards in the parks as open spaces are important in this period of restrictions.
 - c. Ancells bins are being used for domestic waste.
 - d. Alex will restart waste collection from Ancells Community Centre which is being used as a rubbish depositing point.
 - e. Experiencing increased rubbish deposited in the parks over the weekend. JS to initiate an extra litter pick each weekend.
2. AR has spoken with Ancells pre-school. 10 children signed in, no financial issues at this time. With current restrictions maximum capacity is 12 children.
 - a. AR to arrange weekly overall clean. Pre school to take on responsibility for immediate cleaning.
 - b. Community centres remain closed to the public.

HARLINGTON

3. Inspection work continues. Structural Inspection Monday 15th. All works inspected and formal report expected end of week early next week. Potentially a couple of issues.
4. Opportunistic work continuing making use of the scaffold decking.
5. Questioned whether public toilets could be reopened. Harlington is still closed so not publicly accessible. Also requires staffing and strict hygiene measures.
6. Staff continue to be furloughed but can be reviewed every three weeks.
7. Consider conversation with local secondary schools re use of facility for educational purposes.
 - a. A key issue would be the length of the commitment and impact on other users.
 - b. Contact John Bennison HCC County Councillor on education committee.

REVENUE GENERATING OPPORTUNITIES

8. AR to consider drive through cinema/concerts
 - a. Main issue is cost of equipment against possible return.
9. Consider marquee for outdoor events including covered area in the Courtyard car park to support events in the Function Room
10. Members to feed any ideas for revenue generating opportunities to AR for evaluation

TOWN CENTRE

11. ST had participated in the Sounding Board Working Group looking at recovery across Hart.
12. Key issue was building public confidence to come back to the high street.
 - a. Parking bays closed off to increase pedestrian separation in areas with narrow pavements.
 - b. Next phase is possible pedestrianisation of centre of high street; but not before end of the month.

COUNCIL MEETING
Wednesday 1 July 2020

OFFICER: Janet Stanton
DATE: 22 June 2020
SUBJECT: COVID 19 UPDATE REPORT

With the gradual return to “normal” life, below is an update of the latest situation at Fleet Town Council.

- In line with Government Guidance and social distancing:
 - The Harlington is still closed apart from the Baptist Pre-school in The Point and Fleet Phoenix Food Bank in the RVS
 - Ancell’s Farm Community is still closed apart from the Preschool which is operating 5 mornings week
 - All parks are open
 - Tennis Courts are now fully open
 - Football training and fitness classes are taking place in the parks
 - Staff are still mainly working from home – they only come into office when it is not possible to work at home
 - Cemetery remains open
 - Playgrounds and the Skatepark remains closed
- Grounds Maintenance of all the parks, open spaces and the Cemetery has continued during the lock down period.
- There has been a vast increase in rubbish and litter being left in the parks
- Five permanent members of The Harlington team have been furloughed
- 14 Zero hours members of The Harlington Team have been furloughed
- The public toilets will remain closed until The Harlington is fully operational again
- An expenditure cutting exercise has taken place across all buildings except where there are H & S implications.
- A Return to work COVID19 risk assessment has been produced with new procedures that **all** staff and visitors to our buildings must adhere to.

COUNCIL MEETING
Wednesday 1 July 2020

OFFICER: Janet Stanton
DATE: 23 June 2020
SUBJECT: Clerk's Report

Calthorpe Park Play Area

The Calthorpe Park Play area is progressing extremely well. The upper level which includes the basket swing a social seating area, multi active wall, the outdoor table tennis and the footpath is almost completed. On the lower level, the fort is almost built, the pump track is being laid and the equipment in the toddler area has all been installed. It is now just the final pathways, soft mulch around the play equipment and the disabled parking bays to be completed. Whilst the work has been going on, many members of the public have been coming along to look at this new addition to the park and can't wait for the new play areas to open.



Fleet Market in Gurkha Square

Although the final documentation is awaited from Hart District Council, it has been agreed that the new operator will take over the market operation on Gurkha Square on Saturday 18 July. It is hoped that the new operator will bring some additional interest to the market along with many more local customers.