



THE FLEET TOWN COUNCIL NOTICE OF MEETING

Notice is hereby given of

THE VIRTUAL MEETING OF FLEET TOWN COUNCIL

On

Wednesday 2nd September 2020 at 7pm

All members are summoned to attend

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 1st September 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: 26th August 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 1st September 2020.

4. MINUTES OF PREVIOUS MEETINGS

To receive and approve as a correct record the minutes of the Council Meeting held on Wednesday 1st July 2020 (*copy attached*) and the Extraordinary Council Meeting held on Friday 31st July 2020.

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

Development Control	13 th July 2020
	27 th July 2020
	10 th August 2020
	24 th August 2020
Establishment	8 th July 2020
Policy & Finance	20 th July 2020

5. HCC/HDC

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

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 1st September 2020.

Part 1 – ITEMS FOR DECISION

6. CO-OPTION TO COUNCIL

Further to the Casual Vacancy for the Central Ward having been advertised and 10 registered voters not coming forward to request a by-election, the Council now has the option to co-opt a Councillor.

In line with The Representation of the People Act 1985, Members are asked to consider valid applications for co-option to the Fleet Town Council from Samantha Allen and Ruth Hill.
(*Documents attached*)

RECOMMENDATION

To determine the applications for the vacancy of Councillor to Central Ward

7. POLICE AND THE PUBLIC

To receive and consider a report on Police and the Public.

RECOMMENDATION

That FTC writes to both the Chief Constable and Police Commissioner outlining residents' concerns.

Part 2 – ITEMS TO NOTE

8. HARLINGTON AUDITORIUM REMEDIAL WORKS UPDATE

To receive and note the Harlington Auditorium Remedial Works Update report (*copy attached*)

9. PEDESTRIANISATION UPDATE

To receive and note a verbal update on the pedestrianisation of the town centre.

10. FLEET TOWN COUNCIL - COVID19 RECOVERY

To receive and note a report on FTC's COVID Recovery (*copy attached*)

11. BUDGET 2021/2022

To note that a Budget Working Group Meeting will take place in mid September (date to be finalised) to review the latest COVID / financial situation prior to the setting of the draft budget.

12. CALTHORPE PARK PLAYGROUND

To receive an update report on the Calthorpe Park Playground (*documents attached*)

13. TOWN CLERK'S REPORT

To receive an update report from the Clerk.

14. DATE AND TIME OF NEXT MEETING

The next virtual meeting of the Council is scheduled to be held on Wednesday 7th October 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**

There are no confidential items



FLEET TOWN COUNCIL

MINUTES OF THE ANNUAL COUNCIL VIRTUAL MEETING

held on

Wednesday 1st July 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, S. Wheale, P. Wildsmith, G. Woods, J. Wright.

Also Present

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

FC July 2020 ITEM 1 APOLOGIES FOR ABSENCE

There were no apologies for absence.

FC July 2020 ITEM 2 DECLARATIONS OF INTEREST

There were no declarations of interest.

FC July 2020 ITEM 3 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from the public.

Councillor Schofield reminded members that as of Saturday 4th July 2020, current restrictions due to the pandemic are being lifted. This includes the reopening of the high street, children's playgrounds, the skate park and Fleet Link. However, the Harlington remains closed at this time. It was reiterated that Fleet Town Council need to be cautious during the slow recovery from COVID19, and have a responsibility to the whole community to prioritise public safety.

Councillor Schofield and Councillor Woods attended virtual meeting with HCC Transport Officers regarding the commencement of the Fleet Link bus service, which is due to commence on 15th July 2020. Due to social distancing at 2m, Fleet Link can only take 3 passengers per trip on the bus. Following government rules and the contract, FTC are being advised that the providers of Fleet Link can claim extra under the contract for any provisions they need to put in to place for safety, such as screens and relocation of seats. These are additional payments by FTC to the provider under the contract.

Members were made aware that there is a special provision within the contract for exceptional payment or losses, and because of the reduced number of passengers that can be carried,

there will be a shortfall in the fare receipts over the period of the contract, and FTC will be asked to compensate for that loss at the end of the financial year. HCC estimates that community buses across the county are running at about £28,000 a month loss, a proportion of which FTC are required to contribute. Councillor Schofield proposed to members that once further information is obtained from HCC regarding the financial situation, this will be passed to the Policy & Finance Committee meeting on 20th July 2020 for further consideration.

Due to government edict, FTC cannot commence any live entertainment therefore the Harlington remains closed at this time. The public toilets will also remain closed.

FC July 2020 ITEM 4 MINUTES OF PREVIOUS MEETINGS

The minutes of Council held on Wednesday 3rd June 2020 were approved and signed by the Chairman.

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

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

FC July 2020 ITEM 5 HCC / HDC UPDATE

HDC

Councillor Makepeace-Browne reported on the following:

- There is still a need for caution during this current period and this should be conveyed to residents, as COVID19 has not passed yet.
- Fleetwood Lodge Planning application in the Fleet Central area. There has been a lot of misinformation on social media regarding this, which has caused angst to residents. There is no issue with this application, which was handled appropriately and has subsequently been granted planning permission.
- Business grants. HDC is aware that there have been issues with some of the grants but if there are any businesses still with issues, to contact Councillor Makepeace-Browne.
- Civic regeneration programme. Tender presentations will take place on Tuesday 7th July 2020.

HCC

Councillor Bennison updated the members on the following:

- Household Waste Recycling Sites. The booking system currently has 5000 slots a week across the county.
- Residents can now book ahead for up to 7 days on some sites.
- Research shows there is a 2% no show of appointments.
- Available slots are released every 30 minutes throughout the day, to allow fair access to all residents.
- Some residents would like to know when slots are available, to save time online.
- Some slots have also been held back for telephone callers.
- County Action Plan for COVID19, to control the R number, reduce the spread of the infection and save lives.
- HCC briefings are taking place every 3 days.

Councillor Forster reported on the following:

- Special thanks were given to Fleet Town Council, with regards to the fast response given to any queries from residents.
- Problems with barriers placed in Fleet High Street. A risk assessment will be requested.
- Barriers outside Norway Parade and Birch Parade have been removed.
- HDC has put in an application for Fleet High Street to be pedestrianised. Concerns have been raised about businesses and residents being consulted, and the side roads being made safe.
- Phase 3 of cycle improvements through to Fleet Station and Hitchings Lane.
- Fleet Bid has been supporting local businesses with the business grant applications.
- Army bylaw review on the MOD land, which potentially means no recreational access at all on MOD land.
- Libraries are reopening on 6th July 2020.
- Summer reading challenge to be promoted online.

Councillor Oliver reported on the following:

- The pedestrianisation of Fleet High Street is a temporary measure and will be used as a trial, looking at the impact on surrounding roads and that safety isn't compromised.
- Possible free car parking in all HDC car parks until 1st August 2020
- An advertising campaign will be released for MiPermit, allowing anyone parking to pre-book their ticket, without touching the car park keypads.
 - The 20p transaction fee for any ticket purchased up to £1.60 will be waived

Members then discussed the following:

- Financial update. HCC has £110 million pounds unfunded, with approximately £85 million funded by the government.
- Cove Road roadworks are for SGN. Some of the traffic can be easily diverted, but the road will have a full closure for a few days.

FC July 2020 ITEM 6 AUDITORIUM CEILING

Members received a verbal update on the progress of the Auditorium Ceiling inspection and discussed the following:

- FTC is still waiting for the structural report – once it is available, a copy will be sent to HDC along with estimates for any work required.
- Remedial work to the timber beams in the ceiling is required and FTC is waiting for a quote from a specialist company.
- There have been delays to the delivery of the ceiling tiles, which is now expected by the end of July.
- The main auditorium of the Harlington will remain closed until the end of July.
- The Chairman gave thanks to the Harlington's Venue Technician for his work on the project.

Whilst the scaffolding is in position in the auditorium, there is potential for non-structural work in the ceiling space to be undertaken. This includes:

- Changing all the ceiling lights over to LEDs, which is a huge benefit for future operations and reduces the risk to staff whilst changing the light tubes at height. This also promotes FTC's green credentials.
- The necessary compliance work.
- The cost of the compliance work and LEDs amount to approximately £25,000 and could be funded from the Harlington Reserve Fund.

RESOLVED

Members agreed to:

- a. Approve the non-structural works put in hand whilst the scaffolding is in position.
- b. Approve a budgetary allowance of £25k from the Harlington Reserve Fund to cover this work.

FC July 2020 ITEM 7 FLEET TOWN COUNCIL - COVID19 RECOVERY

Members noted that the COVID19 Recovery Working Group is continuing to meet regularly to review the Council's activities in line with the latest governance guidance. Members were made aware that the Harlington was not eligible for the Retail, Hospitality and Leisure grant it had applied for. Current budget projections had not included this or any other external funds.

Members were advised that as FTC is a precept body it is not eligible to receive a grant,

FC July 2020 ITEM 8 NEW COUNCILLOR VACANCY

Members noted that that the Councillor vacancy for the Central Ward was advertised for the prescribed 14 working days.. It has been confirmed that 10 registered electors from the Central Ward did not come forward and request a by-election; therefore FTC can co-opt a Councillor to fill the vacancy. Details will be included on social media and the website. Any resident wishing to be considered for co-option will need to complete an application form and these will then be brought to the Council meeting on 2nd September 2020 for consideration.

FC July 2020 ITEM 9 BUDGET 2021/2022

Members noted that due to the current situation, it is not possible to start the budget process for the budget 2021/2022 until September 2020 as there is still uncertainty on when public buildings, theatres and 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. The proposed budget will then be taken to the Policy & Finance Committee meeting in October 2020,

Members noted that all staff have been asked to look at further ways to cut back on a spending at this time.

FC July 2020 ITEM 10 COVID 19 UPDATE

Members received and noted the COVID19 update report from the Clerk. Members noted the following:

- All tennis courts are fully open. There are approximately 120 new memberships this year.
- Football training and fitness classes in groups of 6 are taking place in the local parks.
- The Cemetery is open.
- Children's playgrounds and skate parks open on Saturday 4th July 2020.
- FTC is following all the government guidelines.
- FTC has produced a 30 page risk assessment to cover all equipment in the playgrounds, to comply with government guidelines.
- To ensure social distancing, every piece of equipment in each play park displays a sign indicating the maximum number of users.
- Some play equipment has been removed, in order to comply with social distancing.
- Signs will be put up in all playgrounds, outlining parental responsibility in the parks.
- All playgrounds will be deep cleaned before Saturday 4th July 2020.

- Members were asked to check their local parks and playgrounds on a daily basis, to check that the correct signage is up.
- 5 permanent members of staff and 14 zero hours member of staff have been furloughed.
- 2 members of staff have returned to work part time.
- Public toilets in the Harlington will remain closed.
- Covid Secure Risk Assessment for staff returning to work.
- Members of the Council are requested to make an appointment when they wish to come to the office, and then enter the building through the front door. Meetings will be held in the function room or café, and not the main staff office.

Members discussed the following:

- Request for a Car Boot sale –
 - The recent RLA Committee had resolved that Parks should not be used for a Car Boot sale, due to the volume of people and children using the parks.
 - Concern was expressed that the use of a car park would not be ideal as it could deter people from coming back to the town to park and shop.
- A discussion on the Car Boot sale had not been requested for inclusion in the July Council Meeting. Members were fully aware matters not on the agenda could not be discussed without notice.
- The issue, if requested could be formally brought to Council at the next meeting in September 2020.
- Cllr Oliver requested his frustration to be recorded.
- Councillors voiced their support for a car boot sale, but not within a park.
- Litter increase in parks.

FC July 2020 ITEM 11 TOWN CLERK'S REPORT

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

- Calthorpe Park Playground. This playground is scheduled to open at the end of July / August 2020.
- Gurkha Square Market. The new operators will take over on the 18th July 2020, with a proposed market launch in August 2020.

FC July 2020 ITEM 12 DATE AND TIME OF NEXT MEETING

The provisional date of the next virtual meeting of the Council is scheduled for Wednesday 2nd September 2020 at 7pm.

There being no further business the meeting closed at 9.02pm.

Signed.....

Date:.....

Chairman

Part 3 CONFIDENTIAL ITEMS

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- d. The early stages of any dispute**
- e. Matters of a Commercial nature**

FC July 2020 ITEM 13 CONTRACTUAL MATTER

Members received revised documentation on a contractual matter.

RESOLVED

To approve the documentation.



FLEET TOWN COUNCIL

MINUTES OF THE EXTRA ORDINARY COUNCIL VIRTUAL MEETING

held on
Friday 31st July 2020

PRESENT

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

Also Present

Janet Stanton - Town Clerk
Susanna Walker - Committee Clerk
Charlotte Benham - Project and Committee Officer
Councillor Steve Forster – HCC

Councillor Schofield welcomed everyone to the meeting and outlined the voting procedure. Members **were reminded** that The Harlington remains closed, due to the essential maintenances on the auditorium ceiling ~~works taking place~~. These are now expected to finish mid to late August.

Councillor Schofield outlined **an event happening taking place** in August, titled 'Harlington Outside'. Members noted that this is an outside event to be held on The Views every Sunday from 9th-30th August, from 12:00-16:00. These events will be fully social distanced, free of charge and will feature local artists playing acoustic sets. A bar and limited food will be available. Publicity material **is will be** available on social media and a flyer will be sent out with Town Talk on 4th August 2020.

EFC July 2020 ITEM 1

APOLOGIES FOR ABSENCE

There were apologies for absence from Councillor Ashworth and Councillor Chenery.

EFC July 2020 ITEM 2

DECLARATIONS OF INTEREST

Councillor Oliver declared that he had an interest in Item 4, Covid19 Fleet Road Pedestrianisation.

EFC July 2020 ITEM 3

QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from the public.

EFC July 2020 ITEM 4

COVID19 FLEET ROAD PEDESTRIANISATION

Members received and considered documentation on Fleet Road Pedestrianisation. Members were made aware that Hart District Council approved the Fleet Road Pedestrianisation Scheme at its Council Meeting on Thursday 30th July 2020. Councillor Schofield outlined the following matters:

- HDC needs to secure support for the pedestrianisation proposal.
- LEP requires evidence of funding support from the main supporters – Fleet Bid and FTC.
- Communication from HDC to FTC regarding this was delayed, and the earliest opportunity for FTC to discuss this was Friday 31st July 2020.
- HDC has requested the following from FTC:
 - Support for Phase three – enhancement of the Fleet Road Pedestrianisation to include a contribution of £10,000.00.
 - Further funding of £10,000.00 to assist with events to attract more residents into the town centre.
- FTC would work with Fleet Bid and HDC to make the town a Covid safe place, and create an area of interest.
- With the scheme, HDC needs to find the balance between supporting the shops and traffic concerns of disturbing the local residents.
- The scheme can be withdrawn with 3 days' notice, should the benefits not be realised. are not being provided.
- Traffic would be monitored and measured, looking at any impacts or issues to nearby streets. This data would provide information to allow modifications where necessary.
- High street shopping is changing; there is now a café / leisure culture, and pedestrianisation enables the town to be more community and entertainment focussed, whilst still encouraging footfall into the town.
- Some evidence of pedestrianisation in other towns before Covid19 indicated there was little benefit to retailers.

Members noted the above and made the following points:

- The Fleet Road Pedestrianisation Scheme is designed to make people feel safe.
- Although there is an impact to local residents, the scheme allows the opportunity to adapt and change.
- Is the first wave of £10,000.00 funding conditional to HDC's scheme?
- Communication from HDC to local residents has been poor.
- The road diversion works in the proposed scheme are the only detailed plans so far, as the scheme is in the early stages of development.
- LEP Phase three developments begin once the road closures are in place.
- Concerns that closed roads will not entice people into Fleet Town Centre.
- The lead officer for the scheme is Mark Jaggard, Head of Place at HDC.
- The timescale for the scheme has been tight, and there has not been the opportunity for communication to local businesses and residents.
- The proposed date for road closure is Monday 24th August 2020, with a possibility of it being brought forward.
- FTC needs to work with HDC to make the scheme a success.
- Minimise the time where the road is closed and develop plans to make Fleet Road feel Covid safe and comfortable for people.
- Should the scheme be made permanent, a proper consultation would take place with businesses and residents.
- How can the impact on local residents be mitigated?
- Redirected traffic will impact other roads.
- The cost of the scheme is £148,000.00.
- Road will be traffic accessible between Branksomewood Road to Santander as it is an access point for businesses, but with staggered bollards to discourage traffic and full access to pedestrians.
- Concerns that this area breaks up the pedestrianisation.
- Investigation as to whether car access could be through Birchayes Car Park.
- Land outside Birchayes Car Park is not Council owned.
- Staggered barriers would be put in place allowing emergency vehicle access.
- Buses and taxis will not be able to drop passengers off outside shops.

- This is a tremendous opportunity for the town centre, and HDC and FTC should try and make it a success.
- Fleet needs to be progressive as a town and pedestrianisation is an opportunity to see what could happen.

RESOLVED

Members approved to:

1. Lend support to Phase three – enhancement of the Fleet Road Pedestrianisation including funding of £10,000.00.
2. Further funding of £10,000.00 to assist with events to attract more residents into the town centre.

EFC July 2020 ITEM 5

DATE AND TIME OF NEXT MEETING

The date of the next virtual meeting of the Council is scheduled for Wednesday 2nd September 2020 at 7pm.

There being no further business the meeting closed at 8.10pm.

Signed.....

Date:.....

Chairman

Part 3 CONFIDENTIAL ITEMS

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- e. Matters of a Commercial nature

EFC July 2020 ITEM 6

A MATTER OF CONTRACT AND SECURITY

Members received an update on a matter of contract and security.

RESOLVED

To determine and approve the actions to be taken.



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Virtual Meeting held on Monday 13th July 2020

Present:

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

Officers: Charlotte Benham – Projects and Committee Officer

1	<p>Apologies</p> <p>Not present, Cllr: Wildsmith, Cllr Pierce, Cllr Hope</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 22nd June were accepted as a correct record of the meeting.</p>
5	<p>19/02659/FUL Police Station 13 Crookham Road Fleet Hampshire GU51 5QQ <u>Demolition of existing building and redevelopment of the site to form 31 retirement apartments including communal facilities, retention of existing access, car parking and landscaping</u> Comments required by 6 July</p> <p>OBJECTION Previous comments stand:</p> <ul style="list-style-type: none"> • The proposed amendments are very limited - removal of a plant room to provide an additional couple of parking spaces but parking still well below Hart's standards • States need for older person living in the country and the District, but is the need in Fleet? Policy H1 requires provision of an appropriate mix of dwelling types and sizes having regard to the most up to date evidence on housing need. Fleet has a significant stock of housing for the elderly (over 55?) Does Fleet need more?

- Previously questioned the veracity of the artists elevation on Crookham Road. The current level of the police station building, and Crookham Road pavement are level. The plan of the proposed development shows a slope down from Crookham Road to the new building which must mean a reduction in the site level of 1 to 1.5 metres to reduce the elevation to that shown – so extensive earth works to re-level the site.
- Too bulky and out of keeping with surrounding properties
- The access to the town centre is difficult from a mobility vehicle as crossing Reading Road South is difficult

20/01360/FUL

21 Folly Close Fleet Hampshire GU52 7LN

[Erection of new 3 bedroom detached dwelling with attached side garage and associated parking and new access from Durnsford Avenue.](#)

Comments required by 16 July

OBJECTION

- Support neighbours comments
- *'The site is located immediately adjacent to the Basingstoke Canal Conservation Area and within the Conservation Area Appraisal map it is indicated that the adjacent open space is a 'significant open space' as per Townscape Appraisal Map 9. The Conservation Area Appraisal (CAA) document sets out on page 21 that 'Areas of woodland and individual trees both inside the Conservation Area and in its setting make an important contribution to its character and appearance.'*
Trees are a key feature of the site adjacent to the Basingstoke Canal and an area of open public land. The tree report identifies several ground treatment methods and protection zones. These are not clearly identified on the last drawing of the Arboreal Report. The use of no dig techniques over part of a site is impractical as it lifts the protected area at least 100 mm above the adjoining site.
- The proposed foundation treatment to the main dwelling is complex, mixing piles with other forms of foundation or will the whole structure to be supported on piles?
- *'The proposal will enhance and reinforce the character of the area by the adoption of the traditional features'* but timber cladding isn't a local feature
- The arboreal report says that the body of retained trees is to the south of the development and therefore at risk of future removal to bring light into the garden of the property. This risk is lightly dismissed, but is a real concern. The loss of trees in this location would have a negative impact on the local character.
- Development of a small family home is welcome but the potential harm to the local character is outweighed
- If Hart are minded to approve the plan very strict conditions on approval of early stage works is essential to protect the trees during construction and regular site inspections should be mandated. Additionally if approved a recreational contribution should be made to offset the increased pressure on local recreational facilities.
- Previous flooding and being higher than no 19 will make its garden unusable

20/01334/HOU

3 The Aloes Fleet GU51 3QA

[Erection of a part single storey part two storey side and single storey rear extension following demolition of existing garage and insertion of first floor window to front elevation](#)

Comments required by 16 July

OBJECTION

- A dimensioned parking plan should be submitted due to increase from 3 to 4 beds and the loss of a garage. Under Policy GEN1 parking should be accommodated on the site
- The parking plan should also demonstrate the retention of 50% soft landscaping at the front as per Fleet Neighbourhood Plan Policy's 19 & 15
- Similar to no.4 this has white finishes that do not blend in well – there are also red bricks and shingle
- Removing the garage and building in it's space will created a terraced effect

20/01398/HOU

47 Elvetham Road Fleet Hampshire GU51 4QP

[Demolition of existing garage, family room, conservatory and chimney, erection of single storey extensions including an attached garage, removal and raising of roof height to create a first floor and chimney and alterations to fenestration](#)

Comments required by 17 July

OBJECTION

- Conversion of a bungalow into a five bedroom house – loss of a bungalow against Fleet Neighbourhood Plan Policy 11
- This is not an extension but effectively a new build. It bears no relationship to the original host building
- It is located in the North Fleet Conservation Area and under the Fleet Neighbourhood Plan Policy 16, it is a design of no special character, so does it preserve or enhance the Conservation Area?
- Does it follow historic precedent as to traditional form in terms of height, bulk and the use of vernacular materials and detailing? No details of finishes is given.
- Whilst it has large hedging the front is covered with shingle and would be improved with some landscaping

20/01382/FUL

33 Basingbourne Road Fleet GU52 6TG

[Erection of one four bedroom dwelling \(revised details to incorporate first floor accommodation\)](#)

Comments required by 20 July

OBJECTION

- Parking plan shows extensive parking area to front of property with a tarmac finish – breach of Fleet Neighbourhood Plan Policy 15 Residential gardens as it will result in the loss to ecological and landscape value. Also does not retain 50% of the original garden as soft landscape.
The hard surface is unacceptable from a drainage perspective as is the loss of soft landscaping and an extensive hard surface is a loss of carbon absorbing green space against HDC's zero carbon policy.
- Upstairs windows overlook neighbour No.33 and potentially also overlooks the gardens of properties to NW and SE so a loss of privacy
- Poor design and total of three properties on the site is over development
- Development of three properties (14/15 bedrooms) to the rear of properties on Basingbourne Road will bring significant traffic down a narrow access road and to the

rear of existing properties – loss of amenity. 6 houses sharing one small access road is also poor design

- Support neighbours objections

20/01402/HOU

21 Velmead Close Fleet Hampshire GU52 7LR

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

Comments required by 21 July

NO OBJECTION however

Very poor drawings – elevations for proposed development are totally inconsistent, the rear elevation does not match the two side elevations.

20/01475/HOU

22 Castle Street Fleet Hampshire GU52 7ST

[Erection of a two storey rear extension with alterations to fenestration.](#)

Comments required by 27 July

NO OBJECTION

- No apparent problem with the two storey section of extension, but the single storey which extends 3.3m beyond existing building and is 3.09m high will take some light off the back of the adjoining neighbour to the east – check if 45 degree rule has been breached/loss of light to neighbours

20/01433/HOU

Emerald Avenue Fleet Hampshire GU51 5DG

[Raise part of the existing fence, currently 1.8m, to 2.2m +10cm, to preserve a height of 1.8m once the garden on the south side has been levelled.](#)

Comments required by 28 July

OBJECTION

- Part of the last area if Edenbrook to be developed - the area adjacent to the site is as yet undeveloped
- The garden falls away at the bottom and the fence has been set at 1.8m above the natural ground level. The occupants want to level their garden and raise the fence to achieve 1.8m fence level on their side of the fence, but the adjoining properties will have a 2.2 or 2.3m fence to their properties which are on the east and the NW side so will be in the shadow of the higher fence. Will this be intrusive to neighbours?

20/01504/HOU

92 Reading Road South Fleet Hampshire GU52 7UA

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

Comments required by 29 July

NO OBJECTION

20/01476/HOU

33 Basingbourne Road Fleet GU52 6TG

[Erection of a single storey extension to rear, extension of first floor accommodation within the roof space to rear including dormer windows to both](#)

[sides, alterations to front porch, insertion of two rooflights to front roof slope and alterations to fenestration](#)

Comments required by 30 July

NO OBJECTION as no grounds

But proposal effectively changes a chalet bungalow to a house but avoids breaching Policy 11 of Fleet Neighbourhood Plan because existing property has stairs and a bedroom in the roof

20/01508/HOU

15 Carthona Drive Fleet GU52 7SF

[Erection of a first floor rear extension.](#)

Comments required by 30 July

NO OBJECTION

20/01316/FUL

19 Albert Street Fleet Hampshire GU51 3RL

[Dropped kerb.](#)

Comments required by 30 July

NO OBJECTION however

- Block plan appears to imply the property boundary extends over the public pavement, question if this is the case?
- Currently vehicles have to access the site diagonally from in front of neighbour which appears to restrict parking to one vehicle. A straight approach would potentially allow two spaces. Photo shows a van parked in front of next door property, but dimensioned plan showing the distance from the front of the bungalow to the edge of the footpath would provide conclusive evidence of parking capacity
- Loss of an on street parking space which is vital in busy Albert Street

20/01493/FUL

Oaklands 21 Albany Road Fleet GU51 3NB

[Demolition of existing dwelling and outbuildings and erection of a new dwelling and outbuilding](#)

Comments required by 30 July

OBJECTION

- This site has previously applied to extend the bungalow which is similar to the end result of this new application. Attempt to avoid breaching Fleet Neighbourhood Plan Policy 11 re the conversion of bungalows as the demolition of a bungalow is not a conversion however the end result is the same – the loss of a bungalow especially suited for occupation by older people.
- Proposed plan also appears to breach Policy 15 Residential Gardens as it appears to reduce the area of soft landscape to less than 50% of the original front garden space
- No parking plan has been submitted
- There is a tree report but no tree protection plan especially as the block plan appears to show parking within the root zone. There is no clear statement as to how trees will

	<p>be protected during construction especially with the presence of TPO'd trees on the site.</p> <p>20/01530/HOU 5B Elvetham Road Fleet Hampshire GU51 4QL Demolition of conservatory and erection of a single storey side extension and first floor side extension. Comments required by 31 July</p> <p>NO OBJECTION</p> <ul style="list-style-type: none"> • Major extension to the rear (7m) but self-contained site so does not appear to create any overlooking issues. • Increase in beds, but no required increase in parking and appears to be adequate on site parking space • Not sure about weatherboarding - brick/hanging tiles would be more in keeping design wise
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>27th July, 18:30 for 19:00 virtually</p>

Meeting closed: **8pm**

Signed:.....

Date:



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Virtual Meeting held on Monday 27th July 2020

Present:

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

Officers: Charlotte Benham – Projects and Committee Officer

1	Apologies Not present, Cllr: Wildsmith, Cllr Pierce (comments sent)
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 13 th July were accepted as a correct record of the meeting.
5	20/01534/FUL The Cottage Branksomewood Road Fleet GU51 4JU Erection of a detached 4 bedroom house following demolition of existing bungalow Comments required by 4 August OBJECTION <ul style="list-style-type: none">The existing property meets the definition of a bungalow having only one floor, so demolition would be in breach of Fleet Neighbourhood Plan Policy 11 Safeguarding Bungalow Stock

- The property is also located within the North Fleet Conservation area where the principal test is “would the development preserve or enhance the Conservation Area”
As the proposed development is of no architectural significance it does neither

20/01558/HOU

99 Albert Street Fleet GU51 3RN

[Erection of a pitched roof to flat roofed two storey element to the rear of the property](#)

Comments required by 4 August

NO OBJECTION but concern

That the edge of the roof and gutter is outside designated property i.e. overhangs neighbour

20/01571/HOU

4 Montrose Close Fleet Hampshire GU51 3XB

[Demolition of conservatory and erection of a single storey rear extension. Erection of a single storey front extension and proposed loft conversion with rear dormer](#)

Comments required by 6 August

OBJECTION

- This is effectively loss of a bungalow to a house as a staircase is being added as well as rooms being added upstairs contrary to Fleet Neighbourhood Plan Policy 11 which clearly defines a bungalow
- Agree with neighbours comments that adding a Juliet balcony to the rear deprives the neighbour of any privacy and this is exacerbated by the addition of the curved window to the front which completely overlooks the neighbours front garden.
- The new proposed rear windows are less than 15m from No. 46 and 47 Albany Close and would look into their rear bedrooms so again loss of privacy
- The large rear extension would take light away from the rear window of the neighbour. This is made worse as it this extension is on the south of the neighbour and would also break the 45 degree rule
- A parking plan that meets Hart’s standards needs to be submitted

20/01565/FUL

106 - 108 Fleet Road Fleet Hampshire

[Retrospective planning application to regularise development as constructed, including use of the building for Use Class A2 at ground floor and first floor.](#)

Comments required by 7 August

OBJECTION

- There appears to be little harm in what has been built compared to what was consented, but there is a matter of principle and not building what was approved on the plans
- HCC Highways make the point that there is inadequate onsite parking but suggest mitigation is a nearby public car park, however this is not part of the parking guidance

	<p>20/00782/HOU Inglewood , Branksomewood Road, Fleet, GU51 4JS Erection of an outbuilding and associated swimming pool (part retrospective) Amended Plans: 1 Response to Tree Officer's comments 2 Plans of proposed planting scheme (options 1 and 2) 3 As built plan Comments required by 5 August</p> <p>OBJECTION</p> <ul style="list-style-type: none"> As raised by the Tree officer, this is a reverse planning application - rather than start with a tree plan and develop a proposal that accommodates the trees this is a vain attempt to try and make an unacceptable development acceptable by introducing trees. The proposal now includes tree replacement in the body of the garden just to make the proposal more acceptable however it is STILL an unacceptable structure in the Conservation Area and removed trees without consent. The Ginko Biloba is not a native tree in the UK and all new trees should be native to the UK. The colour and shape of these trees would not be in keeping with the trees in the area - they will stand out and not blend with the existing mature trees. Putting trees tight between a structure and an Edwardian brick wall would undermine both structures and would be poor for root growth. <p>20/01643/HOU 55 Tamworth Drive Fleet Hampshire GU51 2UP Replace the existing 2 metre high fence with a 3 metre high fence on the rear boundary with Cove Road. Comments required by 17 August</p> <p>OBJECTION</p> <ul style="list-style-type: none"> A 3m high fence is a significant structure and would stand out in a semi-rural setting The foundations for a 3m high fence could potentially impact on the root zone of the existing trees Hedge planting or a visual barrier of greenery would appear to be a more appropriate solution If the fence is however approved then perhaps painting the bottom 3ft dark brown and the top a lighter colour may reduce the impact slightly
7	<p>Noted: Planning Enforcement notices</p>
8	<p>Noted: Hart Planning Meeting Dates N/A</p>
	<p>Date of Next Meeting 10th August, 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 10th August 2020

Present:

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

Officers: Charlotte Benham – Projects and Committee Officer

1	Apologies Cllr Jasper Not present, Cllr: Wildsmith, Cllr Pierce (comments sent)
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 July were accepted as a correct record of the meeting.
5	20/01588/HOU 153 Kings Road Fleet GU51 3DS <u>Erection of a single storey rear extension following demolition of existing conservatory, conversion of loft to habitable accommodation two include the insertion of two rooflights to front, erection of one dormer window to side and one dormer window to rear, the removal of two chimneys and alterations to fenestration</u> Comments required by 17 August OBJECTION

- There is no parking available or possible on the site and there is no immediately adjacent on road parking. It is already a very difficult parking area especially at the start and end of school time.
- Breaches Hart Policy GEN1 (retained) and Fleet Neighbourhood Plan Policy 19
- There is a double height window to the new roof level bathroom that is within 5 to 6 metres of the rear of the first house on Pondtail Road. This would require some serious opaque/frosted glass to protect privacy of both
- The ground floor extension, to the SW of the adjoining neighbouring property will take light off the back windows of the neighbouring property. Possible breach in 45 degree rule?
- Property stated to be in Basingstoke Canal Conservation Area -It is within the 400m exclusion zone of the SPA, but it is an existing building
- Overdevelopment of house
 - Question is will all bathrooms be bathrooms

20/01746/PRIOR

Dudley House 5 Kings Road Fleet Hampshire GU51 3DJ

Notification of Prior Approval for the Change of Use of ground and first floors of the building from office (class B1(a) to residential (class C3) to provide 6 contained flats.

Comments required by 18 August

OBJECTION

- Fully acknowledge this is a request under Permitted Development Rights and there are only 3 grounds for objection, none of which are relevant, but permitted development rights should not allow such anti-social accommodation.
- Hart's minimum gross internal area for a 1 bed x 1 person flat is 39 sq.m. The flats are respectively 11.55, 8.25, 7.7, 9.0, 4.35 and 6.0 sq.m. Total area of all 6 flats is little more than the minimum area for 1 flat. Even 1 flat per floor would still be unacceptable.
- Breach of Local Plan Policy H6 and a breach of every policy that mentions good design,
- New government consultation document - Future of Planning totally predicated on good design. This application is a total anathema.
- Too many 1 bed flats already

20/01715/HOU

4 Highland Drive Fleet Hampshire GU51 2TH

Erection of a single storey rear extension.

Comments required by 20 August

NO OBJECTION

20/01092/FUL

7 Elvetham Road Fleet GU51 4QL

Demolition of existing care home and associated outbuildings, erection of a block of 4 one bedroom and 10 two bedroom apartments with associated access, car and cycle parking and bin store

Comments required by 21 August

OBJECTION

- Development proposal for 10 x 2bed and 4 x1 bed which for Zone 1 requires 26 parking spaces but only 14 provided - breaches Fleet Neighbourhood Plan Policy 19 inadequate parking
- Very limited green amenity space
- Extensive hard parking area - in breach of Fleet Neighbourhood Plan Policy 15, Residential Gardens to retain 50% of the original front garden area as soft landscaping
- Use of timber cladding is not characteristic of the area
- Bulk and mass of development overpowers adjacent properties
- A number of the flats have limited windows - poor design
- The windows of the one bed flats in the centre of the side walls will overlook the neighbours
- The S106 economic assessment does not appear to equate to the current design and extensive cost comparison with retirement properties is not compatible. The general price indication of £250,000 for 2 bed apartment appears low for market housing
- Breach of Hart Policy GEN1
- Breaches Fleet Neighbourhood Plan Policy 10.1, 10.2, 10.3 and 10.8
- 3 storeys is too high and out of keeping with the area
- The low brick wall next to the pavement is out of keeping with the other frontages in the road - should have a landscaped frontage
- The mature trees on the right hand site of the plot must be protected and the roots of the trees protected during construction

20 /01663/HOU

41 Brookly Gardens Fleet GU51 3LL

[Erection of a single storey extension to the side following demolition of existing utility room, two storey extension to other side, erection of a dormer window to front, erection of a canopy to the rear, alterations to the canopy to front and alterations to fenestration](#)

Comments required 25 August

OBJECTION

- Reference to accessing garage to rear of property by shared drive – shared with who?
- Proposed new front elevation not best design
- The submitted drawings do not show the 2 mature trees on the left hand boundary
- Need to submit a tree survey and tree protection plan along with construction details to accommodate tree roots
- The HDC tree inspectors should visit the site and make recommendations also
- Designated offices could readily become bedrooms.

20/01603/HOU

14 Abbots Close Fleet GU51 3RF

[Conversion of existing garage to garden room/games room to include alterations to fenestration](#)

Comments required by 27 August

NO OBJECTION

Parking plan shows adequate parking but will require removal of hedge?
Question if the existing drop kerb accommodate access for 3 cars

19/02871/FUL

	<p>Guidion House Rye Close Fleet GU51 2UY <u>Demolition of an existing office building and erection of new industrial units for flexible uses falling within Research and Development (B1b), light industry (B1c), general industry (B2) and storage and distribution (B8) with ancillary offices.</u> Comments required by 10 August</p> <p>OBJECTION All previous comments stand.</p> <ul style="list-style-type: none"> • Extracted from the HGV movement review <i>“This resulted in a higher level of HGV flows during the night, which have in turn been used to inform an updated noise assessment.”</i> This just further highlights the issue of mixing B8 Commercial use adjacent to residential properties. Allowing permitted development conversions to residential has created conflict • The Officers Report recommending Approval is already drafted and is asking for acceptance of the report to be delegated to the Officer for Place but Hart has a system that if there are more than 7 local objections (and we have 17) the application should go before the Planning Committee. The Officer has made a judgement whereby, they have balanced the Harm (environmental and social impact) against the Benefit (designated employment site and will provide 150 jobs) and concludes that the Benefit outweighs the Harm. This is a personal judgement and should be evaluated by democratically locally elected representatives. <p>20/01719/PRIOR Kings House 7 Kings Road Fleet Hampshire GU51 3DJ <u>Change of use of ground and first floor of the building from use Class B1(a) (Office) to use Class C3 (Residential) to provide 7 self contained flats</u> Comments required by 13 August</p> <p>OBJECTION Unacceptable conversion providing totally inadequate flats that are significantly smaller than Hart’s minimum standards but the application is under Permitted Development Rights and there are no grounds on which to object Too many 1 bed flats already</p>
7	<p>Noted: Planning Enforcement notices</p>
8	<p>Noted: Hart Planning Meeting Dates N/A</p>
	<p>Date of Next Meeting 24th August, 18:30 for 19:00 virtually</p>

Meeting closed: 7.35pm

Signed:.....

Date:



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Virtual Meeting held on Monday 24th August 2020

Present:

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

Officers: Charlotte Benham – Projects and Committee Officer

1	Apologies Not present, Cllr: Wildsmith, Cllr Pierce (comments sent)
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 10 th August were accepted as a correct record of the meeting.
5	20/01804/PRIOR 1A Brook House Upper Street Fleet Hampshire GU51 3PE Notification of Prior Approval for the Change of Use of ground and first floors of the building from office (class B1(a) to residential (class C3) to provide two 1 bed and one 3 bed flats Comments required by 26 August NO OBJECTION as permitted development but <ul style="list-style-type: none">• Plans provide accommodation with less than minimum standards• What evidence that we need more 1 bed flats• Is there adequate parking if carpark is to be shared between new flats and the second-floor offices? A plan showing parking allocation should be submitted• no amenity space.

20/01795/HOU

50 Church Road Fleet Hampshire GU51 4LY

[Erection of a first floor side extension. New timber entrance gates.](#)

Comments required by 1 September

Extension is acceptable but OBJECTION to gate and tree protection

- Drawings “detail” the controls within a construction exclusion zone, but there is no zone indicated on the drawings. There are protected trees in close proximity to the works.
- The assistant conservation officer recognizes the proposed gates are urban in character and out of keeping in the conservation area. The gates should comply with the conservation area rules regardless. A traditional 5 bar timber gate would be more in keeping with the character of the conservation area
- The location of the gate needs to be addressed in line with the comments of HCC Highways Officer as the plot is on busy road with poor sight lines

20/01763/HOU

32 Basingbourne Road Fleet GU52 6TH

[Removal of existing pitched roof and erection of a new pitched roof. Erection of two single storey side extensions, single storey rear extension and alterations to fenestration.](#)

Comments required by 5 September

NO OBJECTION

New design is an improvement however:

- Existing mature tree next to the pavement should be protected from damage during construction
- The building will be extended close to the side boundaries and care should be taken not to damage the roots of the plants in the neighbours gardens

20/01846/HOU

3 Gorseway Fleet Hampshire GU52 7NA

[Demolition of single storey rear extension and garage and erection of a single storey rear extension and two storey side extension. Alterations to fenestration.](#)

Comments required by 4 September

OBJECTION

- This is a significant extension that changes the whole character of the property from a modest family house to a very substantial house. The front elevation is not well coordinated between the existing property and proposed extension
- This property is at the head of a cul-de-sac. The design will therefore have a negative impact on the street scene.
- The extension will dominate the neighbour’s (No.4) frontage and bedroom windows will overlook them also
- As the garage has been moved forward a dimensioned parking plan should be submitted that meets Hart’s standards
- Evidence should be submitted as to the need to remove trees.

20/01848/HOU

34 Fitzroy Road Fleet Hampshire GU51 4JW

[Replacement of existing gate and fence with automated 5 bar gates and brick piers.](#)

Comments required by 8 September

OBJECTION

- The applicant's heritage report recognizes the statement in the North Fleet Conservation Area that traditional timber gates are a feature of the area. Traditional five bar timber gates have a natural proportion which is clearly demonstrated by the existing gates. The proposed gates may be of timber but are not well proportioned and the proposed brick piers are out of keeping with the character area and quite disproportionate to the gate
- Fitzroy Road is one of the key character roads in the Conservation area and every effort should be made to preserve and enhance its character - this proposal does neither and removes a set of gates fit for purpose, both in function and character

20/01541/HOU

7 Westminster Close Fleet Hampshire GU51 4NR

[Erection of shed following removal of existing and alteration and repositioning boundary fences](#)

Comments required by 8 September

NO OBJECTION

- As long as the tree root protection measures are followed
- 1.8m high fences to front of properties not usually supported but this fronts onto Fleet Road where it is not uncommon
- Assumed trellis section of fence will be greened – if not then it would be a good idea to implement some greenery to reduce impact of fence

20/01857/HOU

5 Loxwood Avenue Church Crookham Fleet GU51 5NS

[Demolition of existing conservatory and erection of a single storey rear/side conservatory.](#)

Comments required by 8 September

NO OBJECTION

20/01697/HOU

[Elvetham Bridge House Reading Road North Fleet GU51 4HT](#)

Erection of an orangery to rear and replacement of front door

Comments required by 11 September.

OBJECTION

- This is a very large orangery (80 sq m) all to the rear of a large established residence
- It is a modern, flat roofed, glass development on the back of a character building. It is argued it does no harm because it is to the rear of the property and has no visual impact on the street scene, but it does devalue the character of the host building.
- No working method tree statement has been submitted
 - There appears limited access to the rear of the property, so materials will most likely be stored to the front

	<ul style="list-style-type: none"> ○ Tree protection barriers should be provided to keep construction traffic and materials storage off the root zones
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>7th September, 18:30 for 19:00 virtually</p>

Meeting closed: 7.35pm

Signed:.....

Date:



FLEET TOWN COUNCIL

MINUTES OF THE ESTABLISHMENT VIRTUAL COMMITTEE MEETING

Wednesday 8th July 2020 at 7pm

PRESENT

Councillors: P. Einchcomb, L. Holt, K. Jasper, R. Robinson (Chairman), B. Schofield, S. Tilley, G. Woods.

Also Present: Janet Stanton - Town Clerk
Susanna Walker - Committee Clerk
Charlotte Benham - Project and Committee Officer
Alex Robins - Harlington General Manager
Wendy Allen - Office Manager

EST July 2020 ITEM 1 ELECTION OF CHAIRMAN

The outgoing Chairman, Councillor Richard Robinson, called for nominations for the office of Chairman. One nomination for Councillor Richard Robinson was received and seconded.

RESOLVED

That Councillor Robinson be re-elected to the office of Chairman of Establishment for the local government year 2020/2021.

EST July 2020 ITEM 2 ELECTION OF VICE CHAIRMAN

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

RESOLVED

That Councillor Tilley be re-elected to the office of Vice-Chairman of Establishment for the local government year 2020/2021.

EST July 2020 ITEM 3 APOLOGIES

There were no apologies.

EST July 2020 ITEM 4 DECLARATIONS OF INTEREST

There were no declarations of interest.

EST July 2020 ITEM 5 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from the public.

EST July 2020 ITEM 6 MINUTES OF PREVIOUS MEETING

The minutes and confidential minutes of the Establishment Committee meeting held on Friday 21st February 2020 were approved and signed by the Chairman.

Members queried whether the General Manager of the Harlington had undertaken the proposed cost review of the operation of the Box Office and Reception staffing, as outlined in Item 5 - Pay Review. Members noted that this cost review has been delayed, due to the current situation. It was agreed that the report will be brought to the next Establishment meeting in January 2021.

EST July 2020 ITEM 7 TRAINING UPDATE

Members received and considered the current training update. It was noted that the Projects and Committee Officer had attended website training in the recent weeks.

EST July 2020 ITEM 8 DATE AND TIME OF NEXT MEETING

The next virtual meeting of the Establishment Committee will be held Wednesday 13th January 2021 at 7.00pm.

There being no further business the meeting closed at 8.03pm.

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**

EST July 2020 ITEM 9 STAFF CHANGES

Members received and noted a list of staff at the Harlington, Fleet Town Council and Ancells Farm Community Centre.

EST July 2020 ITEM 10 FURLOUGHING OF STAFF

Members received a report regarding this into the minutes.



FLEET TOWN COUNCIL

MINUTES OF THE VIRTUAL POLICY AND FINANCE COMMITTEE

Monday 20th July 2020 at 7pm

PRESENT

Councillors: Glyn Carpenter, Paul Einchcomb, Leslie Holt (Chairman), Richard Robinson, Bob Schofield, Sue Tilley, George Woods.

Also Present: Janet Stanton - Town Clerk
Susanna Walker - Committee Clerk
Wendy Allen - Office Manager
Alex Robins - Harlington General Manager
Charlotte Benham - Project and Committee Officer

PF July 2020 ITEM 1 APOLOGIES

There were no apologies.

PF July 2020 ITEM 2 DECLARATIONS OF INTEREST

There were no declarations on interest.

PF July 2020 ITEM 3 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from the public.

PF July 2020 ITEM 4 MINUTES OF PREVIOUS MEETING

The minutes of the Policy and Finance Committee held on Monday 18th May 2020 were approved and signed by the Chairman.

Members discussed the following:

- Grants.
 - With reference to Item 8, Budget Implications of the Covid19 Pandemic, FTC has not been successful in obtaining any grants so far.
- Ear Marked Reserves
 - With reference to Item 9, Ear Marked Reserves, Resolution B, the Ear Marked Reserves 2020/2021 will be reviewed at the October 2020 Policy and Finance meeting.

The members considered the commentary of the Town Clerk with an overview of the financial performance May 2020 – June 2020, together with all the income and expenditure, cash book, bank reconciliation, list of payments, balance sheet and quarterly monitoring.

The members considered:

- a. Quarterly Report
- aa. Harlington Monthly Performance totals 2020/2021
- b. 2020-21 projections spreadsheet at 30th June 2020
- c. Balance sheet as at 30th June 2020
- d. Budget detail as at 30th June 2020
- e. Income and expenditure detail as at 30th June 2020
- f. Reserves as at 30th June 2020
- g. Bank Reconciliation - 31st May 2020
- gg. Bank Reconciliation - 30th June 2020
- h. Cash Book - 31st May 2020
- hh. Cash Book - 30th June 2020
- l. List of Payments + BACS - 31st May 2020
- ii. List of Payments + BACS - 30th June 2020
- j. FTC Charge Card statements for Jan, Feb, Mar Apr 2020
- k. Q1 VAT return

The following matters were raised:

- **The last quarterly report show a budget shortfall of £227,000.00.** This figure has now been reduced to £217,000.00.
- FTC is continuing to look at any suitable grants available.
- Insurance claims.
- SIDs (Speed Indicator Device).
 - HCC **has** now confirmed that FTC can proceed with these. **However, because of the delay in obtaining approval**, Members were made aware that there is no allocation for this in the 2020/2021 budget.
 - The approximate cost per SID unit per month is £200.00.
 - Members discussed that due to the current situation, there has been a reduction in traffic.
 - Ancells Road was highlighted as a potential road for SIDs.
 - Speedwatch team. Members discussed whether approaching the Speedwatch team would be an alternative solution to SIDS.
 - Members agreed to contact Speedwatch and ask to go on the list, with emphasis on Ancells Road.
 - Members agreed that the Town Clerk should add a new line into the budget 2021/2022 for SIDs.
 - SIDs will be reviewed at the October 2020 Policy and Finance meeting.
- Christmas lights.
 - FTC is committed to the Fleet Town Christmas Lights 2020.
 - **Fleet BID – Christmas Lights**
- The Harlington.
 - Blood donor sessions.
 - User groups including Weight Watchers are meeting again.
 - Other user groups are aiming to start back in September 2020, subject to updated risk assessments.
 - Members discussed the option of a small scale music acoustic set at The Views on a Sunday afternoon. This would be a free event, with the Harlington providing drinks and snacks at the portable bar.
 - Emphasis would be on the public to socially distance.

- The aim is to assess if there is a public appetite for outdoor events.
- Socially distanced pods for indoor events at the Harlington.
- Perspex screens costings.
- All shows up to the end of September 2020 have now been rescheduled.
- Harlington outstanding financial liabilities. These are monies from shows that have not been invoiced for.
- Car boot sale.
 - Members discussed whether the car boot sale to be held on a Sunday morning could have a later start, to coincide the end of it with the beginning of the acoustic session at The Views.
- FTC general reserves are now set apart in the finances.
- Ear Marked reserves.
- Harlington auditorium ceiling.
 - The inspection of the auditorium ceiling has established that there are cracks in the laminated beams.
 - There is a limited availability and time to repair these, due to only a small number of suppliers.
 - As yet, HDC **has** not formally agreed to pay for these specific repairs.
 - FTC needs to take a financial risk in payment for the beams, as this critical work needs to take place immediately, using the current scaffolding in situ.
 - The approximate cost is £7,000.00. This process did not need to go out to tender.

RESOLVED

1. To receive and accept into the minutes
 - a. Quarterly Report
 - aa. Harlington Monthly Performance totals 2020/2021
 - b. 2020-21 projections spreadsheet at 30th June 2020
 - c. Balance sheet as at 30th June 2020
 - d. Budget detail as at 30th June 2020
 - e. Income and expenditure detail as at 30th June 2020
 - f. Reserves as at 30th June 2020
 - g. Bank Reconciliation - 31st May 2020
 - gg. Bank Reconciliation - 30th June 2020
 - h. Cash Book - 31st May 2020
 - hh. Cash Book - 30th June 2020
 - i. List of Payments + BACS - 31st May 2020
 - ii. List of Payments + BACS - 30th June 2020
 - j. FTC Charge Card statements for Jan, Feb, Mar Apr 2020
 - k. Q1 VAT return
2. **Councillor Robinson confirmed** that the bank reconciliation for May and June 2020 equals zero, and the bank statements match the reconciliation and has signed the bank statements and payment schedules.

PF July 2020 ITEM 6

INVESTMENT REPORT

Members received and considered the quarterly investment report. Members noted that the Co-operative bank account has closed down, and the money has transferred into the HSBC current account.

RESOLVED

To note the balances held in the Fleet Town Council Accounts

PF July 2020 ITEM 7

NALC CODE OF CONDUCT CONSULTATION

Members received, considered and reviewed the NALC new model Code of Conduct, in order to enable a response from FTC to the LGA consultation before the deadline of 17th August 2020. The following matters were discussed:

- There is no mention of social media in the Code of Conduct, aside from a small section under Specific Obligations, page 3 and Bullying and Harassment, page 4.
- Engagement with social media shouldn't be any different to the engagement in the 'real' world.
- A policy on social media should be incorporated into the communications policy.
- Following a paper written in March 2020, the primary recommendation was that subsidiary councils should follow the same Code of Conduct as principle councils, to ensure clarity amongst all councils.
- FTC adopts HDC's Code of Conduct.
- Even though NALC are proposing a new Code of Conduct, FTC should maintain HDC's Code of Conduct, unless HDC proposes any amendments.

Members were asked to provide the Town Clerk with any further comments to the NALC new model Code of Conduct within the next week.

RESOLVED

1. To respond to the LGA consultation with any Members' comments before the deadline of 17th August 2020.
2. FTC to continue to maintain HDC's Code of Conduct, unless otherwise directed.

PF July 2020 ITEM 8

GRANTS

Members received and considered an application from Victim Support Grant for £200 for security items for the home. Members were reminded that FTC has given Victim Support grants over the past few years, and that this is a service that anyone can access and use.

Members commented on the following:

- Contributions by other town and parish councils
- The annual report shows the donors.
- Victim Support has reserves in excess of £6,000,000.00.
- The awarding of grants year on year

RESOLVED

Members agreed to support the grant application from Victim Support Grant.

PF July 2020 ITEM 9

POLICIES

Further to the February Council Meeting, members received and reviewed the revised Climate Change Policy. The following points were raised:

- Further to the action point 4, the Planning and Development Control Committee cannot comment on the carbon footprint of all applications they receive, as this is not a requirement from HDC.
- FTC to query what HDC will do about carbon footprint on their planning application forms.
- Under Introduction, the word 'for' to be removed from the final sentence.
"*... Hart District Council with its own target to become a net zero carbon emitter by 2020*".

- The policy needs to make the introduction clear that the targets are HCC's targets.
- ~~—FTC is responsible for enabling Fleet residents to be carbon neutral by leadership.~~
- Action point 1, reducing single use plastic within the Council's operations – a climate change issue.
- Under Introduction, the word 'communication' to replace 'education' in the final sentence. *"...making Fleet Town carbon neutral by 2040 providing community leadership and communication"*.

RESOLVED

Subject to the changes outlined above to the Climate Change Policy, to approve the adoption of the Climate Change Policy.

PF July 2020 ITEM 10 COVID19

Members received and considered any new updates and guidelines from the government which will affect the FTC operation and funding. Members noted that the COVID19 guidance changes daily. Members were made aware that as of 1st August 2020, venues are allowed to provide indoor events, FTC are expecting a list of provisos and guidance from the government regarding this imminently. However, **it is likely that** the Harlington will not be fit for purpose until the end of August 2020, due to the current auditorium ceiling work.

PF July 2020 ITEM 11 FLEET LINK – COMMUNITY TRANSPORT

Further to the Council meeting held on 1st July 2020, members received a financial update regarding Fleet Link. Members discussed the following:

- Members were originally notified that Fleet Link could make exceptional financial claims due to the impacts of COVID19.
- The recent claim is pre-COVID and is due to vandalism of the Fleet Link buses.
- The claim is for £6,985.00 and covers window breakages, the storage of the buses at a new compound, additional staffing and fuel costs and loss of fare and income.
- Further to a negotiated discount, the claim is now £6,105.00.
- The percentage cost breakdown is:
 - HCC 50%
 - FTC 37.5%
 - Church Crookham 12.5%
- HCC **has** proposed that the FTC total of £2,308.00 is taken from the money in the vehicle replacement fund.
- Members queried why the full cost of vandalism had not been covered by the insurance claim.
- There is a potential shortfall of £2,000.00 a month due to reduced passenger traffic, which in the current contract totals a shortfall of £24,000.00 for the year.
- **Fleet Link does not appear to be a financially viable service, particularly during the current crisis.**
- Members considered whether FTC should terminate their part of the contract, **however**, all parties need to be given enough notice. **If this should be the case, notice to be given before the 2021/2022 budget is drawn up.**
- ~~—There is a potential that Fleet Link could cease if FTC withdraws from the current contract.~~
- ~~—The Fleet Link operation and suitable alternatives~~
- ~~—FTC should look at the outline of the Fleet Link service contract.~~
- ~~—Is providing taxis to current Fleet Link users a suitable alternative?~~
- ~~—Potential cost increase using taxis.~~
- ~~—Should FTC be looking at the model for the Hartley Wintney community bus?~~

Members agreed that they were not happy with the proposed charge from HCC and would question why there had not been a claim on the insurance policy. ~~this had not been all done through the insurance claim.~~ Members also discussed how to support existing users should FTC terminate its contract with HCC. It was agreed that this would be brought to the Full Council meeting in September 2020.

PF July 2020 ITEM 12 CLERKS REPORT

Members noted the following proposal from the Town Clerk:

- That a budget working group convene in September 2020, once FTC has received the second half of its precept.
- ~~Councillors Wildsmith, Einchcomb and Carpenter to be part of the working group.~~ Members agreed that the working group will be a virtual daytime meeting **and** ~~Members agreed that this to be held during the day time.~~

PF July 2020 ITEM 13 DATE AND TIME OF NEXT MEETING

The next virtual meeting of the Policy and Finance Committee will be held Monday 19th October 2020 at 7pm.

There being no further business the meeting closed at 8.30pm.

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

Chairman



**Application for Co-option
Part 1**

Thank you for your interest in becoming a Town Councillor. Please provide below information to assist the council in making their decision.

Full Name & Title	Mrs. Samantha Allen
Home Address	██████████ Gu51 5██████████
Home Telephone	
Mobile Telephone	██████████
Email Address	██
Which Ward are you applying for?	Fleet Central Ward

<p>About You</p> <p>Please provide the Council with some background information about yourself.</p> <p>I am Samantha many call me sammy,</p> <p>I have lived in fleet all my life and now have the pleasure of bringing my children up in this beautiful town.</p> <p>I am very much a hard working resident and always like to help everyone, I started getting more involved with the community during this pandemic when I became Chair Woman of Fleet Aid and Relief. I have always been seen out and about and have a very strong tie to the youth of the community I am seen to be the cool mum and just have a happy attitude towards everyone I meet.</p> <p>I am a keen adventurer and love taking my kids on walks in and around fleet showing them pieces of the history and even discovering new places, I also enjoy art and gardening aswell as photography all of these have been inspired because the beautiful town we live in.</p> <p>I would love to become a councillor to become more involved with the community and being able to help and bring a smile to the table</p> <p>Kind regards sammy</p>

--

Reasons for applying

<p>I started getting more involved with the community during this pandemic when I became Chair Woman of Fleet Aid and Relief. I Just love the feeling of helping people in our community and always out there to do whats best, I would love to show my children that being kind and always showing respect feels amazing and can get you far in life, I have overcome many difficulties but I use that to become inspiration to dedicate myself to do more.</p>
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Signature

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Please return your completed application to the Clerk to the Council. Your application will be considered at the next available Town Council meeting, where a vote will be held to decide whether the Council agrees to co-opt you to Fleet Town Council.

Data Protection Act: The information provided on this application will remain private and Confidential.

Co-option Eligibility Form Part 2

1. In order to be eligible for co-option as a Fleet Town Councillor you must be a British subject, or a citizen of the Commonwealth or the European Union; and on the 'relevant date' (i.e. the day on which you are nominated or if there is a poll the day of the election) 18 years of age or over; and additionally able to meet one of the following qualifications set out below. Please tick which applies to you:

- a) I am registered as a local government elector for the parish; or
- b) I have, during the whole of the twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the parish; or
- c) My principal or only place of work during those twelve months has been in the parish; or
- d) I have during the whole of twelve months resided within 4.8 km of The Parish of Fleet

2. Please note that under Section 80 of the Local Government Act 1972 a person is disqualified from being elected as a Local Councillor or being a member of a Local Council if he/she:

- a) Holds any paid office or employment of the local council (other than the office of Chairman) or of a joint committee on which the Council is represented; or
- b) Is a person who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors (but see below); or
- c) Has within five years before the day of election, or since his/her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or
- d) Is otherwise disqualified under Part III of the representation of the People Act 1983 for corrupt or illegal practices.

This disqualification for bankruptcy ceases in the following circumstances:

- i. If the bankruptcy is annulled on the grounds that either the person ought not to have been adjudged bankrupt or that his/her debts have been fully discharged;
- ii. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on his/her part;
- iii. If the person is discharged without such a certificate.

In i and ii above, the disqualification ceases on the date of the annulment and discharge respectively. In iii, it ceases on the expiry of five years from the date of discharge.

DECLARATION

I...Samantha Allen. hereby confirm that I am eligible for the vacancy of Fleet Town Councillor, and the information given on this form is a true and accurate record.

Signature.....Date.28/07/2020

Fleet Town Council is duty bound to treat this information as strictly confidential.

CO-OPTED COUNCILLOR PERSON SPECIFICATION

COMPETENCY	ESSENTIAL	DESIRABLE
Personal Attributes	<ul style="list-style-type: none"> • Sound knowledge and understanding of local affairs and the local community. • Forward Thinking 	<ul style="list-style-type: none"> • Can bring a new skill, expertise or key local knowledge to the Council.
Experience, Skills, Knowledge and Ability	<ul style="list-style-type: none"> • Ability to listen constructively • A good team player • Ability to pick up and run with a variety of projects Solid Interest in local matters • Ability and willingness to represent the Council and their community • Good interpersonal skills and able to contribute opinions at meetings whilst willing to see others views and accept majority decisions. • Ability to communicate succinctly and clearly. • Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff. • Ability and willingness to work with the Council's partners (e.g. voluntary groups, other parish Councils, principal authority, charities). • Ability and willingness to undertake induction training and other relevant training. 	<ul style="list-style-type: none"> • Experience of working or being a member in a local authority or other public body • Experience of working with voluntary and or local community / interest groups • Basic knowledge of legal issues relating to town and parish Councils or local authorities • Experience of delivering presentations
Circumstances	<ul style="list-style-type: none"> • Ability and willingness to attend meetings of the Council (or meetings of other local authorities and local bodies) at any time and events in the evening and at weekends. 	



Application for Co-option Part 1

Thank you for your interest in becoming a Town Councillor. Please provide below information to assist the council in making their decision.

Full Name & Title	Miss Ruth Hill
Home Address	[REDACTED] GU51 3 [REDACTED]
Home Telephone	
Mobile Telephone	[REDACTED]
Email Address	[REDACTED]
Which Ward are you applying for?	Fleet Central

About You

Please provide the Council with some background information about yourself.

I moved to Fleet from Odiham back in 1974 as my father used to work for a local solicitor and was very well known and respected in the area by many. He worked for many celebrities including Rose from the Tiller Girls, Alvin Stardust, Matt leTissier to name drop a few.

I grew up here in Fleet and went to Calthorpe Park. From there I was one of the first intake for a what was then a new initiative called the Youth Training Scheme (YTS), where I was placed at, and taken on by, Solartron in Farnborough as a secretary to the Director of Instrumentation.

My aim was to get into Racal Datacom, back then one of the giants in instrumentation and communications. I finally managed this and was there for 16 years doing various roles from Senior Secretary and finally ending up in Marketing as the Customer Success Officer.

From there, I finally secured a job at Cisco in 2007. Starting as a High Touch Operations Manager I progressed through the ranks to running a team of 24 people globally with global accounts including AT&T and Verizon. Due to changes in the business, I took an opportunity to move in a Service Delivery Manager role, where I am now, overseeing the team delivering into BT. I am based from my house in Fleet.

I do voluntary work throughout the year which includes collecting and sorting books for disadvantaged school children, scrub clearing and litter picking. I also enjoy walks around the local area and love that we have so many beautiful places to walk and enjoy.

I have studied hard in my spare time and got myself Law O'level, Psychology A'level and more recently Level 2 Exercise to Music (Aerobics), Level 2 Gym Instructor and Level 3 Nutrition and Level 3 Personal Trainer. I am a fitness instructor outside of work and have a huge passion for fitness and mental wellbeing.

I have two sons aged 17 and 22, a dog called Max and a cat called Pepsi.

Reasons for applying

Please provide the council with your reasons for wanting to become a Town Councillor.

Due to the amount of time I've lived in the area, I've seen a lot of changes and seen the town and surrounding area grow and change.

I've always been interested in wanting to do something for the community and help others. Fleet is such a lovely town and I always sit and think I'd love to get involved and really help to make an impact and a difference, particularly now we have the new local neighbourhood plan.

We have a very diverse community with many personalities that should all be represented to ensure the Town reflects the community in its entirety. I have a lot of energy and passion to ensure Fleet remains the amazing and great place we all know and love.

There have been many positives over the past few years and I love seeing the flowers in the high street, the Cemetery and even the Carnival and Christmas festivities are all part of what makes this town a great town to live in and be part of.

We do need to boost the high street with more shops and businesses and encourage a more diverse range of shops.

And most importantly are the sport facilities, play areas and various parks to allow people to get out and move around, which is really important for physical health and mental wellbeing.

I'm social media savvy and understand how to work with the majority of the people and communicate favorably. I also help to admin many of the Fleet sites, which I was asked to do so because of my 'fairness' and way of handling posts.

Most importantly – keep alive and develop a sense of community. Shop local. Support our neighbours. Look after our local parks and look out for each other. Ensure we give back to the community in which we live to help it thrive and cater for all.

Signature	Ruth Hill
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Please return your completed application to the Clerk to the Council. Your application will be considered at the next available Town Council meeting, where a vote will be held to decide whether the Council agrees to co-opt you to Fleet Town Council.

Data Protection Act: The information provided on this application will remain private and Confidential.

Co-option Eligibility Form Part 2

1. In order to be eligible for co-option as a Fleet Town Councillor you must be a British subject, or a citizen of the Commonwealth or the European Union; and on the 'relevant date' (i.e. the day on which you are nominated or if there is a poll the day of the election) 18 years of age or over; and additionally able to meet one of the following qualifications set out below. Please tick which applies to you:

- a) I am registered as a local government elector for the parish; or
- b) I have, during the whole of the twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the parish; or
- c) My principal or only place of work during those twelve months has been in the parish; or
- d) I have during the whole of twelve months resided within 4.8 km of The Parish of Fleet

2. Please note that under Section 80 of the Local Government Act 1972 a person is disqualified from being elected as a Local Councillor or being a member of a Local Council if he/she:

- a) Holds any paid office or employment of the local council (other than the office of Chairman) or of a joint committee on which the Council is represented; or
- b) Is a person who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors (but see below); or
- c) Has within five years before the day of election, or since his/her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or
- d) Is otherwise disqualified under Part III of the representation of the People Act 1983 for corrupt or illegal practices.

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- i. If the bankruptcy is annulled on the grounds that either the person ought not to have been adjudged bankrupt or that his/her debts have been fully discharged;
- ii. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on his/her part;
- iii. If the person is discharged without such a certificate.

In i and ii above, the disqualification ceases on the date of the annulment and discharge respectively. In iii, it ceases on the expiry of five years from the date of discharge.

DECLARATION

I.....Ruth Hill..... hereby confirm that I am eligible for the vacancy of Fleet Town Councillor, and the information given on this form is a true and accurate record.

Signature...Ruth Hill.....Date...5th August 2020....

Fleet Town Council is duty bound to treat this information as strictly confidential.

CO-OPTED COUNCILLOR PERSON SPECIFICATION

COMPETENCY	ESSENTIAL	DESIRABLE
Personal Attributes	<ul style="list-style-type: none"> • Sound knowledge and understanding of local affairs and the local community. • Forward Thinking 	<ul style="list-style-type: none"> • Can bring a new skill, expertise or key local knowledge to the Council.
Experience, Skills, Knowledge and Ability	<ul style="list-style-type: none"> • Ability to listen constructively • A good team player • Ability to pick up and run with a variety of projects Solid Interest in local matters • Ability and willingness to represent the Council and their community • Good interpersonal skills and able to contribute opinions at meetings whilst willing to see others views and accept majority decisions. • Ability to communicate succinctly and clearly. • Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff. • Ability and willingness to work with the Council's partners (e.g. voluntary groups, other parish Councils, principal authority, charities). • Ability and willingness to undertake induction training and other relevant training. 	<ul style="list-style-type: none"> • Experience of working or being a member in a local authority or other public body • Experience of working with voluntary and or local community / interest groups • Basic knowledge of legal issues relating to town and parish Councils or local authorities • Experience of delivering presentations
Circumstances	<ul style="list-style-type: none"> • Ability and willingness to attend meetings of the Council (or meetings of other local authorities and local bodies) at any time and events in the evening and at weekends. 	

Co-option Eligibility Form Part 2

1. In order to be eligible for co-option as a Fleet Town Councillor you must be a British subject, or a citizen of the Commonwealth or the European Union; and on the 'relevant date' (i.e. the day on which you are nominated or if there is a poll the day of the election) 18 years of age or over; and additionally able to meet one of the following qualifications set out below. Please tick which applies to you:

- a) I am registered as a local government elector for the parish; or
- b) I have, during the whole of the twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the parish; or
- c) My principal or only place of work during those twelve months has been in the parish; or
- d) I have during the whole of twelve months resided within 4.8 km of The Parish of Fleet

2. Please note that under Section 80 of the Local Government Act 1972 a person is disqualified from being elected as a Local Councillor or being a member of a Local Council if he/she:

- a) Holds any paid office or employment of the local council (other than the office of Chairman) or of a joint committee on which the Council is represented; or
- b) Is a person who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors (but see below); or
- c) Has within five years before the day of election, or since his/her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or
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- ii. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on his/her part;
- iii. If the person is discharged without such a certificate.

In i and ii above, the disqualification ceases on the date of the annulment and discharge respectively. In iii, it ceases on the expiry of five years from the date of discharge.

DECLARATION

I, RUTH HILL hereby confirm that I am eligible for the vacancy of [REDACTED] information given on this form is a true and accurate record.

Signature... [REDACTED] Date 1.8.20

Harlington Auditorium Remedial Works Update

1. The Auditorium Ceiling inspection report made the following recommendations:
2. RECOMMENDATIONS (6.1) This report and the observations made, together with the structural appraisals, provide a base line for future inspections which is recommended should be undertaken on a regular basis. Particularly conditions within the ceiling void need to be maintained to ensure that decay does not develop within any of the timber components, nor does corrosion progress on any critical elements of the ceiling support structure. In relation to the current inspection, the following remedial action is recommended:
 - a. a) Resin inject the open joints in all the glued, laminated beams, where checks/fractures have been noted and where they can be accessed.
 - b. b) Clean all connections to the laminated beam of any loose rust and paint with rust inhibitor before any further painting with an appropriate paint system. This relates to the laminated beam connections only.
 - c. c) Provided new strap fixing as shown on drawing 19-1962/105 included in Appendix A. This will provide additional support to the lighting bar and fix to the top face of the existing beams.
 - d. d) Seal all redundant rainwater downpipes within the voids with a plastic cap.
 - e. e) Provide support to the rainwater outlet bends, where they translate from the roof to the side wall.
 - f. f) Check all external wall penetrations to ensure these are fire stopped.
 - g. g) Review present fire / smoke detection system within ceiling void and install new system if inadequate.
 - h. It would be financially beneficial to undertake these works whilst access is available:
3. Following clarifications on the extent of remedial works to secure the structural integrity of the laminated timber beams all resin injection work was completed in the week ending 28th August.
4. The new secure strap fixing to the lighting bar has been completed and the work certified.
5. Items b,d,g are being carried out in-house.
6. Fire stops are to be carried out by an external contractor.
7. In addition to the recommended works, the opportunity has been taken to deep clean all the ventilation/air systems normally obscured by the suspended ceiling
8. New LED lighting has replaced the old perimeter ceiling fluorescent tubes and the flat panel ceiling lights
9. Some essential electrical works have been completed, facilitated by the access decking.

10. Scaffolding bridges to the three timber beams can now be removed, but the main deck immediately below the suspended ceiling will be retained while the suspended ceiling is reinstalled.
11. Due to redundancy of the ceiling tile support system and there being no compatible replacement parts it is necessary to replace the ceiling grid system. The support hanger systems, apart from a few minor repairs remain serviceable. Prices have been sought from professional ceiling installers to ensure the work is carried out to the latest safety standards.
12. Once the suspended ceiling has been reinstalled, the bird cage scaffold deck can be removed, and the auditorium reinstated. Presently scheduled to be before the end of September.
13. The provision of the scaffold supported decking has allowed some very necessary structural remedial work and permitted some essential maintenance works which otherwise could not have been carried out due to the total lack of access provision within the ceiling void. Any modern purpose built facility would have built in service arrangements.

COUNCIL MEETING Wednesday 2 September 2020

Councillor: Janet Stanton
DATE: 25 August, 2020

COVID RECOVERY REPORT

The recovery of FTC's services and activities is continuing but until social distancing is eased a full recovery will not be possible. However, alternative methods of providing indoor socially distanced performances within The Harlington are being progressed.

The Harlington

Officers are currently liaising with hirers regarding their return to their regular activities. However, many are limited in what they can offer due to social distancing.

Socially Distanced Sundays - The Harlington (outside)

A series of acoustic musical events held on Sunday afternoons in The Views during August have proved to be a great community success whilst supporting grass roots music. This is a free community event but visitors must book a bubble in advance and be prepared to participate in track and trace.

Furloughing

Some permanent members of the Harlington staff are still furloughed although as activities and requirements increase staff will be brought back on an "as and when required" flexible basis. For information, from 1st November, 2020 furloughing will cease to be paid by the government.

Funding/Grants

To date two grant applications have been made but FTC has not been successful as town councils have been deemed ineligible. The two grant applications were the Retail, Hospitality and Leisure grant and the Government grant to support loss of income to councils. We are currently looking to see if any funding is available from the Arts Council.

Finances

The council's finances and cash flow are being constantly managed in order to minimise the loss of income to the Council, particularly from the Harlington activities.

Business Continuity Insurance

Although FTC believes its insurance covers COVID19 for business continuity insurance, the council's insurance company (and many of the other insurance companies) are currently disputing this. This has now been referred to the High Court and a judgement is expected in mid September.

Staff

All staff are now transitioning back to working in the office.

Prior to this happening it has been necessary to ensure that the offices are COVID Secure with the necessary risk assessment being updated at least every two weeks. This risk assessment has been sent to all staff and councillors. All visitors, including Councillors and contractors, are to enter the building through the main front entrance. A safe working environment has been achieved which includes a new Perspex screen at the Harlington reception, screening between staff where necessary, additional daily cleaning by staff, provision of sanitising units etc.

COUNCIL MEETING Wednesday 2 September 2020

Councillor: Janet Stanton
DATE: 25 August, 2020

CALTHORPE PARK PLAYGROUND REPORT

The new Play areas in Calthorpe Park are almost completed and once the final snagging has taken place, sign off from the ROSPA Playground inspectors is expected w/e 11 September with the playground opening to the public w/e 18 September. It had been hoped that the playground would be completed before the end of the school summer holidays but due to COVID affecting the supply chain, social distancing, work force scheduling and some extreme weather conditions, this has been delayed. One of the key features of this play area is the installation of disabled and accessible play equipment as well as providing a challenge for all age groups.

These play areas are being funded by an S106 developer contribution to leisure facilities.

CCTV

Currently, the play areas are covered by portable CCTV cameras but once the playground has been completed permanent CCTV cameras will be operational. The installation of permanent CCTV in the park has proved to be a long drawn out process particularly as there was no power or fibre available in the park

- **Power**
 - a. SSE will provide the connection to a feeder pillar which has been installed by the entrance to the lower field off Merivale. This connection is due to be completed on the 4th September.
 - b. NPower provide the electricity and the line will be energised on 4 September.
 - c. BT is providing the Fibre connection and ducting works. Connection to the CCTV column is expected to take place 7th Sept.
 - d. Baydale - The CCTV column has been installed and the camera will be connected once the power and fibre has been installed. The camera's features include zoom, 360 degree and night vision. The link up to Rushmoor 's CCTV control will then take place and the portable CCTV will then be removed.

Play Areas

Further to the ROSPA pre inspection, several items were highlighted for remedial work. This work should be completed w/e 11 September.

Signage

All park and equipment signage is now in place except one additional sign to be installed at the entrance stating "Disabled Parking Only". This final sign will be installed just prior to final completion of all the works.

Access Bays

The final finishing to the access bays will be completed by w/e 11 September.

Pump Track

Currently the pump track is more suited to BMX bikes rather than small scooter use by children between the ages of 2 and 10 years. Adjustments are being made to Pump Track and this work will be completed w/e 11 September

Planting

- All areas requiring grass seeding will be undertaken prior to completion as planned
- Additional simple and effective planting to provide natural barriers where required will take place during the coming months.

REPORT

ITEM 13

COUNCIL MEETING Wednesday 2 September 2020

Councillor: Janet Stanton
DATE: 25 August, 2020

CLERK'S REPORT

Gurkha Square Market

The new operator has now taken over the running of the market and, a great improvement has been seen over the last 4 weeks with an increase in the number of stall holders and customers. This is despite August traditionally being a very quiet month with both stall holders and customers being away on holiday. This is still early days and it is expected that there should be a further improvement from September. However, the market will only continue to improve if it receives the support of the local residents.

TownTalk Newsletter

The August newsletter has now been delivered to all households in Fleet. The next edition of TownTalk is scheduled for the beginning of October when it is hoped to have details of the community events leading up to Christmas as well as updates on the Council and The Harlington's news and activities.

Christmas

In light of COVID 19 and social distancing, various options are being considered for the Christmas Lights Switch on and festivities. All the local schools have been contacted and have indicated their wish to be included in these festive plans.

Thank you

The Clerk would like to thank all the staff and councillors who have been helping to keep the Council operational throughout these last difficult months. This has included being totally flexible in their working arrangements, using their own equipment when working from home and taking on many different and various roles.

Annual Return

The Annual Governance and Accountability Return and accompanying documents has been finalised and submitted to the external auditor for inspection.

REPORT

ITEM 7

COUNCIL MEETING Wednesday 2 September 2020

Councillor: George Woods
DATE: 19 August, 2020

Police and the Public

Background

Due to the major reduction in police numbers over the years, members of the public are now aware of the serious manning issues.

Further to the government's national campaign to recruit 20,000 new police officers over the next two years, which will be shared between all forces including Hampshire, it is hoped that these actions should result in opportunities to improve the service.

For information, each year there is a separate increase for policing in our Council Tax which for 2020/21 was 5%.

Fleet

Fleet is fortunate in that crime is not seen as a major issue but the numbers of reported crimes continues to increase as the population of the town continues to rise.

However, Concerns have been expressed to the author by several residents on the service being provided as below:

1. Since the closing of the Police Station and their relocation to the HDC Offices, the police have become more remote and can only be seen by appointment. The consensus nature of policing in this country is built on people living and working together.
2. As 999 is to be used only for real emergencies, the public find it difficult to report incidents.

Currently when 101 is telephoned, an automatic voice advises callers to make their report online where they will receive a crime Ref Number unless their call is of an urgent nature.

From residents' experiences, there is usually only an automatic voice on 101 that advises you to make a report online and subsequently you receive a ref number.

However, several times when people have been directed to the website, it has not allowed them to do so.

RECOMMENDATION

That Fleet Town Council writes to both the Chief Constable and Police Commissioner outlining residents' concerns regarding the reporting of crime in Hampshire and ask that actions will be to improve the 101 reporting system. that the Police Office in Fleet is made more user friendly for residents to help achieve greater cooperation between the Police and Public.