



**Notice is hereby given of
A MEETING OF FLEET TOWN COUNCIL**

Wednesday 1st February 2023 at 7pm at The Harlington

All members are summoned to attend

To Councillors:

R. Schofield (Chairman), G. Chenery, K. Cottrell, P. Einchcomb, S. Engström, R. Fang, L. Holt, A. Hope, S. Sharma Krishnmurthy, E. May, A. Oliver, R. Richmond, R. Robinson, S. Tilley, P. Wildsmith, B. Willcocks, G. Woods.

Rochelle Halliday, Executive Officer
25th January 2023

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.
4.	CHAIRMAN'S ANNOUNCEMENTS To receive any updates from the Chairman of Fleet Town Council.
5.	HCC/HDC (3 mins per person – max 15 mins) To receive any update on HDC/HCC matters concerning FTC which are not included within the agenda.
6.	MINUTES OF PREVIOUS MEETINGS To receive and approve as a correct record the minutes of the Council Meeting held on 4 th January 2023 (<i>copy attached</i>). To receive resolutions and consider approval of recommendations from the following committees and to return to committees any issues for reconsideration: <ul style="list-style-type: none">• RLA (inc. confidential) 21st December 2022• Development Control 9th January & 23rd January 2023

Part 1 – ITEMS FOR DECISION	
7.	<p>COMMUNITY TRANSPORT - FLEET LINK FARES To review and agree revised proposal from Hampshire County Council for the Fleet Link bus fares (<i>copy attached</i>).</p> <p>RECOMMENDATION To approve the Fleet Link bus fare proposal Option C and to agree that this will be funded from the Council's share of the contract surplus.</p>
8.	<p>ANNUAL RESIDENTS' MEETING The Annual Residents' Meeting is on 21st March 2023. The Annual Residents' Meeting Working Group met on 18th January 2023 to discuss the format and content for the meeting (<i>copy attached</i>).</p> <p>RECOMMENDATIONS</p> <p>a) To approve the format, running order and content for the Annual Residents' Meeting as proposed.</p> <p>b) To approve Cllr Schofield and Cllr Tilley as presenters at the Annual Residents' Meeting and that guest speakers will also be invited from the community to present.</p>
9.	<p>ACTION DAY To agree the date for the Action Day in 2023 (<i>see Executive Officer's Report</i>).</p> <p>RECOMMENDATION That the Action Day takes place on Saturday, 29th April 2023, 9.30am to 12.00pm on and around the High Street.</p>
Part 2 – ITEMS TO NOTE	
10.	<p>VISION DAY To receive a brief update following the first Vision Day session (<i>see Executive Officer's Report</i>).</p>
11.	<p>COMPLAINTS One complaint received (<i>see Executive Officer's Report</i>).</p>
12.	<p>EXECUTIVE OFFICER'S REPORT To receive and note the update report from the Executive Officer (<i>copy attached</i>).</p>
13.	<p>DATE AND TIME OF NEXT MEETING The next meeting of the Council is scheduled to be held on Wednesday 1st March 2023 at 7pm in the Harlington.</p>
Part 3 – CONFIDENTIAL ITEMS	
	<p>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.</p> <p>The following types of business will be treated as confidential:</p> <ol style="list-style-type: none"> Engagement, terms of service, conduct and dismissal of employees Terms of tenders, and proposals and counter-proposals in negotiations for contracts Receipt of professional legal advice and preparation of cases in legal proceedings The early stages of any dispute Matters of a commercial nature
14.	<p>CONTRACTUAL MATTERS To receive information on two contractual matters and to agree any actions required.</p>



FLEET TOWN COUNCIL

MINUTES OF THE COUNCIL MEETING

held on

Wednesday 4th January 2023 at 7pm

PRESENT

Councillors: R. Schofield (Chairman), G. Chenery, C Cottrell, P. Einchcomb, S. Engström, R. Fang, L. Holt, A. Hope, E. May, A. Oliver, R. Richmond, R. Robinson, S. Sharma Krishnamurthy, S. Tilley, P. Wildsmith and G. Woods.

Also Present:

Rochelle Halliday – Executive Officer
Councillor Adrian Collett – HCC
Councillor Steve Forster – HCC
Councillor Stephen Parker – HCC
Representative of Friends of Oakley Park
2 members of the public (representing the Car Show application)

FC JANUARY 2023 ITEM 1

APOLOGIES FOR ABSENCE

Members received and accepted apologies from Cllr Willcocks due to illness.

FC JANUARY 2023 ITEM 2

DECLARATIONS OF INTEREST

Cllrs Chenery and Tilley declared a non-pecuniary interest in Item 12, Event Application Calthorpe Park.

FC JANUARY 2023 ITEM 3

QUESTIONS FROM THE PUBLIC

There were no questions from the public.

FC JANUARY 2023 ITEM 4

CHAIRMAN'S ANNOUNCEMENTS

Cllr Schofield reported his attendance during the period as follows:

- Attended the pantomime at The Harlington.

Cllr Schofield thanked everyone who supported the annual Christmas lunch including the Council Officers.

FC JANUARY 2023 ITEM 5

HCC/HDC ANNOUNCEMENTS

Cllr Parker gave an update on general matters of interest.

S106 funds from Cookham Park Development

Money from the s106 contribution for the development on Crookham Park will be used to fund pedestrian crossings on Reading Road South. The Queen Elizabeth Barracks working party is meeting on 20th January to review the road/cycling infrastructure elements of the development including safe walking routes to school.

Cllr Collett gave a further update.

Roads

The road network is regularly gritted during very cold weather.

There is an issue with the traffic lights on Cove Road and although the section of road is not adopted, the County Council will take on the repair work.

South-East Water works at Ancells Farm

The works undertaken have been very noisy for those living near where the equipment is being operated. Any complaints should be directed towards Hart District Council Environmental Health.

Planning application – Rye Logistics Park

Concern was raised about any conditions being removed or altered for the HGV route.

Cllr Forster gave updates on the following issues.

Activities for Young People

Children's activities organised by HCC will now continue in the Easter and Summer holidays.

Potholes

Currently a lower than usual level of pothole reports is being received from the area. Potholes need to be reported if they are to be fixed by HCC.

Passing of Anthony Barrell

Former councillor Anthony Barrell passed away before Christmas; condolences are extended to his family.

Roadworks

Cllr Forster explained that the works due to take place in the Fleet Road dip have been rescheduled until January. CCTV investigations did take place and identified an issue with the underground utilities.

FC JANUARY 2023 ITEM 6

MINUTES OF PREVIOUS MEETINGS

RESOLVED

The main and confidential minutes of the Council held on Wednesday 7th December 2022 were approved and signed as a true record by the Chairman.

The Council received and noted the minutes of the following Committees:
Development Control 19th December 2022

It was agreed to take Item 12 next.

FC JANUARY 2023 ITEM 12

EVENT APPLICATION CALTHORPE PARK

Members consider a revised request for a Classic Car show to be held in Calthorpe Park.

Questions were asked regarding the toilet requirement for the projected number of attendees. Car parking won't be available on Calthorpe Park, so people will have to park in the town's main car parks. The applicant will need to apply for their own road closure, separate to the Carnival's application.

Members asked if a specific traffic management plan will be submitted to support the application. The applicants confirmed that this would be arranged.

It was confirmed that a bond is required by cheque, which is only cashed if required.

RESOLVED

Members approved the request subject to the conditions outlined at the RLA Committee meeting on 21st December 2022 being satisfied.

2 Members of the public left at 7.35pm.

FC January 2023 ITEM 7 BUDGET AND PRECEPT FOR 2023/2024 FINANCIAL YEAR

Members reviewed and discussed approval of the budget and precept for the 2023/24 financial year. Cllr Schofield provided some information on the Council's financial history and the challenges faced by the Council in the coming year.

The proposed budget and precept were reviewed in detail by the Budget Working Group. It is the recommendation of the Budget Working Group Council that the Council should set the precept to fully recover the budget.

A discussion ensued, and the following points were made:

- It is a balance between supporting residents in the current cost of living crisis and maintaining the Council's core services.
- Residents would expect the Council to make budget cuts, however, are likely to understand that the Council's costs have risen by the rate of inflation.
- Consideration should be given to suspending the new Harlington fund money and reallocating the amount to offset the budget deficit.
- Residents don't want services to be cut and the option for a balanced budget is small in monetary terms.
- There is a discussion by the Hart District Council cabinet tomorrow to agree a way forward for The Harlington lease.
- The Council's previous decisions of setting a zero increase in the precept and the impacts of COVID has left it in an uncertain financial position against the background of unexpectedly high inflation.

There were several suggestions made with regards to the budget and precept.

Cllr Hope left the meeting at 8.00pm.

Council Budget

Members discussed the proposed budget for the 2023/24 financial year.

After some consideration it was agreed to set the budget as drafted without any changes.

RESOLVED

To approve the budget for the 2023/24 financial year as proposed.

Precept 2023/24

Cllr Fang proposed an amendment to the original motion to set a balanced budget and precept by suspending the new Harlington fund. The motion was seconded and a recorded vote was requested, as detailed below:

Votes For

Cllr Fang

Cllr Sharma Krishnamurthy

Votes Against

Cllr Chenery	Cllr Richmond
Cllr Cottrell	Cllr Robinson
Cllr Einchcomb	Cllr Schofield
Cllr Engström	Cllr Tilley
Cllr Holt	Cllr Wildsmith
Cllr May	Cllr Woods
Cllr Oliver	

MOTION FAILED.

The following amendments to the original motion were proposed, seconded and **FAILED** upon voting:

- A 10% increase in the operational precept only and for the new Harlington precept to be fixed.
- Modified Option 4 in the budget proposal report, 10% increase to total precept, but no cuts to grant funding.
- Option 5 in the budget proposal report (full budget recovery), 16.2% increase to precept.
- A 10.5% increase to the precept.
- A 9% increase to the precept and no cuts to grant funding.
- A 10.5% increase in the operational precept only.

RESOLVED

- An amendment to the original motion was proposed, seconded and voted in favour of increasing the precept by 9.8% for the 2023/24 financial year. The precept request will therefore be £1,258,132.
- That the budget deficit is balanced from General Reserves.

Cllrs Sharma Krishnamurthy and Wildsmith left the meeting at 9.20pm.

FC JANUARY 2023 ITEM 8 FINANCIAL MONITORING REPORT

Members noted receipt of:

- a. The bank reconciliation for November 2022
- b. The list of payments for November 2022

Cllr Robinson confirmed inspection of the November 2022 bank reconciliations which were in order, and that he has signed the bank statements and payment schedules.

RESOLVED

- To accept the bank reconciliation for November 2022.
- To accept the list of payments for November 2022.
- To confirm that the bank reconciliations for November 2022 equal zero and that the bank statements match the reconciliations.

FC JANUARY 2023 ITEM 9 GROUNDS MAINTENANCE CONTRACT

Members noted receipt of and considered the recommendation from the RLA Committee to approve the renewal of the existing grounds maintenance contract for a further two years.

The contract pricing will be increased annually in line with the April 2023 RPI rate in accordance with the existing contract terms. The value of the contract for the current financial year is £145,559.

RESOLVED

Members approved a two-year extension to the existing grounds maintenance contract with Nigel Jeffries Landscapes.

FC JANUARY 2023 ITEM 10 ANNUAL RESIDENTS' MEETING

Members noted the proposal that a Working Group be set up to prepare and progress the content of the Annual Residents' Meeting.

Members agreed to form a working group to prepare the content of the Annual Residents meeting. Cllrs Holt, May, Schofield, Tilley and Woods agreed to serve on the Working Group.

FC JANUARY 2023 ITEM 11 COUNCIL MEETING DATES

Members considered the revised Council meeting dates for 2023/24, which showed an amended date for the Annual Meeting of the Town Council in May 2023.

Members agreed to maintain the original date of 10th May 2023 for the Annual Meeting of the Town Council.

FC JANUARY 2023 ITEM 13 HAMPSHIRE ASSOCIATION OF LOCAL COUNCILS EXTRAORDINARY AGM

Members considered a Council representative to attend the Hampshire Association of Local Councils (HALC) EAGM on 23rd February 2023 and vote on behalf of the Council.

RESOLVED

That Cllr Einchcomb would attend the HALC EAGM and vote on behalf of the Council.

FC JANUARY 2023 ITEM 14 VISION DAY

Members noted that the vision development sessions will take place over two sessions on Wednesday 18th January 2023 and Wednesday 22nd February 2023 at 7pm in The Harlington. The sessions will provide an input into developing the Council's strategy for the coming four years. Some preliminary work will be provided in advance to aid discussions.

FC JANUARY 2023 ITEM 15 COMPLAINTS

No complaints had been recorded since the last meeting.

FC JANUARY 2023 ITEM 16 EXECUTIVE OFFICER'S REPORT

Members received and noted the Executive Officer's report.

Members noted a Climate Change event at HCC will be attended by Cllr Cottrell.

Members agreed to donate any surplus Christmas food items to a Christmas celebration for Ukrainians planned for January in The Harlington. Hart District Council is funding the venue hire for the event.

FC JANUARY 2023 ITEM 17

DATE AND TIME OF NEXT MEETING

The date of the next meeting of the Council is on Wednesday 1st February 2023 at 7pm in The Function Room of The Harlington.

There being no further business the meeting closed at 9.38pm.

Signed.....

Date:.....

Chairman

DRAFT



FLEET TOWN COUNCIL

MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING

Wednesday 21st December 2022 at 7pm

PRESENT

Councillors: G. Chenery, P. Einchcomb (Chairman), L. Holt, E. May, A. Oliver, R. Schofield, B. Willcocks, S. Tilley and G. Woods.

Also Present: Rochelle Halliday – Executive Officer
Alex Robins – Harlington General Manager
Ben Crane – Facilities and Open Spaces Manager
2 members of the public (for item 12)

RLA December 2022 ITEM 1 APOLOGIES

Members received and accepted the apologies from Councillor Fang due to overseas travel and Cllr Cottrell due to family ill health. Cllr Wildsmith was not present.

Sian Taylor (Cemetery Clerk) also provided apologies due to ill health.

RLA December 2022 ITEM 2 DECLARATIONS OF INTEREST

Cllr Oliver declared an interest in Item 8 – Traffic Order, Baker Way, as he is the Hart District Council Portfolio Holder for Environment. Cllr Chenery declared a personal interest in Item 12.

RLA December 2022 ITEM 3 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from the public.

RLA December 2022 ITEM 4 MINUTES OF PREVIOUS MEETING

Members received and approved as a correct record the minutes of the Recreation, Leisure & Amenities Committee meeting held on Wednesday 28th September 2022. The Chairman signed the minutes as a true record of the meeting.

The Committee agreed to consider Item 12 next.

RLA December 2022 ITEM 12 EVENT APPLICATION – CALTHORPE PARK

Members received the event application for a new car show in Calthorpe park. Two members of the public, Chrys Goodburn and Brian Coney gave a summary of the event. It was noted that due to the covenant of the park, limiting major events held to five a year, it was suggested that organisers consider combining the event with the Carnival. Issues around road closures, traffic orders and charging on public spaces were discussed.

RESOLVED

To agree the principle of a car show event in conjunction with the Carnival subject to providing further detail on the matters listed below:

- a) Confirmation of how the event entry fee will be managed – donations could be used, rather than an entry fee, as access to the park cannot be restricted.
- b) Confirmation of the revised event date (Sunday 2nd July) and that it will be considered as a joint event with the carnival on the preceding day.
- c) A traffic management plan to show how the additional traffic from spectators and exhibitors will be managed.
- d) How the event will be marshalled to ensure that the general public will still have access to the park.
- e) To apply for a Temporary Traffic Regulation Order, if the applicant intends on fully restricting access to Baker Way.

It was confirmed that a revised application could be considered at the Council meeting in January, if the information is available.

RLA December 2022 ITEM 5 THE CEMETERY OFFICER'S REPORT

Members received a verbal report regarding the Cemetery, with the following matters being discussed:

- **Cemetery Pathways**
 - Work to repair the Pathways will take place in the spring due to contractor availability.
- **Badgers**
 - FTC is awaiting expert advice on the best course of action prior to applying for the relevant licence from Natural England.
 - Cllrs May and Willcocks may be able to connect the Council with professional advice.

RESOLVED

To note the report of the Cemetery Clerk.

RLA December 2022 ITEM 6 THE HARLINGTON AND ANCELLS FARM COMMUNITY CENTRE REPORT

The report of the General Manager of the Harlington for the period September - November 2022 was presented. Members noted the following:

- Pantomime shows were strong with key dates and weekends close to sell out.
- The General manager is confident that projections will be met.
- NHS have held their last COVID-19 vaccination session, although they are on standby to use the facility until March 2023.
- The best use of the coffee shop space should be considered as part of Council's strategy discussions.

RESOLVED

To note the report of the General Manager of The Harlington.

Harlington General Manager left at 8.00pm.

RLA December 2022 ITEM 7 FACILITIES AND OPEN SPACES MANAGER'S REPORT

Members received the report of the FOSM for the September – November 2022. The following matters were discussed:

- **ROSPA reports for Play Equipment**
 - Members requested a breakdown of repairs and costs undertaken by area, as required following the ROSPA inspections.

- Members stated that all future repairs that are over budget must be brought to Council for consideration and agreement.
- **Electrical Safety Certificates and Energy Performance Certificates for leased buildings**
 - Two electrical consumer units have been tested at Fleet Football Club. Awaiting a response from the Cricket Club and other buildings are being arranged.
 - No EPC's have been undertaken to date. Members highlighted the urgency of this work.
- **Ancells Farm Bench**
 - Members received a motion proposed by Cllr May requesting the relocation of a bench in Ancells Farm Park.
 - Cllr Einchcomb outlined the process for dealing with this issue, noting that there was little evidence to support the motion and that the £1,300 cost of relocation was unbudgeted.
 - Residents were urged to keep a record of incidents, noting dates and times (to link with CCTV footage) and to report direct to the Police and the Council so that a body of evidence can be gathered to support the motion in the future.
 - The motion proposed by Cllr May was therefore not carried. Cllr May confirmed that she would inform residents to report any future incidents to the Council and Police.
- **Costs of Shower Repairs**
 - Members queried the costs of the shower repairs in the changing rooms. The FOSM explained this was required for Legionella compliance.
- **Tree Survey**
 - Members discussed the ongoing costs resulting to the tree surveys.
- **Lengthsman Scheme**
 - Members discussed the proposed use of the Lengthsman Scheme funds for bin and sign clearing.
- **Ancells Farm General**
 - Members discussed the proposed installation of bollards to be installed around the open space at the rear of the Community Centre.

RESOLVED

- a) To use £3,000 of Lengthsman funds for bin and sign cleaning on the High Street.
- b) Not to progress the full range of bollards proposed surrounding Ancells Farm green space due to budget constraints.
- c) Evidence was needed before the Committee can take any action regarding relocation of the bench at Ancells Farm park.
- d) Note the report of the Facilities and Open Spaces Manager.

RLA December 2022 ITEM 8 TRAFFIC ORDER – BAKER WAY

Members considered recommending the implementation of a parking Traffic Order in Baker Way, to resolve the issue of parked vehicles obstructing the Baker Way foot and cycle path. The option proposed will enable Hart District Council to enforce the whole area as a controlled car park.

The cost of the scheme to Fleet Town Council will be advertising, road markings and signs.

An amendment was proposed to recommend that the parking restrictions apply every day.

RESOLVED

- a) To recommend to Hart District Council that the existing parking areas at Baker Way, the road and footway from the traffic signal junction with Reading Road North to the gate at the southern end adjacent to the tennis courts is to be encompassed by the existing Hart District Council (Off Street Parking Places) Order 2018 and enforced as an off-street car park.
- b) To recommend that parking in Baker Way should be in designated bays only and that the parking restrictions are modified to a 'Maximum stay of three hours, no return within three hours, 7 days a week, 24hrs'.
- c) To approve the implementation costs for lining, advertising and signage requirements.

RLA December 2022 ITEM 9 COUNCIL FEES

Members received a proposal for revised fees payable for Council services in the 2023/24 financial year.

RESOLVED

To maintain existing levels of fees for football and tennis subject to the Council agreeing a balanced budget, and for further review by the Committee if a balanced budget is not set by Council.

RLA December 2022 ITEM 10 ANCELLS FARM GREEN GYM

Members considered the equipment and location for the Ancells Green Gym, and the revised cost. Members noted that the next stage is to apply for S106 funding.

RESOLVED

- a) To approve Location 1 for the installation of the Green Gym equipment.
- b) To approve the proposed equipment to be installed.
- c) To order the equipment and installation of the Green Gym once the S106 funding has been secured from Hart District Council.

RLA December 2022 ITEM 11 ANCELLS FARM PAVILION MURAL REQUEST

Members considered a request from the Friends of Ancells Farm to paint a mural on Ancells Farm pavilion.

RESOLVED

To approve the mural subject to the RLA Committee signing off the design and young people being involved in the installation process.

RLA December 2022 ITEM 13 ADVERTISING SIGNS AT CALTHORPE PARK – CALEB'S COFFEE

Members considered an application for advertising signs in Calthorpe Park for Caleb's Coffee shop. It was noted that the licence restricts the erection of signage in the licensed area only.

RESOLVED

To refuse the application for signage as it is contrary to the terms of the tenant's licence with the Council.

RLA December 2022 ITEM 14 EXECUTIVE OFFICER'S REPORT

Members received and noted the Executive Officers report.

RLA December 2022 ITEM 15 FUTURE EVENTS

Members received and noted the future events taking place on Council property.

RLA December 2022 ITEM 16 DATE AND TIME OF NEXT MEETING

The next meeting of the Recreation, Leisure & Amenities Committee will be held on Wednesday 15th March 2023 at 7pm in The Harlington.

RLA December 2022 ITEM 17 GROUNDS MAINTENANCE CONTRACT RENEWAL

The Chairman stated the reasons that this matter needed to be confidential.

RESOLVED

That subject to 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.

RLA December 2022 ITEM 18 THE HARLINGTON LEASE

The Chairman stated the reasons that this matter needed to be confidential.

RESOLVED

That subject to 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.

RLA December 2022 ITEM 19 FLEET TOWN FOOTBALL CLUB LEASE

The Chairman stated the reasons that this matter needed to be confidential.

RESOLVED

That subject to 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 public left the meeting. The remainder of the meeting was conducted in confidential session.

The meeting closed at 9.53pm.

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

Chairman



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Meeting held on Monday 9th January 2023
at 7pm in The Meeting Room, The Harlington

Present:

Cllr Schofield
Cllr Robinson
Cllr Holt
Cllr Hope
Cllr May

Officers: Charlotte Benham

1	Apologies None
2	Declarations of interest to any item on the agenda None declared
3	Public Session None.
4	Approval of the Notes The minutes of the development and control advisory group meeting held on Monday 19 th December were accepted as a correct record of the meeting.
5	22/01088/FUL Cody Technology Park Ively Road Farnborough Hampshire GU14 0LX Erection of two storey data centre and plant enclosure on existing car park Comments required by 2 January NO OBJECTION – unclear what changes are 22/02793/HOU 19 Cedar Drive Fleet Hampshire GU51 3HD Erection of a single storey rear extension following demolition of existing conservatory, single storey front extension, alterations to two windows to ground floor one side and blocking up of one window to ground floor other side Comments required by 3 January

- Front extension appears to breach the 45° rule from the neighbours front window - needs looking into
- Potential tree issue – needs looking at by Hart’s tree officer
- need parking plan to confirm adequate parking under hart’s standards

NO OBJECTION subject to confirmation of parking plan and investigation of 45 degree rule

22/02828/HOU

5 Denning Close Fleet Hampshire GU52 7SP

[Proposed extensions to existing dormers front and rear, single storey front extension to garage, front porch, new front canopy and alterations to windows and doors](#)

Comments required by 12 January

- Extended garage only 2.6 x 5m so does not count as a garage under hart’s standards
- 4 bed house requires 4 parking spaces but looks to be adequate parking area to front of property
- Although on the canal there are no properties of any historical architectural merit
- French door and Juliet balcony provides additional light but creates potential overlooking issue

NO OBJECTION in principle as long as overlooking isn’t a major issue

22/03004/HOU

23 Glen Road Fleet Hampshire GU51 3QS

[Erection of a single storey rear extension, alteration to the front porch and windows and doors](#)

Comments required by 12 January

- Proposed to match existing materials except for change to window frames
- There is a large window looking across the back of the house and into the neighbouring property. This is directly alongside a large rear window and so should either be obscure glass or a high level window to reduce the potential for overlooking

NO OBJECTION in principle. Is window necessary? If approved window should be changed to obscure glass or a high level window to avoid overlooking

22/03029/AMCON

Rye Logistics Park Rye Close Fleet Hampshire GU51 2UY

[Variation of Condition 7 and the associated removal of Conditions 15 and 16 attached to Planning Permission 21/02894/AMCON dated 01/06/2022](#)

Comments required by 20 January

- Applicant is seeking to vary the on-site operational noise clause
- Major issue is changing the times of operation that HGV’s will be allowed to enter and leave the site and the direction of traffic being restricted as coming from the Minley Road direction and not from Cove Road

	<ul style="list-style-type: none"> • There would appear to be nothing to stop vehicles coming along Cove Road and proceeding to the junction with Minley Road turning right and right again into Ancells Road if this restriction is applied. Who will monitor it? • The current restriction will force HGVs coming off the M3 to go via the Minley Road towards the A30 and then turn down Minley Road towards Fleet at the roundabout adjacent to the A30 bringing HGV down a narrow winding road, totally unsuitable for HGVs • The primary intention is to stop vehicles passing the playground and the Ancells Farm Drive junction • If the traffic results are to be believed up to 100 HGVs travel in an easterly direction now and around 20 in a Westerly direction. They do operate 24 hours a day with very limited movements between midnight and 6am. • The figure of 100 HGVs east and 20 West is not supported by experience. Have all vehicles over 3.5 tonnes been classed as HGVs? The number of 85 vehicle movements that involve 40 tonne articulated units is not stated. It is these larger units that cause concern. • This development would add around 85 HGV movements a day roughly split 50/50 east and west bound. So around a 40% increase in the east bound flow and 200% increase in the west bound flow, but this only equates to 2 trips/hour but allowing for say 6 hours with no flow at night say 3 trips per hour in the day again diminishing after around 6pm. <p>Main issues will be for site users. Hart imposed the conditions, we defer to their judgement.</p>
6	<p>To Note: Review of weekly lists</p>
7	<p>Noted:</p> <p>Hart Planning Meeting Dates</p> <p>18th January 2023</p>
8	<p>Date of Next Advisory Group Meeting</p> <p>23rd January 2023</p>

Meeting closed: 8pm

Signed:.....

Date:



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Meeting held on Monday 23rd January 2023
at 7pm in The Meeting Room, The Harlington

Present:

Cllr Robinson
Cllr Holt
Cllr Hope
Cllr May

Officers: Charlotte Benham

1	Apologies Cllr Schofield
2	Declarations of interest to any item on the agenda None declared
3	Public Session None.
4	Approval of the Notes The minutes of the development and control advisory group meeting held on Monday 9 th January were accepted as a correct record of the meeting.
5	22/03022/HOU 11 Basingbourne Road Fleet Hampshire GU52 6TE Erection of an attached double garage and relocation of one front window to side elevation. Comments required by 24 January <ul style="list-style-type: none">Garage is too small to be classed as a double garage under Hart's parking standards so cars will still be parking on front of property2 bed property but photos show many cars parking on front of property which has already been stripped of any vegetation OBJECTION – double garage does not meet size requirements. Plans need amending so that garage does meets standards for double garage.

22/03034/HOU

9 Marlborough Close Fleet Hampshire GU51 3HY

[Erection of single storey rear and side extensions.](#)

Comments required by 25 January

OBJECTION

Breaches 45 degree rule to neighbour (no.11)

22/02876/ADV

Brooklands Reading Road North Fleet Hampshire GU51 4AB

[Replacement of three existing fascia signs with three non illuminated fascia signs and display of one new non illuminated fascia sign](#)

Comments required by 26 January

NO OBJECTION

23/00015/HOU

5 Angora Way Fleet Hampshire GU51 2UA

[Erection of a single storey rear extension, insertion of door ground floor side, change one garage door to a window and proposed cladding to front elevation.](#)

Comments required by 30 January

NO OBJECTION in principle

- Parking looks a little tight – recommend double checking number of bedrooms against number of parking spaces
- Oak cladding is not entirely in keeping with local character – is it necessary?

23/00021/HOU

3A Church Road Fleet Hampshire GU51 3RU

[Demolition of existing detached single garage, erection of a part single part two storey side extension \(to include replacement garage\), single storey rear extension, infill extension to front and alterations to windows and doors](#)

Comments required by 31 January

OBJECTION

- Finishes out of keeping with local character – grey tiled roof and grey cladding
- Side extension will be built onto neighbouring property – does neighbour have an objection? Change from detached to semi-detached character will result in property out of keeping with local character

22/03043/HOU

5 Ryeland Close Fleet Hampshire GU51 2TZ

[Demolition of garage and erection of a two storey side extension, single storey rear extension and conversion of loft into habitable accommodation with front and rear dormers](#)

Comments required by 31 January

OBJECTION

- Breaches 45 degree rule with semi-detached neighbour neighbour (No.4)
- Increase to 3 storey building to achieve a games room is out of keeping with local character
- Exceedingly long dormer to rear is poor design

- Conversion of front garden to parking and loss of all vegetation breaches Fleet Neighbourhood Plan Policy 15 RE Front Gardens
- Games room could be used as a bedroom – is parking adequate under Hart’s standards? Need a dimensioned parking plan that meets Hart’s standards and Fleet Neighbourhood Plan Policy 15

22/02764/FUL

52 Church Road, Fleet, Hampshire, GU51 4LY

[Erection of a detached dwelling with associated parking and amenity space](#)

[Amended Plans:](#)

[Addition of 2 formal parking bays on site and notes regarding parking.](#)

Comments required by 25 January

OBJECTION

Have commented on before – comments do not seem to have been taken into account as only additional drawing is construction plan and nothing in regards to the permanent structure

ALL PREVIOUS COMMENTS STAND:

- A vacant plot on Church Road? Effectively a 5 bedroom house which includes an integral garage at 6x3 metres ' this garage does not count as parking space so a plan is required that shows 3 allocated and 1 unallocated space and storage for 6 cycle spaces including a cargo bike. Parking also needs consideration to accommodate the number of parking spaces and not impact the tree root zone
- The gate needs to be set back at least 6m from the kerb to allow a car to stop off the highway in the event the gate is closed
- Essential root zone protection should be permanently installed to the front of property as main parking area will cause soil compaction in the tree root zone
- No Block paving to be permitted, if necessary gravel parking areas, but area for 5 cars and turning to exit in a forward direction is restricted
- Road side boundary to be green vegetation and NOT boarded fencing which destroys the sylvan character of the Conservation Area. Reference Paragraph 9.2 NFCA Character Appraisal and Management Proposals highlights the continuation of the Article 4 Direction to be applied to front boundaries.
- Section 7 of the Design Statement should include the road side boundary as a 'sensitive edge' as the front boundaries are a key character in the NFCA ' see NFCA Character Appraisal and Management Proposals
- This is also a plot sub-division contrary to the recommendations of the Management Proposals
- The property should be more centrally located on the plot and not crowd the boundary as shown, but the preservation of the group of mature trees is recognised and their protection is welcome
- An OBJECTION unless the recommendations above are observed, namely:
 - gate being set back at least 6m from kerb
 - no boarded fencing to Church Road boundary. Boundary to be designated by green vegetation to be in keeping with conservation area
 - confirmation of an adequate parking layout that does not affect tree root zones

	- no use of block paving to create parking areas.
6	To Note: Review of weekly lists
7	Noted: Hart Planning Meeting Dates 15 th February
8	Date of Next Advisory Group Meeting 13 th February

Meeting closed: 7.35pm

Signed:.....

Date:

Fleet Link Fares Proposal C Updated - Increase fares to cover HCC's share of additional income only and remove single fare.

Current fares and fare stages			Iteration 1 - April 23- New Fares				Iteration 2 - October 23- New Fares			Iteration 3 - April 24- New Fares			Iteration 4 - Oct 24- New Fares		
Description	Single fare (full)	Return fare (full)	Impact for current Single Fare Passengers		Impact for current return Fare Passengers		Impact for Passengers			Impact for Passengers			Impact for Passengers		
			£ Difference from current single fare	% Difference from current single fare	£ Difference from current return fare	% Difference from current return fare	£ Difference from April 23 single fare	% Difference from April 23 single fare	£ Difference from October 23 single fare	% Difference from October 23 single fare	£ Difference from April 24 single fare	% Difference from April 24 single fare	£ Difference from April 24 single fare	% Difference from April 24 single fare	
All local trips	£1.60	£3.20	£3.50	119%	£0.30	9%	£4.00	14%	£4.50	13%	£5.00	11%	£5.00	11%	
The Meadows/Farnborough	n/a	£4.80	£5.50	n/a	£0.70	15%	£6.00	9%	£6.50	8%	£7.00	8%	£0.50	8%	

Current % of journeys per fare (based on March, April and May 22)	
All Local Trips (single fare)	5%
All Local Trips (return fare)	62%
The Meadows/Farnborough (return fare)	33%

OFFICER: Rochelle Halliday, Executive Officer
DATE: 23rd January 2023
MEETING: Council 1st February 2023
SUBJECT: Item 7 - Community Transport - Fleet Link Fares

Update Since Last Meeting

Cllr Woods and I attended a meeting with Church Crookham Parish Council and two representatives from the Hampshire County Council (HCC) Community Transport & Contracts Team on 11th January 2023.

The following points were discussed:

- Fare increases – the rate of change for the original fare increases is too rapid. The current proposal is for a larger increase in fares for shorter journeys compared to longer journeys. HCC acknowledged the concerns and proposed some alternative options, of which proposal C was modified for review and agreement by the Church Crookham Parish Council and Fleet Town Council (detailed below).
- Concessionary fares – the use of a bus pass on community transport services was removed due to budgetary constraints. However, for the Fleet Link service this has protected the overall level of service.
- Standardisation of fares – HCC explained that they are trying to align fares to provide a fairer service, however, a variety of fares will still exist across Hampshire community transport until they can be brought into line. Fleet Link mostly operates short journeys.
- Passenger data – regular service data was requested, and HCC confirmed that data will be shared with the co-funding Councils on a monthly basis.
- Replacement vehicle –
 - Vehicle leasing: has been considered and not currently viable. Leasing can be considered for future vehicle and funded from the vehicle replacement fund.
 - Residual value of current vehicle: value will be small but will be placed into the vehicle replacement fund.
 - Bus livery and logos: included in the £42k replacement cost. Primary funders only to be included on bus livery.
 - Future vehicle: HCC will be considering electric vehicles and estimate £80k will be needed in the vehicle replacement fund. Co-funders will need to start paying into the vehicle replacement fund again to support this once the new contract is agreed in 2025. New vehicle likely to be required in four to five years.
- The Connect brand – rolled out from central Government across all community transport services. HCC will need to see if there is an impact on the Fleet Link name. Any changes to be integrated into the livery for the new bus.
- Sponsorship – moving towards a sponsorship model for community transport, to facilitate self-funding of community transport services.

Revised Proposal for Fleet Link Fares

In response to the challenge by Fleet Town Council and Church Crookham Parish Council, Hampshire County Council has proposed a revised scheme to manage the passenger fare increases required on Fleet Link. Three proposals were discussed at the meeting, of which Proposal C was deemed to be the most desirable option for consideration.

Summary of Proposal C

- The single fare option will be removed for local trips.

- The fare increase will be distributed in four phases: April 2023, October 2023, April 2024 and October 2024.
- Over the four phases, the return fare for all local trips will change from £3.20 to £5.00 in October 2024. The Meadows / Farnborough return fares will change from £4.80 to £7.00.
- Church Crookham Parish Council and Fleet Town Council's share of the savings against the contract will be reallocated to fund the revised proposal. HCC will still make the savings they require against the service.
- If there is any surplus fare income over and above the current projection, this could be used to offset any exceptional cost claims by HCC.
- Church Crookham Parish Council has confirmed that they support the revised scheme.

Proposal C is detailed on the attached spreadsheet.

Inflation

An inflation clause is to be built into passenger fares based on February's CPI rate. When the contract is reviewed in 2025, a catch up clause to bring the fares into line with inflation may be required.

RECOMMENDATION

To approve the Fleet Link bus fare proposal Option C and to agree that this will be funded from the Council's share of the contract surplus.

OFFICER: Rochelle Halliday, Executive Officer
DATE: 23rd January 2023
MEETING: Council 1st February 2023
SUBJECT: Item 8 - Annual Residents' Meeting

Item 8a – To agree the format and content for the Annual Residents' Meeting

The Annual Residents' Meeting Working Group met on 18th January to review content for the Annual Residents Meeting on 21st March 2023.

Format

The proposed format for the meeting:

- Community group stalls in the former coffee shop area, mainly prior to the start of the meeting.
- Opening entertainment from the Rock Choir (TBC).
- Formal part of the meeting, as detailed below.
- Refreshments on arrival and at the end in the Function Room.

Provisional Running Order & Content

Please note that all invited guests are still to be arranged and confirmed at time of writing.

6.00pm

Community exhibition area in former coffee shop.
Welcome refreshments.

6.30pm

Welcome performance from Rock Choir on the main stage.

7.00pm

Opening presentation from Rock Choir (5 mins).

7.05pm

Starburst charity update presentation.

7.10pm

Fleet Phoenix charity update presentation.

7.15pm

Cllr Schofield annual review and the year ahead to include:

- Impact of pandemic.
- Vaccination centre support.
- Grants awarded and community support, including weekly market, blood donor sessions, facilitating the Coronation.
- High Street support – Xmas lights, Xmas festival, floral displays and Fleet BID.
- Success of Jubilee weekend.
- Next year's budget and financial climate.
- Council's strategic planning.
- Harlington development update.

7.30pm

Community guest speakers with Q&A:
Chief Executive Frimley Park Hospital.
Local GP surgery.

Police – Inspector Hart.
Citizens Advice Hart.

8.30pm

Coronation celebrations – Cllr Tilley.

8.35pm

Publicising voter ID requirement – speaker from HDC.

8.40pm

Public Q&A.

9.00pm

Close followed by refreshments in the Function Room / Bar.

RECOMMENDATION

To approve the format, running order and content for the Annual Residents' Meeting as proposed.

Item 8b – To agree the presenters for the Annual Residents' Meeting

The Annual Residents Meeting Working Group discussed presenters for the meeting and proposed that Cllr Schofield completes the main presentation on the review of the prior year and the year ahead.

It was proposed that Cllr Tilley completes a short update on the Coronation celebrations.

As detailed above, guest speakers from the community are also invited to present at the meeting.

RECOMMENDATION

To approve Cllr Schofield and Cllr Tilley as presenters at the Annual Residents' Meeting and that guest speakers will also be invited from the community to present.

OFFICER: Rochelle Halliday, Executive Officer
DATE: 23rd January 2023
MEETING: Council 1st February 2023
SUBJECT: Item 12 - Executive Officer's Report

1. Action Day (Item 9.)

Due to the Coronation on 6th May 2023, it is proposed that the next Annual Action Day takes place on 29th April and takes place on and around the High Street.

Volunteers will be needed to support the event and as many Councillors as possible are encouraged to attend. Once agreed, please share this date widely in the community.

RECOMMENDATION

That the Action Day takes place on Saturday, 29th April 2023, 9.30am to 12.00pm on and around the High Street.

2. Vision Day – update from first session (Item 10.)

The first Vision Day session, to develop the Council's strategic plan for the next four years, took place on 18th January 2023.

The aim of this first session was to review information on the Council's current service, consider new opportunities and to start grouping common themes for the draft strategic plan.

Members discussed the following:

- Focus for the sessions is on direction of travel for the Council in the next four year, rather than detailed project plans at this stage.
- Recognised that some objectives will go beyond the four year plan period.
- The Harlington development has both community and commercial arms. The aim is to Determine what is required for the life of the strategic plan to deliver a longer term vision for the venue.
- Ancells Farm Community Centre and how to make best use of this asset.
- Supporting youth services and youth engagement.
- Grants to support the vulnerable and elderly in the community.
- Benefits of wider community support, such as the weekly market and the commercial centre in the town.
- Communication as an engagement tool and to facilitate / nurture two way dialogue with the community.

The final part of the Vision Day session will take place on 22nd February 2023, at 7pm.

Members who are unable to attend either session are strongly encouraged to input into this strategic planning process. A draft outline from the first session's discussion will be circulated ahead of the next session to provide an opportunity for all Members to contribute to the process.

3. Complaints (Item 11.)

One complaint from the Hart District Council Monitoring Officer, regarding the code of conduct of two Council Members, was received on 17th January 2023.

The outcome of the complaint will be reported to the next meeting, once the complaint has been investigated.

4. Interim Internal Audit

The Council's Internal Auditor will be completing an interim audit visit on 25th January 2023. The audit report will be shared with the Council at the next meeting.

5. Oakley Park Trim Trail - Update

Work on installing the new trim trail at Oakley Park started on 23rd January. The Council would like to thank the Friends of Oakley Park for their financial contribution, which was received last week.

6. Schools Climate Change Competition

Cllr Cottrell and I have been working on putting together the Schools Climate Change Competition.

Cllr Cottrell has drafted a letter to the schools launching the competition, which should land in the middle of March. We will be asking schools to register their participation by a set date.

The competition will run from 17th April to 26th May 2023, with the winners being announced in June. Entries will be invited from three groups – infant, junior and secondary schools – who will be asked to paint a picture, write a letter or create a piece of artwork to represent how the town could change to limit climate change and for their vision of how Fleet could become a net zero carbon town by 2030.

The aim of the competition is to engage young people in the climate change agenda and to harness ideas that could be fed into the Council policy making process.

7. Coronation Update

Official information on the plans for the King's Coronation have been published by the National Association of Civic Officers.

The coronation will take place at Westminster Abbey on the morning of Saturday 6th May. Sunday 7th May will be the day for a Coronation Concert staged and broadcast live at Windsor Castle and a Coronation Big Lunch. The Big Lunch is being organised by the Eden Project and downloadable resources will be available from www.coronationbiglunch.com.

The bank holiday on Monday 8th May will be focusing on volunteering and The Big Help Out is aimed at encouraging people to try volunteering in their local area.

Further details can be found on <https://www.royal.uk/coronation-weekend-plans-announced>

The town's community celebration will be on 7th May. A programme of events for the day is being organised by the Coronation Committee and facilitated by the Council.

8. Councillor Co-Option

The co-option notice to fill the casual vacancy for a parish Councillor in the Fleet Central ward has been readvertised. The application deadline is 17th February 2023 and applications will be considered at the next Council meeting.

9. Upcoming Council Meeting Dates

- 2nd February, 2pm – Risk Management Working Group
- 8th February, 7pm – Establishment Committee
- 13th February, 7pm – Development Control Committee
- 15th February, 7pm – Policy & Finance Committee
- 27th February, 7pm – Development Control Committee