



## NOTICE OF MEETING

Notice is hereby given of

### A MEETING OF FLEET TOWN COUNCIL

**Wednesday 1<sup>st</sup> June 2022 at 7pm at The Harlington**

All members are summoned to attend

**To Councillors:** R. Schofield (Chairman), G. Chenery, P. Einchcomb, S. Engström, R. Fang, L. Holt, A. Hope, S. Johnson, S. Sharma Krishnmurthy, E. May, A. Oliver, R. Richmond, R. Robinson, P. Wildsmith, B. Willcocks, G. Woods.

SIGNED:

*Janet Stanton*

Janet Stanton,  
Town Clerk  
Date: 26<sup>th</sup> May 2022

## 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. MINUTES OF PREVIOUS MEETINGS

To receive and approve as a correct record the minutes of the Annual Council Meeting held on Wednesday 18<sup>th</sup> May 2022 (*copy attached*).

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

RLA	16 <sup>th</sup> March 2022
Development Control	9 <sup>th</sup> & 23 <sup>rd</sup> May 2022

### **Part 1 – ITEMS FOR DECISION**

## 6. ANNUAL GOVERNANCE AND ACCOUNTABILITY REVIEW (AGAR)

- a. Members to consider and review each of the detailed questions contained in the Annual Governance Statement (Section 1 of the AGAR) related to the Effectiveness of the system of internal financial controls and if satisfied authorise the Chairman and the Clerk to sign the Annual Governance Statement for 2021/22
- b. Members to consider and review the accounting statements in Section 2 of the AGAR and if satisfied authorise the Chairman and the Clerk to sign the Annual Governance Statement for 2021/22.

### **RECOMMENDATION**

- a. To approve the Review of Effectiveness of the system of internal control (Section 1 of the AGAR).
- b. To approve the Accounting Statement (Section 2 of the AGAR).

## 7. INTERNAL AUDIT REPORT MAY 2022

To receive and approve the internal audit report 2021/2022 after the year end visit on Thursday 12<sup>th</sup> May 2022 and the proposed actions (*copies attached*).

### **RECOMMENDATION**

To receive the Internal Auditor's Report and approve the action plan

## 8. CO-OPTION

Further to the Annual Council Meeting where Ben Willcocks was co-opted onto the Council, there are still 2 vacancies at Fleet Town Council, one in each of Courtmoor and Calthorpe Wards.

The legislation states that following an ordinary election where insufficient candidates come forward for election, the Council may co-opt councillors onto the Council. As it is still within 35 days of the election (Section 21 of the Representation of People's Act 1985), Members are now asked to nominate any candidates they think suitable for co-option.

### **RECOMMENDATION**

To consider and, if agreed, co-opt candidates onto the Fleet Town Council.

## 9. GENERAL POWER OF COMPETENCE

The General Power of Competence (GPC) allows eligible local Councils “the power to do anything that individuals generally may do” as long as they do not break other laws. This is the power of “first resort”.

Fleet Town Council meets the eligibility criteria i.e.

- Two thirds of the Council must be elected (even if the election was not contested). For Fleet Town Council this is 12 members. Out of the 18 members that Fleet Town Council should have, 15 Members were elected and there are currently 3 vacancies.
- The Clerk must hold one of the sector-specific qualifications including the passing of Section 7 of CiLCA 2012 (GPC) - the current Clerk is CiLCA qualified - including the GPC qualification.

Fleet Town Council to consider and confirm its eligibility to use the General Power of Competence.

### RECOMMENDATION

That the Town Council continues to meet the eligibility requirement to use of the General Power of Competence.

## 10. HART DISTRICT COUNCIL UK SHARED PROSPERITY FUND WORKSHOP

Fleet Town Council has been invited by Hart District Council to send 2 representatives to attend a UK Shared Prosperity Fund Workshop Session on Thursday 9<sup>th</sup> June at 11.00 – 13.00. The workshop will be held at the Council Chambers, Hart District Council Civic Offices in Harlington Way.

The UK Shared Prosperity Fund is a central pillar of the UK Government’s ambitious Levelling Up agenda and a significant component of its support for places across the UK. The fund has allocated Hart District Council £1 million over three years to build pride in place and increase life chances across the district through three investment priorities: communities and place; supporting local business; and people and skills.

For more details, please see the Government's website:

<https://www.gov.uk/government/publications/uk-shared-prosperity-fund-prospectus/uk-shared-prosperity-fund-prospectus>

The Workshop Session is to help develop the right investment priority(ies) for Hart District. The workshop will help to understand what levelling-up should look like in Hart. Data will be provided on Hart and a range of potential schemes to assist/inform discussion prior to the workshop.

### RECOMMENDATION

That 2 members attend the Hart District Council UK Shared Prosperity Fund Workshop Session on Thursday 9<sup>th</sup> June 2022.

## 11. CLIMATE CHANGE

To help reach the target set by the government of net zero carbon emissions by 2050, FTC to consider its way forward to help achieve this target locally. This will include working in partnership with Hampshire County Council and Hart District Council.

### RECOMMENDATION

- That a date for a meeting of the Climate Change Working Group is set.
- That the Working Group defines its terms of reference for approval at the next Council meeting.
- To bring proposals of actions to Council for approval.

## 12. JUNE WHITE ACADEMY OF DANCE AND DRAMA

Members to receive the following recommendation that was discussed and resolved at the May Policy & Finance meeting:

### **PF May 2022 ITEM 14      JUNE WHITE SCHOOL OF DANCE**

Members received and considered a request for a reduction in fees from June White, Academy of Dance and Drama. Members noted the following:

- The rate charged to Mrs June White is the regular user weekend rate, which is reduced compared to the normal weekend rate.
- Up until 31<sup>st</sup> March 2023, the regular user weekend charge per hour is £20.45 + VAT = £24.54.
- In March 2015, the regular user weekend charge per hour was £17.50 + VAT = £21.00.
- Therefore, there has only been a minimal increase over the past 7 years, with rates already being subsidised.
- Rising costs include energy bills and cost of maintenance.
- Weekend rates are higher than weekday rates.
- The block booking made by June White is during the peak demand for hall hire and the higher weekend rates reflect this increase demand.

#### Members **RESOLVED**

To recommend to Full Council that the Policy and Finance Committee do not recommend a concessionary rate to Mrs June White, as there are no reasonable grounds and there is already a regular user rate in place.

#### **RECOMMENDATION**

To consider a response to the June White Academy of Dance and Drama.

## 13. UKRAINIAN REFUGEES SUPPORT

Members to consider and agree ways to support the Ukrainian Refugees in the Fleet area. An HCC grant of up to £5,000 is available to Parish and Town Councils for any projects that will help Ukrainian arrivals access the support they need.

#### **RECOMMENDATION**

That a Working Group is set up to explore the options to assist the new Ukrainian arrivals settle in the local area and to bring proposals back to Council.

### **Part 2 – ITEMS TO NOTE**

## 14. HDC/HCC

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

## 15. CHAIRMAN'S COFFEE MORNING

Members to note that the next Chairman's Coffee Morning will take place on Saturday 25<sup>th</sup> June 2022. The residents from the Courtmoor Ward, who have been selected randomly, will meet the Chairman and their Ward Councillors. They will have the opportunity to let them know what they like and don't like about living and working in Fleet and ask questions about any topic relating to Fleet.

A schedule of future Chairman's Coffee Mornings will be made available shortly once the dates have been finalised.

## **16. ANNUAL RESIDENTS' MEETING**

To note the minutes of the Annual Residents' Meeting held on 22<sup>nd</sup> March 2022 (*copy attached*).

## **17. HAMPSHIRE PARISH AND TOWN COUNCIL EVENT**

To receive and note a report from Councillor George Woods on the Town and Parish event on 17<sup>th</sup> March 2022 (*copy attached*).

## **18. COMPLAINTS**

No complaints have been received

## **19. TOWN CLERK'S REPORT**

To receive an update report from the Clerk.

## **20. HCC/HDC**

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

## **21. DATE AND TIME OF NEXT MEETING**

The next meeting of the Council is scheduled to be held on Wednesday 6<sup>th</sup> July 2022 at 7pm in the Harlington.

### **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 MEETING**

held on

Wednesday 18<sup>th</sup> May 2022

**PRESENT**

**Councillors:** G. Chenery, P. Einchcomb, S. Engström, R. Fang, L. Holt, A. Hope, S. Johnson, S. Sharma Krishnmurthy, E. May, P. Wildsmith, G. Woods.

**Also Present**

Janet Stanton – Town Clerk  
Susanna Walker – Committee Clerk  
Councillor Steve Forster – HCC  
Councillor Stephen Parker – HCC  
Councillor Katie Davies – HDC  
Councillor Mark Butcher – HDC  
Member of the public

Councillor Holt (outgoing Vice-Chairman) welcomed members to the 13<sup>th</sup> Annual Meeting of Fleet Town Council in the local government year 2022/2023.

**AC MAY 2022 ITEM 1            ELECTION OF CHAIRMAN**

The outgoing Vice-Chairman Councillor Holt called for nominations for Chairman. Two nominations were received – Councillor Bob Schofield and Councillor Peter Wildsmith.

**RESOLVED**

That Councillor Schofield be re-elected to the office of Chairman of Council for the local government year 2022/2023.

**AC MAY 2022 ITEM 2            ELECTION OF VICE-CHAIRMAN**

The outgoing Vice-Chairman Councillor Holt called for nominations for the office of Vice-Chairman. Four nominations were received – Councillor Richmond, Councillor Hope, Councillor Johnson and Councillor Wildsmith.

**RESOLVED**

That Councillor Wildsmith be elected to the office of Vice-Chairman of Council for the local government year 2022/2023.

**AC MAY 2022 ITEM 3            APOLOGIES FOR ABSENCE**

Councillor Wildsmith as newly elected Vice-Chairman continued the meeting. Members reviewed and accepted apologies from Councillor Oliver, Councillor Richmond and Councillor Robinson who were all away on holiday and Councillor Schofield due to ill health.

**AC MAY 2022 ITEM 4            DECLARATIONS OF INTEREST**

There were no declarations of interest.



## **WORKING GROUPS MEMBERSHIP 2022/2023**

<b>CLIMATE CHANGE WORKING GROUP</b>		
Cllr Engström	Cllr Oliver	Cllr Woods
Cllr Fang	Cllr Richmond	Cllr Wildsmith
Cllr Johnson	Cllr Schofield	<i>Projects &amp; Committee Officer</i>
Cllr May	Cllr Sharma Krishnmurthy	<i>Town Clerk</i>
<b>COMMUNITY EMERGENCY PLAN WORKING GROUP</b>		
Cllr Engström	Cllr May	Cllr Wildsmith
Cllr Hope	Cllr Richmond	<i>FTC Officer</i>
Cllr Johnson	Cllr Schofield	
<b>LEASE WORKING GROUP</b>		
Cllr Holt	Cllr Robinson	<i>Town Clerk</i>
Cllr Oliver	Cllr Schofield	
Cllr Richmond	Cllr Woods	
<b>PARKS &amp; OPEN SPACES WORKING GROUP</b>		
<i>Includes Calthorpe Park/ The Views / Cemetery Working Groups</i>		
Cllr Einchcomb	Cllr Oliver	Cllr Woods
Cllr Fang	Cllr Richmond	<i>Facilities &amp; Open Spaces</i>
Cllr Johnson	Cllr Schofield	<i>Manager</i>
Cllr May	Cllr Sharma Krishnmurthy	<i>Town Clerk</i>
<b>RISK MANAGEMENT WORKING GROUP</b>		
Cllr Holt	Cllr Robinson	<i>General Manager</i>
Cllr Johnson	Cllr Schofield	<i>Office Manager</i>
Cllr Richmond	<i>Town Clerk</i>	<i>Projects &amp; Committee Officer</i>
<b>THE HARLINGTON / CIVIC QUARTER WORKING GROUP</b>		
Cllr Chenery	Cllr Oliver	Cllr Woods
Cllr Einchcomb	Cllr Richmond	Cllr Wildsmith
Cllr Fang	Cllr Schofield	<i>Town Clerk</i>
Cllr Holt	Cllr Sharma Krishnmurthy	<i>General Manager</i>
<b>PLATINUM JUBILEE WORKING GROUP</b>		
<i>Cllr Fang</i>	<i>Sue Tilley</i>	<i>Projects &amp; Committee Officer</i>
<i>Kathy Jasper</i>	<i>Cllr Woods</i>	<i>Town Clerk</i>
<i>Cllr Schofield</i>		

## **AC May 2022 ITEM 9**

## **APPOINTMENTS TO EXTERNAL BODIES 2021/2022**

Members received the allocation of members to represent Fleet Town Council on External Bodies. It was **RESOLVED** that the following members would represent FTC on external bodies during 2022/2023.

<b>The Aging Well Network</b>	Cllr Holt Cllr Woods
<b>Basingstoke Canal JMC</b>	Cllr May ( <i>Lead</i> ) Cllr Wildsmith ( <i>Deputy</i> )
<b>Business Improvement District (BID)</b>	Cllr Fang ( <i>FTC Representative Director</i> ) Cllr Schofield ( <i>Levy Payer's Representative</i> )
<b>Fleet Cricket Club</b>	Cllr Oliver ( <i>Lead</i> ) Cllr Woods ( <i>Deputy</i> )
<b>Fleet Football Club</b>	Cllr Woods ( <i>Lead</i> ) Cllr Richmond ( <i>Deputy</i> )
<b>Fleet Link and Community Transport</b>	Cllr May Cllr Schofield Cllr Wildsmith Cllr Woods
<b>Fleet Phoenix (Observer)</b>	Cllr Fang ( <i>Lead</i> ) Cllr Chenery ( <i>Deputy</i> )



<b>Fleet Pond Society</b>	Cllr Engström ( <i>Lead</i> ) Cllr May ( <i>Deputy</i> )
<b>Flood Forum</b>	Cllr May Cllr Schofield
<b>Hart Community Safety (QPM)</b>	Cllr Sharma Krishnmurthy ( <i>Lead</i> ) Cllr Engström ( <i>Deputy</i> )
<b>Hart District Association of Parish and Town Councils (HDAPTC)</b>	Cllr Einchcomb ( <i>Lead</i> ) Cllr Schofield ( <i>Ex Officio</i> ) Cllr Sharma Krishnmurthy ( <i>Deputy</i> )
<b>Hart Voluntary Action (HVA)</b>	Cllr Engström ( <i>Lead</i> ) Cllr Johnson ( <i>Deputy</i> )
<b>Rushmoor Transport Forum</b>	Cllr Wildsmith

#### **AC MAY 2022 ITEM 10      REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS**

Members were informed that in line with the usual practice for the Annual Meeting of the Council, a review of Standing Orders and Financial Regulations has been carried out. This year, both the Standing Orders and Financial Regulations had minor amendments, but nothing which changed the Orders or Regulations.

Members noted that the amendment to point 26 – General Power of Competence now included That the Clerk must hold the CiLCA including the GPC qualification, or be prepared to acquire the qualification in one year. Members were made aware that FTC would sponsor the Clerk in acquiring the qualification, but it would be carried out outside of work.

#### **RESOLVED**

To approve the amendments to the Standing Orders and Financial Regulations.

#### **AC MAY 2022 ITEM 11      MEMBERSHIP OF OTHER BODIES AND ANNUAL FEES**

The members considered the membership of bodies and the annual fees. Members noted that there had been a slight increase in fees for NALC and SLCC.

#### **RESOLVED**

To approve the payment of the following fees for 2022/2023:

- |  |      |           |
|--|------|-----------|
| <b>a. Hampshire Association of Local Councils (HALC and NALC)</b>  | HALC | £1,050.00 |
|  | NALC | £1,346.30 |
| <b>b. Institute of Cemeteries and Crematoria Management (ICCM)</b> | ICCM | £95.00    |
| <b>c. Society of Local Council Clerks</b>                          | SLCC | £363.00   |

#### **AC MAY 2022 ITEM 12      FLEET TOWN COUNCIL ASSET REGISTER AND LAND OWNERSHIP**

Members received and considered the FTC Asset Register and Land Ownership as of 31<sup>st</sup> March 2022.

Members noted that slide at Ancells Farm Park had been replaced in 2019/2020.

#### **RESOLVED**

To approve Fleet Town Council's Asset Register and Land Ownership as of 31<sup>st</sup> March 2022, subject to the amendments noted above.

**AC MAY 2022 ITEM 13 CO-OPTION**

Members were made aware that at the recent elections, Councillors were elected unopposed in Calthorpe, Courtmoor, Ancells and Fleet Central Wards. A full Election took place in Pondtail where there were 5 nominations for 4 positions. It was noted that vacancies still exist: 2 in Courtmoor Ward and 1 in Calthorpe Ward.

Members noted that current legislation states that following an ordinary election where insufficient candidates come forward for election, the Council may co-opt councillors onto the Council as it is within 35 days of the election (Section 21 of the Representation of People’s Act 1985).

One nomination had been received for co-option for Mr Ben Willcocks, who had previously stood as Councillor at FTC in 2021/2022.

**RESOLVED**

Members agreed that Mr Ben Willcocks be appointed to the role of Councillor at Fleet Town Councillor.

Members noted that Mr Ben Willcocks could join the Council’s meetings from June 2022, once all the relevant documents had been signed.

**AC MAY 2022 ITEM 14 CREDIT CARD POLICY**

Members received and considered a recommendation from the Policy and Finance Committee that the credit card limit is increased to £10,000.00 with a limit of 5 card holders. Members noted that all credit card payments are approved by 2 Councillors.

**RESOLVED**

To approve the recommendation from the Policy and Finance Committee that the credit card limit is increased to £10,000.00 with a limit of 5 card holders.

**AC MAY 2022 ITEM 15 LEASES**

Members were reminded that the annual rental levels stated in the respective lease agreements are £500.00 for the Lion’s Community Store in Basingbourne Park, the Scouts buildings in Basingbourne & Calthorpe Parks and £3,750.00 for the Cricket Club, payable in four equal instalments.

However, the decision of the Council of 6<sup>th</sup> July 2016 was re-affirmed that the rent be waived for: those tenants who complied fully with the terms of the lease and had demonstrated good community relations.

**RESOLVED**

Members approved and waived the rent set out in the Particulars to the leases for the year April 2022-March 2023 for:

Lion’s Community Store in Basingbourne Park	£500.00
Scout building in Basingbourne Park	£500.00
Scout building in Calthorpe Park	£500.00
Cricket Club	£3,750.00

At this point in the meeting, Councillor Wildsmith invited representatives from HCC and HDC to share any updates to the Council that are relevant before Wednesday 1<sup>st</sup> June 2022. Councillor Forster noted the following:

- Flags at HCC and HDC will be flying at half-mast on Friday 20<sup>th</sup> May 2022, in memory of Councillor Wheale.
- Over 200 refugee families from Ukraine are being supported by HDC and residents.

#### **AC MAY 2022 ITEM 16      MEETING SCHEDULE**

Members noted the meeting schedule for 2022/2023.

#### **AC MAY 2022 ITEM 17      INSURANCE COVER**

Members noted that arrangements have been made with Zurich for insurance cover for 2022/2023.

#### **AC MAY 2022 ITEM 18      STATEMENT OF COUNCILLOR ATTENDANCE 2021/2022**

The Council noted the statement of Councillors attendance at Ordinary Council meetings during 2021/2022.

#### **AC MAY 2022 ITEM 19      REFRESHMENT KIOSK- CALTHORPE PARK**

Members noted that the Licence to operate a Refreshments Kiosk out of the “hut” at Calthorpe Park has now been agreed and signed by Caleb Coffee and Fleet Town Council. Members noted that the Kiosk hopes to be open in June and will initially trial various opening times between 0700 – 2130 to set opening hours.

#### **AC MAY 2022 ITEM 20      JUBILEE CELEBRATIONS**

Members noted that the organisation of the 4-day Jubilee celebration event is progressing very well and noted the schedule of events taking place.

Members noted that a Jubilee Parade will take place on Saturday 4<sup>th</sup> June 2022, with a request for Civic contingent to join in the parade. Councillors Woods, Holt, Engström, May and Fang all volunteered to be part of this contingent.

Members also noted that there was still a shortage of volunteer marshalls at many of the events taking place.

#### **AC MAY 2022 ITEM 21      COMPLAINTS**

Members noted that there had been 1 complaint.

#### **AC MAY 2022 ITEM 22      TOWN CLERK’S REPORT**

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

- Fleet Action Day on Saturday 28<sup>th</sup> May 2022 0930-1230.
- New Finance and Administration Officer start on Monday 6<sup>th</sup> June 2022.
- The job advert for the Town Clerk position is being advertised.

- Saturday 11<sup>th</sup> June 2022 at 0930 – Councillor tour of Parks and Open Spaces.
- Tuesday 14<sup>th</sup> June at 1830 – Councillor training in the Function Room.
- HDC Planning Training dates – 29<sup>th</sup> June 2022 at 1900 / 24<sup>th</sup> August 2022 at 1900.

**AC MAY 2022 ITEM 23      DATE AND TIME OF NEXT MEETING**

The date of the next meeting of the Council is on Wednesday 1<sup>st</sup> June 2022 at 7pm in The Function Room of The Harlington.

There being no further business the meeting closed at 8.48pm.

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:**

- 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**

**AC MAY 2022 ITEM 24      CHRISTMAS LIGHTS TENDER**

Members noted that two tenders for the Christmas Light Contract had been received and the evaluation process had taken place on Monday 9<sup>th</sup> May 2022. Members are received and considered the outcome of the moderation of the tenders.

**RESOLVED**

To approve the award of the contract for Christmas lights to Festive Lighting Ltd, value of the contract £57,000.06 over 3 years, with the option to extend for a further 2 years after.



## FLEET TOWN COUNCIL

### MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING

Wednesday 16<sup>th</sup> March 2022 at 7pm

#### PRESENT

**Councillors:** P. Einchcomb, R. Fang, L. Holt, K. Jasper, A. Oliver, R. Richmond, S. Tilley, G. Woods.

**Also Present:** Janet Stanton - Town Clerk  
 Susanna Walker - Committee Clerk  
 Alex Robins - Harlington General Manager  
 Ben Crane - Facilities and Open Spaces Manager  
 Sian Taylor – Cemetery Officer  
 Mike Bye – Friends of Oakley Park

#### RLA March 2022 ITEM 1 APOLOGIES

Members received and accepted the apologies from Councillor Chenery due to health reasons, Councillor Schofield due to being on holiday and Councillor Wright due to work commitments.

#### RLA March 2022 ITEM 2 DECLARATIONS OF INTEREST

There were no declarations of interest.

#### RLA March 2022 ITEM 3 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from the public. Mike Bye, Chairman of Friends of Oakley Park (FOBP) made members aware that the public footpath in Oakley Park, from Albany Road to Burnside is deteriorating and there has been one reported incident of a member of public falling on the path. A short discussion followed, where members discussed funding for the repair of the path.

#### RLA March 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 8<sup>th</sup> December 2021. The Chairman signed the minutes as a true record of the meeting.

#### RLA March 2022 ITEM 5 THE CEMETERY OFFICER'S REPORT

Members received the report of the Cemetery Officer, which included the Cemetery and Garden of Remembrance Fees for each structure for 2022/2023. The following matters were discussed:

- **New Burial Area**
  - The contractor is on track to start the work on 1<sup>st</sup> May 2022.
  - There are currently 8 plots remaining.
  - The new burial area will provide approximately 70 new plots.
  - Between 5 – 20 plots are sold each year.

- **Cemetery Fees**

- Prices have not increased for the past 3 years.
- The new fees are increased by 4%.
- The cost for a Sanctum is greater, due to the installation cost. These prices are in line with Aldershot Crematorium.
- There has been a proposed increase in costs for the Garden of Remembrance for non-Fleet residents.
- Members noted that the difference in costs for a resident and non-resident was £100.00, which covered the cost of grounds maintenance at the Cemetery.
- Fleet residents already pay for the Cemetery maintenance through their Council Tax.
- Members suggested a greater difference in price between a Fleet resident and non-Fleet resident for the Garden of Remembrance fees. It was proposed that the Fleet resident fee stay as the current price and the non-resident fee increase to the proposed fee.
- FTC need to ensure that the Sanctum is not overpriced.
- Aldershot Crematorium does not differentiate costs for residents and non-residents.
- Sales of the sanctum over the past year total 11 Fleet residents and 12 non-Fleet residents.
- The cost of a mushroom disc for children is £125.00, whether a Fleet resident or not. (In the report, it had been noted as £225.00 for a non-Fleet resident).
- It was suggested that the Cemetery and Garden of Remembrance Fees be included in the Cemetery Policy.

After the discussion, the following proposal was moved and seconded:

- To approve the Cemetery and Garden of Remembrance Fees for 2022/2023.
- Members agreed to approve the Cemetery Fees for 2022/2023.

The following counterproposal was then moved and adopted:

- To amend the Garden of Remembrance Fees for 2022/2023 to reflect the following:
  - There be no increase to the resident's fees, therefore the Garden of Remembrance fees for a Fleet resident remain as the current price.
  - The Garden of Remembrance fees for a non-resident be increased as proposed.
- The new substantive motion was passed.

## **RESOLVED**

1. To note the report of the Cemetery Clerk.
2. To approve the Cemetery Fees for 2022/2023.
3. To approve the Garden of Remembrance Fees for 2022/2023 with the following amendments:
  - There be no increase to the resident's fees, therefore the Garden of Remembrance fees for a Fleet resident remain as the current price.
  - The Garden of Remembrance fees for a non-resident be increased as proposed.

## **RLA March 2022 ITEM 6 FACILITIES AND OPEN SPACES MANAGER'S REPORT**

Members received the report of the FOSM for the December 2021 – February 2022 quarter. The following matters were discussed:

- **Calthorpe Park**
  - Public Liability Insurance for Friends of Calthorpe Park.
  - Several residential properties are encroaching into the park. Letters from FTC will be sent to the relevant properties in the next week.
  - FOSM to talk to John Elson at HDC regarding capturing public land illegally.

- **Trees**
  - Only 1 tree in Basingbourne Park fell during the storms towards the end of February.
  - Testament to the tree survey carried out every year and the work done to make sure trees are safe.

## **RESOLVED**

To note the report of the Facilities and Open Spaces Manager.

## **RLA March 2022 ITEM 7 THE HARLINGTON AND ANCELLS FARM COMMUNITY CENTRE REPORT**

The report of the General Manager of the Harlington for the period December 2021 – February 2022 was presented. Members discussed the following:

- Several shows were cancelled or rescheduled in January, due to members of the band having COVID.
- The vaccination centre has been extended until March 2023, with 28 days' notice. It will operate 3 days a week from April 2022.
- An approach has been made for this to include a diagnostics and screening option, something which is being investigated. A possible space for this is the RVS.
- The new brochure for the 2022 season is available.
- Sales of tickets have been increasing, but some shows still have low attendance.
- Hall hire is back to expected levels.
- Ancells Farm Community Centre car park cost is approximately £8,500.00 + vat, which is 1/3<sup>rd</sup> of the annual bill charged out. The pub pays 1/3<sup>rd</sup> and the other 1/3<sup>rd</sup> is paid by the local shops and flats.
- Concerns were raised over the maintenance of the car park.
- A suggestion was made that if FTC are paying a 1/3<sup>rd</sup> of the car park fee, then 1/3<sup>rd</sup> of the car park spaces should be allocated to the Community Centre.
- Another suggestion was that the car park be changed to pay and display.

Members were made aware that the Harlington has had a request to hold a fundraising concert for Ukraine on the afternoon of Sunday 10<sup>th</sup> April 2022, with all profits going to the Disasters Emergency Committee (DEC) Ukraine Appeal. Members discussed the following:

- All artists appearing have agreed to perform for no fee.
- Big I Am is the promotional company who has offered all artists.
- The box office company have been approached to waive their fee, with a possible gift aid and donation option available.
- Bar will be open, and all profits will go to DEC, once staff costs have been covered.
- The Harlington will be donated free of charge for the event.
- The event has the potential to be live streamed.
- Security will not be needed.
- Tickets will go on sale on Friday 18<sup>th</sup> March 2022.
- Approximate cost of the tickets will be between £20 - £25.
- Audience capacity is 260 people – 60 standing and 200 seated.
- This is a one-off event and members noted that this will not set a precedent for any future events.
- FTC to support the Harlington with this event.
- Donation buckets to be on site during the event.
- Need to make audience members aware that all profits will go to DEC.

Members noted that the 8 RLA Committee members did not make up the majority of the Council, and so one more Councillor would be contacted, in order the majority vote of approval. This would then be brought to Council in April 2022, for further updates.

## **RESOLVED**

1. To note the report of the General Manager of the Harlington.
2. To approve the fundraising concert in the Harlington in aid of DEC Ukraine Appeal on Sunday 10<sup>th</sup> April 2022, subject to one more councillor being contacted.

## **RLA March 2022 ITEM 8 DONATION FOR A COMMEMORATIVE BENCH AND PLAQUE FROM FLEET AND CHURCH CROOKHAM SOCIETY**

Members were reminded that at the February Council meeting, approval was given to the installation of a bench to mark the Queen's Platinum Jubilee, as provided by The Fleet & Church Crookham Society. Members discussed suitable locations for the bench and the following locations were suggested:

- The Views – potentially 12 new picnic benches to be installed.
- Outside the Oatsheaf pub.
- Durnsford Avenue overlooking the canal.
- By the War Memorial.
- Basingbourne Canal Car Park

Members agreed that the green space in Basingbourne Canal Car Park would be an ideal place, as many people stop there to have picnics. It was agreed that permission would be needed from Basingbourne Canal regarding the possibility of the installation of the bench.

## **RESOLVED**

1. To approve the location of green space in Basingbourne Canal Car Park for the commemorative bench, subject to permission, and advise Fleet & Church Crookham Society accordingly.

## **RLA March 2022 ITEM 9 USE OF PARKS FOR PERSONAL PRIVATE EVENTS**

Members were made aware that FTC has had an application from a local family to hold a private birthday party in one of the FTC parks. This party would include a bouncy castle and music. Members noted that currently the parks, which are funded by the residents of Fleet, only allow for community events and approved activities that promote health and well-being to take place in the park.

Following a brief discussion, it was decided that FTC cannot allow private and personal parties to be held in local FTC parks. It was also noted that the Open Air Civic Event Policy would be updated with the relevant changes, and brought back to Council in April 2022.

## **RESOLVED**

1. To determine that the FTC parks should not be used for private events which are not open to the whole community.
2. To amend the Civic Events policy in line with the decision of the Council and bring to Council in April 2022.

## **RLA March 2022 ITEM 10 1ST CROOKHAM SCOUTS SPORTS DAY**

Members considered and discussed a request from 1<sup>st</sup> Crookham Scouts to hold a Sports Day in Basingbourne Park on Saturday 2<sup>nd</sup> April 2022. Members noted that the event is a fundraising event and will be open to all. It was noted that the Scouts provide their own insurance for the event.

Members **RESOLVED** to

Approve the request from 1<sup>st</sup> Crookham Scouts to hold a Sports Day in Basingbourne Park on Saturday 2<sup>nd</sup> April 2022.



## RLA March 2022 ITEM 11 FUTURE EVENTS

Members noted the following events and noted that the Open Air Cinema dates are confirmed as 10<sup>th</sup> June and 10<sup>th</sup> September 2022.

20 <sup>th</sup> March 2022	Calthorpe Park	Fleet Half Marathon
26 <sup>th</sup> – 27 <sup>th</sup> March 2022	Calthorpe Park Ancells Farm Park	Queens Jubilee “Green Canopy” Tree Planting
16 <sup>th</sup> April 2022	Basingbourne Park	Easter Egg Hunt
CANCELLED	Ancells Farm	Falkner’s Arms Fun Day
18 <sup>th</sup> – 22 <sup>nd</sup> May 2022	The Views	Circus Wonderland
2 <sup>nd</sup> – 5 <sup>th</sup> June 2022	Fleet	Queen’s Platinum Jubilee
10 <sup>th</sup> June 2022	The Views	Open Air Cinema
25 <sup>th</sup> June 2022	Ancells Farm	Table Tennis Event
2 <sup>nd</sup> July 2022	Calthorpe Park	Fleet Carnival
10 <sup>th</sup> July 2022	The Views Skate Park	ScamJam
16 <sup>th</sup> July 2022	Oakley Park	Summer Fete
25 <sup>th</sup> July – 28 <sup>th</sup> August 2022	The Views Skate Park	ScamJam
10 <sup>th</sup> September 2022	The Views	Open Air Cinema
5 <sup>th</sup> November 2022	Calthorpe Park	Fleet Lions Fireworks

## RLA March 2022 ITEM 12 CLERKS REPORT

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

- FTC have received £3,000.00 from the Lengthsman Scheme.
- Members are asked to consider any possible areas that the money can be used for, such as road sign cleaning.
- The Jubilee Committee have received a £2,000.00 grant from the National Lottery Awards from All. This money will be used to purchase cherry trees to be planted in the sensory garden.
- Special thanks were given to Councillor Tilley for all her efforts with the Jubilee Celebrations.

## RLA March 2022 ITEM 13 DATE AND TIME OF NEXT MEETING

The next meeting of the Recreation, Leisure & Amenities Committee will be held on Wednesday 15<sup>th</sup> June 2022 at 7.00pm at the Harlington. There being no further business the meeting closed at 8.30pm.

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

**Chairman**



## MINUTES OF DEVELOPMENT CONTROL COMMITTEE

### DEVELOPMENT CONTROL COMMITTEE

Meeting held on Monday 9<sup>th</sup> May 2022  
at 7pm in The Function Room , The Harlington

**Present:**

Cllr Hope  
Cllr Robinson  
Cllr Schofield  
Cllr Jasper  
Cllr Holt

**Officers:** Charlotte Benham

1	<p><b>Apologies</b></p> <p>Cllr Kuntikanamata</p>
2	<p><b>Declarations of interest to any item on the agenda</b></p> <p>None declared</p>
3.	<p><b>Public Session</b></p> <p>None</p>
4	<p><b>Approval of the Notes</b></p> <p>The minutes of the development and control advisory group meeting held on Monday 25<sup>th</sup> April were accepted as a correct record of the meeting.</p>
5	<p>22/00684/HOU 2A Kenilworth Road Fleet Hampshire GU51 3DA <a href="#"><u>Erection of part single storey part two storey side and rear extension following demolition of existing attached garage and conservatory, alterations to chimneys, boundary treatments, driveway and replacement of all windows</u></a> Comments required by 11 May</p> <ul style="list-style-type: none"> <li>• Does not meet the criteria for a bungalow as it already has a staircase and two floors The existing ground floor bedroom has no facilities for washing</li> <li>• The front garden apart from the front boundary shrubbery is total covered in gravel</li> <li>• Proposed materials are render and vertical timber cladding which are a feature of the existing building</li> <li>• There is a varied mix of property styles and finishes with no prevailing local character</li> </ul>

- 3 bedrooms does require three on site parking spaces and with the loss of the garage these will all have to be to the front of the property
- Fleet Town Council notes that there is a conflict with Fleet Neighbourhood Plan Policy 15 which supports development that does not result in loss or harm to the ecological or landscape value of a private garden and 50% of the front garden is retained as soft landscaping

This conflict would draw an objection OBJECTION to this individual proposal unless there was the imposition of a suitably worded condition which secures biodiversity mitigation measures (or wherever possible a net gain) and sustainable drainage systems (SuDs) within the remaining garden on the application site. A suitable condition should address the conflict and off-set any biodiversity, flood risk or climate change impacts.

22/00731/HOU

47 Fairmile Fleet Hampshire GU52 7UT

[Erection of a single storey rear extension, addition of new porch canopy and minor fenestration changes](#)

Comments required by 5 May

No issue with the porch but OBJECTION to rear extension:

- Poor design - made from aluminium sheeting. Totally out of character to the principal building.
- Extension projects 4m from rear of the property virtually due south of the neighbouring attached property therefore will take light off the back of the adjoining property for most of the morning – breach of 45° rule?

21/02933/HOU

35A Basingbourne Road, Fleet, GU52 6TG

[Erection of a single storey rear extension. \(Part of which is completed under permitted development rights\), raising main roof ridge to create habitable accommodation with dormers to front and roof windows to rear, alterations to front elevation and replacement of double garage with ancillary residential accommodation. \(Revised Plans Uploaded 21/04/2022\)](#)

Comments required by 5 May

FTC Commented on a previous submission on 11<sup>th</sup> January 2022 that there were significant discrepancies in the submitted drawings.

The submitted drawings are now consistent in terms of the plans and elevations, but do not match the description of the application as above.

If the following application description is followed:

*Erection of a single storey rear extension to dwelling (part of which is completed under permitted development rights), together with alterations to the front elevation and replacement of double garage with ancillary residential accommodation. (Revised Plans Uploaded 21/04/2022)*

Then the plans are in conformity with the description and appear acceptable.

To note that 3 letters of support all come from a family apparently living at the applicant address and 2 from addresses not nearby.

22/00860/PRIOR

12 Cedar Drive Fleet Hampshire GU51 3HD

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

Comments required by 12 May

- Poor drawings, no actual location plan, no scales or dimensions.
- It is only in the Hart notice to neighbours that the figure of 5.7m from the original building is given. This is an extension to an extension, so does the 5.7m mean a projection beyond the existing extension or the two extensions combined = 5.7 m?

OBJECTION - Inadequate information, need a dimensioned parking plan

22/00681/HOU

18 Connaught Road Fleet Hampshire GU51 3RA

[Erection of a two storey side and rear extension following demolition of existing single storey rear element, blocking up of windows to ground and first floor side and insertion of window and blocking up of two windows to ground floor other side, erection of front entrance porch and changes to garden levels at rear](#)

Comments required by 12 May

OBJECTION

- Significant rear two storey extension which will have some impact on amount of light to the side of the neighbours building
- Extensive use of large "crital" type panel windows. The one to the Master Bedroom will give significant overview of the neighbour's garden and therefore a loss of privacy
- Large expanse of glass to front elevation is not in keeping with the character of the area
- Increase in number of bedrooms - 4 parking spaces shown but three in a row does not comply with Hart's parking standards. Could require two cars to be reversed out of the property to release the front vehicle and no room on site to exit in a forward direction onto a busy and often congested road The proposed front elevation is totally out of keeping with the local character

22/00771/HOU

28 Dukes Mead Fleet Hampshire GU51 4HE

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

Comments required by 12 May

No tree survey, but from supplied photos there are no trees of any real value within the grounds so NO OBJECTION

22/00744/HOU

The Garden House 4 Knoll Close Fleet Hampshire GU51 4PP

[Erection of a single storey rear extension to and conversion of garage to habitable accommodation, replacement of conservatory roof and hip to gable roof extension, erection of a dormer window to front and insertion of one rooflight to front and two rooflights to rear to facilitate the conversion of the loft to habitable accommodation](#)

Comments required by 16 May

No issue with modification to the house, but increase from 3 to 4 beds requires a minimum of 3 parking spaces and plan shows three in a row which is not accepted under Hart's standards. There is little option to increase on-site parking. The narrow cul -de -sac provides access to a number of large family properties and on road parking would be unacceptable.  
OBJECTION on grounds of parking

22/00817/HOU

Shelley Keats Gardens Fleet Hampshire GU51 3YY

[Conversion of garage into habitable accommodation to include the replacement of the garage door with a window, alterations to windows and doors ground floor side and rear and replacement ground floor rear roof](#)

Comments required by 16 May

NO OBJECTION

22/00338/FUL

162 Fleet Road, Fleet, GU51 4BE

[Installation of new shop front and ventilation system](#)

[Amended Plans:](#)

[Noise report and updated elevations submitted](#)

Comments required by 10 May

Previous Fleet Town Council Comments

**Comment Date:**

Technical application related to quality and quantity of an air intake and extraction system. As stated by the Environmental Health Officer the application does not address the impact on neighbours, both from noise and smell.

If there is no harm to neighbours then NO OBJECTION, but we need evidence

Applicant has conducted a noise survey and estimated noise levels at nearest receivers and appears no nuisance is generated. The Environmental Health Officer is satisfied with the findings so NO OBJECTION

22/00798/HOU

Delilah Lodge 30 Wood Lane Fleet Hampshire GU51 3EA

[Removal of roof and creation of a first floor, replacement porch, demolition of conservatory and erection of a single storey rear extension and alterations to windows.](#)

Comments required by 17 May

**OBJECTION.**

- This is essentially the conversion of a bungalow, a dwelling with no stairs, being converted into a two storey house contrary to Fleet Neighbourhood Plan Policy 11 Safeguarding Building Stock for people of limited mobility.
- This development would result in the permanent loss of a home especially suited to occupation by older people and/or people of limited mobility

22/00815/HOU

16 Hollytrees Church Crookham Fleet Hampshire GU51 5N

Erection of single storey rear extension, first floor side extension over existing double garage, blocking up of one door to ground floor front and insertion of one window to first floor front

Comments required by 17 May

- Significant increase in bulk and mass by developing over double garage
  - Painting all wood cladding white will accentuate the mass
- NO OBJECTION in principle to works but OBJECTION to finishes, suggest rear elevation would be better finished in brick to match the rear of the existing property and reduce the dominance of the large extension

22/00753/HOU

4 Brook Close Fleet Hampshire GU51 3ND

Conversion of garage into habitable accommodation to include the replacement of the garage door with a window

Comments require by 18 May

- Conversion of a double garage into a gym but loss of two parking spaces to be accommodated on the front of the property and parking plan shows three parking spaces to be provided, but a dimensioned parking plan is required to evidence the ability to retain the vehicles on site.
- Fleet Town Council notes that there is a conflict with Fleet Neighbourhood Plan Policy 15 which supports development that does not result in loss or harm to the ecological or landscape value of a private garden and 50% of the front garden is retained as soft landscaping

This conflict would draw an objection OBJECTION to this individual proposal unless there was the imposition of a suitably worded condition which secures biodiversity mitigation measures (or wherever possible a net gain) and sustainable drainage systems (SuDs) within the remaining garden on the application site. A suitable condition should address the conflict and off-set any biodiversity, flood risk or climate change impacts.

6

**To Note:**

Review of weekly lists

7	<b>Noted:</b>  <b>Hart Planning Meeting Dates</b>  15 <sup>th</sup> June 2022
8	<b>Date of Next Advisory Group Meeting</b>  23 <sup>rd</sup> May 2022

**Meeting closed: 8.20pm**

**Signed:**.....

**Date:** .....

DRAFT



## MINUTES OF DEVELOPMENT CONTROL COMMITTEE

### DEVELOPMENT CONTROL COMMITTEE

Meeting held on Monday 23<sup>rd</sup> May 2022  
at 7pm in The Function Room , The Harlington

**Present:**

Cllr Holt  
Cllr Hope  
Cllr Robinson  
Cllr Schofield

**Absent:**

Cllr Krishnmurthy

**Officers:** Charlotte Benham

1	<p><b>Apologies</b></p> <p>Cllr May</p>
2	<p><b>Chair / Vice Chair</b></p> <p>To defer election of a Chair and Vice Chair of the Development/Control and Planning Committees until the next meeting when more members are in attendance.</p>
3	<p><b>Declarations of interest to any item on the agenda</b></p> <p>None declared</p>
4	<p><b>Public Session</b></p> <p>None</p>
5	<p><b>Approval of the Notes</b></p> <p>The minutes of the development and control advisory group meeting held on Monday 9<sup>th</sup> May were accepted as a correct record of the meeting.</p>
6	<p>22/00833/HOU Hillside 12 Courtmoor Avenue Fleet Hampshire GU52 7UF <a href="#">Demolition of conservatory and erection of a single storey rear extension.</a> Comments required by 20 May</p>



Generally in keeping with the host building and does not look to create a loss of light issue to the adjacent neighbour and does not appear to infringe the 45° rule. Only potential issue is no tree report, otherwise NO OBJECTION

22/00583/FUL

5 Lapwings Fleet Hampshire GU51 5BT

[Change of use of public space to private residential amenity space to accommodate the siting of a timber carport](#)

Comments required by 24 May

We have previously commented on this application and noted that it appeared to be outside the curtilage of the building and possibly on jointly owned land. This has now been clarified and the other residents notified of the proposal. We did not object in principle before so NO OBJECTION

22/00546/HOU

73 Greenways Fleet Hampshire GU52 7XD

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

Comments required by 24 May

- This is a minor extension to a 2 bed bungalow.
- No attempt to aesthetically connect the extension to the host building, but it is reasonably well set back from the road
- Distance from kerb to front door is 9.6m so just two parking bay lengths; plenty of additional room required but should limit area to front of property to hard standing. NFP Policy 15 applies
- Relevant Policies HDC Policy NBE10 Design and Fleet Neighbourhood Policy 10 General Design Management Policy

NO OBJECTION

22/00796/HOU

The Bungalow Old Pump House Close Fleet Hampshire GU51 3DN

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

Comments required by 25 May

- Obviously had a tree survey but make no reference to it or the need/ or lack of any tree protection works.
- Development right to the boundary which means any future maintenance work will need to be carried out from the public highway

Otherwise NO OBJECTION

22/00837/HOU

42 Clarence Road Fleet Hampshire GU51 3RY

[Demolition of existing rear bathroom and store lean to and erection of a two storey side and rear extension and single storey rear extension](#)

Comments required by 26 May

- Purpose to increase living space and increase size of third bedroom, but no added bedroom. There is currently only 1 parking space on site for 3 beds which is inadequate, but no change so cannot object
- Does not appear to create any issue with the neighbouring properties and extension blends well with host building.

NO OBJECTION

22/00863/HOU

2 Dinorben Avenue Fleet Hampshire GU52 7SG

[Alterations to windows and doors](#)

Comments required by 26 May

Property located in the Basingstoke Canal Conservation Area, but the building itself is of no architectural consequence and the impact on the canal will be negligible - looks well balanced and coordinated

NO OBJECTION

22/00529/HOU

11 Woodcote Green Fleet Hampshire GU51 4EY

[Erection of a two storey side extension following demolition of existing part single part two storey side extension, alterations to doors and windows to ground floor front, one window to first floor front, double doors to ground floor rear and replacement of flat roof to front with pitched roof](#)

Comments required by 26 May

This is a small close of very similar designed properties and therefore strong local character. It would appear a number of neighbours have undertaken similar extensions in the past, but generally maintained the height of the ridge. The lower ridge and the hip end makes the development look completely out of character counter to Fleet Neighbourhood Plan Policy 10(1).

OBJECTION – suggest changing the hip to gable ends which would blend the proposed development more into the local character and would then remove any objection.

22/00876/ADV

Travis Perkins Fleet Road Fleet Hampshire GU51 3PD

[Display of non illuminated signage](#)

Comments required by 27 May

Majority of signs are internal and those on Fleet Road are of limited change. The three proposed signs on Albert Street are 8ft x 4ft and appear excessively large and dominant in a mixed-use road (commercial/residential).

NO OBJECTION in principle but suggest size be decreased on the three signs on Albert Street so as to be less dominating

22/00801/HOU

86 Aldershot Road Fleet Hampshire GU51 3FT

[Erection of a single story side extension, extension to existing dormer window and creation of a balcony terrace](#)

Comments required by 27 May

- Property located in the Basingstoke Canal Conservation Area.
- The host property is of no architectural significance.
- No issue with the proposed side extension to the kitchen.
- Extension to the bedroom with an accessible balcony creates the usual problem of overlooking and loss of privacy to the immediate neighbours
- There are no heritage structures on the canal that runs parallel to Aldershot Road so there is no issue with appropriately modifying the rear elevation of the property

OBJECTION inclusion of an accessible balcony causing a loss of privacy to the adjoining neighbours.

22/00885/HOU

2 Longdown Fleet Hampshire GU52 7UZ

[Demolition of garage and erection of a two storey front and side extension \(to include replacement garage\) with front dormer and single storey rear extension](#)

Comments required by 26 May

- FTC raised no objection to the previous application which was a reduction in mass from an earlier application but HDC REFUSED
- Application 22/00160/H (not referenced in this application) refused because of the negative impact on the front elevation, particularly losing the architectural significance of the cat-slide roof. This application has made a modest attempt to address this issue but has not really addressed the Officer's assessment in 22/00160/
- Support Hart's comments

The current proposal does not adequately address the concerns of the previous refusal which is based on the proposed front elevation being out of local character and on that basis the proposal cannot be supported therefore  
OBJECTION

22/00791/FUL

230 Fleet Road Fleet Hampshire GU51 4BY

[Change of use of retail unit to takeaway with installation of an extraction flue to the rear](#)

Comments required by 27 May

OBJECTION

- Residents in the block of flats behind the shops are concerned about noise, smell and waste control – support residents concerns
- The Environmental Officer makes the following points:  
*It follows that an odour nuisance would unlikely occur with appropriate mitigation with a high level of odour control in place, and adequate maintenance of the system to be carried out in accordance with the manufacturers instructions and/or servicing agreement. Despite this, final assessment as to whether the system will prevent odour, smoke or fume nuisance can only be made after the system has been installed and has started operations under its most intense use conditions for the food type - should nuisance still occur then further adaptations will be required post installation.*

- It is the maintenance of these extraction systems that is most likely to be a future problem and be a significant nuisance to the residents immediately to the rear of the development
- We cannot object on grounds of usage as another fast food outlet but there are no details of what fast food is being sold
- No immediate parking is another issue

OBJECTION on the grounds of loss of amenity and negative impact on the residents immediately to the rear of the proposed development in the event of the failure of the extraction system.

22/00931/HOU

145 Tavistock Road Fleet Hampshire GU51 4EE

[Erection of a single storey front extension and first floor side extension](#)

Comments required by 1 June

OBJECTION

- Inadequate parking – no change in number of bedrooms but loss of parking space to extension. Need dimensioned plan that meets Hart’s standards i.e. 3 spaces
- Breach of FNP Policy 15 Front Gardens. Parking plan indicates complete loss of vegetation to hard standing.

22/00865/HOU

33 Church Road Fleet Hampshire GU51 4NA

[Demolition of existing outbuilding and erection of a detached garage](#)

Comments required by 2 June

NO OBJECTION

22/00934/HOU

34 Lawrence Road Fleet Hampshire GU52 7SS

[Demolition of conservatory and erection of a single storey rear extension to the garage and single storey side extension](#)

Comments required by 2 June

- Question why the “golf Room extension is shown in a different render on the architectural drawings. The application form states the wall finishes to be brickwork to match existing. If rendered proposed this would present poor design
- To build the side extension will require the clearance of what is stated to be mixed shrubs 2 to 3 m high.
- Generally have no issues subject to the following Conditions:
  1. That the “Golf Room extension is constructed in matching brickwork to the main dwelling to comply with Fleet Neighbourhood Plan Policy 10 General Design policy.
  2. FTC has no objection to this proposal subject to the imposition of a suitably worded Condition which secures biodiversity mitigation measures (or wherever possible net gain) and sustainable drainage systems within the remaining garden on the application site which would offset any loss of biodiversity and flood risk or climate change impacts due to the loss of shrubs..

	<p>3. Golf room should be for personal use only and not commercial</p> <p>NO OBJECTION only subject to the three conditions set out above</p>
	<p>Noted:</p> <p>That Councillors have been invited to an engagement session with HDC's Development Management team via Microsoft Teams. There are two dates – members have opted to attend the same session on Wednesday 29<sup>th</sup> June 7pm.</p>
7	<p><b>To Note:</b></p> <p>Review of weekly lists</p>
9	<p><b>Noted:</b></p> <p><b>Hart Planning Meeting Dates</b></p> <p>15<sup>th</sup> June 2022</p>
10	<p><b>Date of Next Advisory Group Meeting</b></p> <p>13<sup>th</sup> June 2022</p>

**Meeting closed: 8.00pm**

**Signed:**.....

**Date:** .....

# Annual Governance and Accountability Return 2020/21 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2020/21

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
  - **Sections 1 and 2** **must** be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2021**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2021**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2021
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2020/21

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2021 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2020/21**, approved and signed, page 4
- **Section 2 - Accounting Statements 2020/21**, approved and signed, page 5

Not later than 30 September 2021 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return (AGAR) 2020/21

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2021.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2021**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been published?		
	Has the bank reconciliation as at <b>31 March 2021</b> been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		

\* *Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2021/22

Fleet Town Council

www.fleet-tc.gov.uk

**During** the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	<input checked="" type="checkbox"/>		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>		
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>		
I. Periodic bank account reconciliations were properly carried out during the year.	<input checked="" type="checkbox"/>		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			N/A
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	<input checked="" type="checkbox"/>		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	<input checked="" type="checkbox"/>		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	<input checked="" type="checkbox"/>		
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input checked="" type="checkbox"/>		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

7/10/21 1/2/22 12/5/22

ELISSA S. GREEN ICPA

Signature of person who carried out the internal audit



Date

12/5/22

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



## Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

Fleet Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

[www.fleet-tc.gov.uk](http://www.fleet-tc.gov.uk)

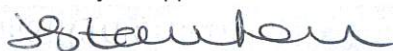
## Section 2 – Accounting Statements 2020/21 for

Fleet Town Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	1,353,914	1,682,835	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1,043,836	1,084,358	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	620,636	560,390	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	424,022	411,317	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	911,529	890,330	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,682,835	2,025,936	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,697,635	2,075,901	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	445,390	718,844	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

26 05 2022

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

## Section 3 – External Auditor’s Report and Certificate 2020/21

In respect of

Fleet Town Council

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2020/21

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2020/21

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

\*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

Do the Numbers Limited  
37 Upper Brownhill Road  
Southampton  
SO16 5NG

12<sup>th</sup> May 2022

Janet Stanton, Clerk  
Fleet Town Council  
The Harlington Centre  
Fleet,  
GU51 4BY

Dear Janet,

**Subject: Review of matters arising from Internal Audit for 31 March 2022**

Following my visits to the office today and earlier in the year, please find below the list of matters for potential further improvement. I found the records of the council to be in extremely good order and that the review went well.

The internal audit was carried out in accordance with the requirements of the [Audit and Accounts Regulations 2015](#) and the guidance and instruction in the [Practitioners Guide 2022](#)

Test	Matter arising	Recommended Action
A	<i>Appropriate accounting records have been properly kept throughout the financial year</i>	
The records of the council comply with this test.		
B	<i>This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for</i>	
Agenda papers	It is not a requirement for lists of receipts to be published in the agenda packs. <b>Also raised in October</b>	The paper pack can be reduced by the removal of these pages.
Standard documents	The adapted Standing Orders and Financial Regulations of the council are not in agreement with the latest models.	The current model documents should be adopted and then amended from that point.
Minute approval	Not all sets of March minutes had been signed as at the date of audit.	Please ensure that this is complete in advance of AGAR approval
C	<i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these</i>	
Risk Assessment	The risk assessment that supports the risk management policy is not on the main website.	The annually approved risk register should be clearly published.
The records of the council comply with this test.		
D	<i>The budget resulted from an adequate budgetary process, progress against the budget was regularly monitored, the reserves were appropriate</i>	
The records of the council comply with this test.		
E	<i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for</i>	

Overdue debts	Certain venue users are being very slow in paying their bills.	The council should publicly minute bad debts on a quarterly basis.
F	<i>Petty cash payments were properly supported by receipts, all petty cash was approved and VAT appropriately accounted for</i>	
The records of the council comply with this test.		
G	<i>Salaries to employees and allowances to members we paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied</i>	
Officer changes	During the audit season, both the RFO and Proper officer are retiring. This adds to the overall risk of the council.	Great care should be taken to ensure continuity of information and records access while the new postholders settle in.
H	<i>Asset and investment registers were complete and accurate and properly maintained</i>	
Asset register	The fixed asset register of the council is now an up to date and accurate record.	To assist its maintenance, it may be worth adding the Fixed Asset module to Rialtas.
I	<i>Periodic Bank reconciliations were carried out during the year</i>	
The records of the council comply with this test		
J	<i>Accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cash book, supported by an adequate audit trail and debtors and creditors recorded.</i>	
The records of the council comply with this test.		
K	<i>Certified Exempt in prior year</i>	
Not applicable to Fleet Town Council		
L	<i>Transparency Code</i>	
The records of the council comply with this test.		
M	<i>Public Rights</i>	
The records of the council comply with this test		
N	<i>Publication of prior year AGAR</i>	
The records of the council comply with this test.		
O	<i>Trust funds</i>	
Not applicable to Fleet Town Council		
P	<i>Borrowing</i>	
Not applicable to Fleet Town Council		

Please find attached my invoice for the balance of the agreed fee.

If either you or your members have any queries, please do not hesitate to contact me.

Regards,



Eleanor S Greene

**Actions from Internal Auditor's report from visit of 12<sup>th</sup> May 2022**

<b>Agar Certificate Reference</b>	<b>Matter Arising</b>	<b>Recommended Action</b>	<b>Action Taken</b>
<b>A</b> - Appropriate accounting records have been properly kept throughout the financial year.	None	None- the records of the Council comply with this test.	Noted.
<b>B</b> - This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for.	<p>Agenda Papers - It is not a requirement for lists of receipts to be published in the agenda packs.</p> <p>Standard documents – the adapted Standing Orders and Financial Regulations of the council are not in agreement with the latest models.</p> <p>Not all sets of March minutes had been signed as at the date of audit.</p>	<p>The paper pack can be reduced by the removal of these pages.</p> <p>The current model documents should be adopted and then amended from that point.</p> <p>Please ensure that this is complete in advance of AGAR approval.</p>	<p>FTC does not routinely print receipts for meetings. However, one hard copy set is filed for the master copy.</p> <p>Members have required the Standing Order's to be specific to FTC. However, a general review of the model against FTC's may take place.</p> <p>All minutes are/will be signed at the following committee meeting. The March RLA minutes will be signed in June.</p>
<b>C</b> - The authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	The risk assessment that supports the risk management policy is not on the main website.	The annually approved risk register should be clearly published.	Noted – This Risk Assessment will be published on the website with the Risk Management Policy.

<b>D</b> - The budget resulted from an adequate budgetary process, progress against the budget was regularly monitored; and reserves are appropriate.	None	None- the records of the Council comply with this test.	Noted.
<b>E</b> - Expected income was fully received based on correct prices, properly recorded and promptly banked; and VAT appropriately accounted for.	Overdue debts – Certain venue users are being very slow in paying their bills.	The council should publicly minute bad debts on a quarterly basis.	Noted. However, where there is a payment plan in place this will not happen.
<b>F</b> - Petty Cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for	None	None- the records of the Council comply with this test.	Noted.
<b>G</b> – Salaries to employees and allowances to members were paid in accordance with this authority's approvals and PAYE and NI requirements were properly applied.	Officer changes – During the audit season, both the RFO and Proper Officer are retiring. This adds to the overall risk of the council.	Great care should be taken to ensure continuity of information and records access while the new postholders settle in.	Noted.
<b>H</b> – Asset and investment registers were complete and accurate and properly maintained.	Asset Register – the fixed asset register of the council is now an up to date and accurate record.	To assist its maintenance, it may be worth adding the fixed asset module to Rialtas.	Noted.
<b>I</b> – Periodic Bank reconciliations week carried out during the year.	None.	None- the records of the Council comply with this test.	Noted

<b>J</b> - Accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cashbook, supported by an adequate audit trail and debtors and creditors were properly recorded.	None	None- the records of the Council comply with this test.	Noted
<b>K</b> – Certified exempt in prior year.	Not applicable to Fleet Town Council.		N/A
<b>L</b> – Transparency Code.	None	None- the records of the Council comply with this test.	Noted
<b>M</b> – Public Rights	None.	None- the records of the Council comply with this test.	Noted
<b>N</b> – Publication of prior year AGAR.	None	None- the records of the Council comply with this test.	Noted
<b>O</b> – Trust funds	Not applicable to Fleet Town Council.		N/A
<b>P</b> – Borrowing.	Not applicable to Fleet Town Council.		N/A





## **MINUTES OF THE TENTH ANNUAL FLEET TOWN COUNCIL RESIDENTS' MEETING**

**Tuesday 22<sup>nd</sup> March 2022 at 7.30pm  
The Harlington, Fleet**

### **1. WELCOME AND INTRODUCTION**

The Chairman of the Council, Councillor Bob Schofield, welcomed almost 100 residents to the tenth Annual Residents' meeting, which is also the third and last of the existing town council. He thanked residents for attending the meeting, since this was the first ARM meeting to be held in 3 years, due to COVID. He explained the fire exit procedure, the location of the facilities and requested the use of no flash photography. Residents were also made aware that the meeting was being live streamed.

He explained that the agenda contained presentations by two local GPs, the local police, and a more detailed presentation on the forthcoming Platinum Jubilee Celebrations in Fleet. The format of the meeting and the requirement for the meeting to be held was explained.

### **2. MINUTES OF THE PREVIOUS MEETING**

The minutes of the ninth Annual Residents' Meeting held on Tuesday 26<sup>th</sup> March 2019 were adopted as a correct record. The Chairman signed the minutes as a true record of the meeting.

### **3. PRESENTATION OF A CIVIC AWARD**

Under SECTION 249 of the Local Government Act 1972, Fleet Town Council has the power to admit persons who have, in the opinion of the authority, rendered eminent services to that place or area. At a meeting of the Town Council on 5<sup>th</sup> January 2022, it was unanimously resolved that the title of Honorary Freeman of the Town of Fleet be conferred on Mr Geoff Baker for his long service to the community.

Councillor Schofield explained Mr Baker is known for many of the small but practical tasks that help make Fleet such a lovely town to live in. It was due to his dedication and commitment to the town, his practical approach to serving the community of Fleet and charity work for which Geoff was being honoured. A long list of Mr Baker's service to the community was read out, of which some of the highlights included:

- Being the owner of WC Bakers, working in and then owning the third-generation family store for 60 years, a staple of the High Street in Fleet.
- Being an active member of the Rotary Club in Fleet since 1987.
- Being an active Committee Member and Trustee of Fleet Hospital and Community Friends for over 30 years.
- A supporter of the North-East Hants Area Schools' Band comprising two brass bands, a training band and the main band.
- Launching a successful appeal to restore the old clock on the corner of Upper Street and Fleet Road.

Councillor Schofield, Fleet Town Council and all the residents congratulated Mr Baker on receiving this award. Mr Baker thanked everyone at the meeting for their applause and thanked everyone for their support.

#### 4. PRESENTATION BY LOCAL GP ON SUCCESS OF VACCINATION CENTRE AND POST COVID SERVICES

Dr Michelle Sinclair and Dr Nina Durasamy presented information about the Fleet GP Services and updates regarding the Covid Vaccination Programme in Fleet. The following information was shared:

- As of 17th February 2022, 70,000 residents have been vaccinated.
  - 90.8% have received primary doses.
  - 89.9% have received boosters.
- NHS provides £150 per patient per year, regardless of how many visits but primary care is only funded for approximately 85% of Fleet residents, resulting in 15% of all patients are unfunded.
- Between 06.12.2021 – 28.02.2022, the following data was recorded in Fleet;
  - Telephone calls – 26800, Up 12%
  - Face to Face appointments – 13000, Up 41%
  - E-Consults – 10000, Up 16%
  - In 2022, there were 1500 less NHS Doctors than in 2016

Residents were updated on the Primary Care Network (PCN), a key part of the NHS long-term plan, bringing local general practices together to work at scale. The following topics were discussed:

- E-Consult appointments
  - since Covid, these appointments reduce traffic in attending surgery and the protection of vulnerable AND medical teams
  - Allow doctors to achieve more consultations each day
  - The surgery is left accessible to the vulnerable
- Multi-disciplinary teams working in surgeries, which includes:
  - Advanced Nurse Practitioners
  - Physicians Associates
  - Paramedic Practitioners
  - Clinical Pharmacists
  - Musculoskeletal Practitioners
  - Mental Health Wellness Practitioners
  - Social Prescribing Link Workers
  - Health & Wellbeing Coaches
  - Care Co-ordinators

#### Question

**Mr J. Bittles, GU51 4**

With regards to e-consult appointments, what happened to the elderly or people that can't access the internet?

#### ANSWER

Even though e-consult is an option, the doctor's phone lines are always open. Appointments are available online and by telephone.

#### Question

**Mr M. Etheridge, GU51 7**

Will there be an increase in GPs in Fleet in the future?

#### ANSWER

All 4 practices in Fleet are running short staffed, with recruitment and retention a problem. Practitioners work together as a team, as demonstrated earlier in the presentation.

## 5. MEET THE LOCAL POLICE AND HART COMMUNITY SAFETY OFFICER

Apologies were given by Sergeant Wentworth, who was unable to attend the meeting. Presentations were delivered by a local PCSO and a Community Safety Manager (CSM), where the following items were highlighted:

- Hart Rural South Police is made up of a group of officers dedicated to serving the local community. Teams are made up of officers based in the area, supported by additional officers from the wider area.
- Teams work closely with local authorities, organisations, partners and residents to decide policing priorities. This helps teams find long-term solutions to local problems.
- Hart now has a designated CSM, who makes up a team of 2 with a local officer.
- Recent issues include:
  - Anti-Social behaviour
  - Missing children
  - Domestic abuse
  - Hate crimes
  - Prolific offenders
  - Drug related issues
  - Low level investigations
- All incidents to be reported to 101, 999 or the online Hampshire website, which will then be passed to the appropriate teams.
- All reported incidents are recorded and logged.
- Online reporting gets emailed to the CSM and PCSO, who then decide where to patrol for the day, depending on where reports are from.
- Residents encouraged to support the Neighbourhood Policing Team.
- Safety workshops being held for Year 6 pupils.
- Local crime and anti-social behaviour have reduced:

	2017	2022
<b>Crime incidents logged</b>	2482	2144
<b>Anti-social behaviour logged</b>	716	389

- Hart South Police have a Facebook group and hold a monthly Q&A session.
- Hart Community Safety newsletter available.
- [communitysafety@hart.co.uk](mailto:communitysafety@hart.co.uk)

## 6. PROMOTION OF THE JUBILEE CELEBRATIONS

Councillor Tilley reported on the Fleet Platinum Jubilee Celebrations, to be held between Thursday 2nd – Sunday 5th June 2022. 4 days of celebrations are planned to include:

<b>02.06.2022</b>	Lighting of the Beacon in Calthorpe Park Lantern parade Fireworks display
<b>03.06.2022</b>	Day of sport in Calthorpe Park Boat rally
<b>04.06.2022</b>	7 decades of motoring car procession Jubilee parade
<b>05.06.2022</b>	Big Jubilee Street party lunch Family act of worship Family fun runs

- Lots of local organisations and voluntary groups are working together to deliver all the events.
- Request for volunteers to help at different events with stewarding and other support roles.
- Contact: [sue.tilley@fleet-tc.gov.uk](mailto:sue.tilley@fleet-tc.gov.uk) or [mike.collin@outlook.com](mailto:mike.collin@outlook.com) to find out more
- Further information can be found here:
- Facebook – fleetplatinumjubilee
- Instagram - @fleetplatinumjubileeevents
- Website - [www.fleetplatinumjubilee.co.uk](http://www.fleetplatinumjubilee.co.uk)

## **7. ROUND UP OF LAST 4 YEARS OF THE TOWN COUNCIL'S SUCCESSES & FRUSTRATIONS, SUPPORTED BY A BRIEF VIDEO**

Residents were made aware that due to 2 years of COVID, there had been much disruption to the Harlington operations, and staff had been furloughed. Many of Fleet Town Council's meetings had been held online. Thanks was given to all Councillors and Fleet Town Council officers for their work and support throughout the past few years.

A video demonstrating the achievements of Fleet Town Council between 2018-2022 was presented to the residents, with thanks given to NRG who produced the video out of their community budget. The following was highlighted:

- Maintenance of all parks and playgrounds
- New footpaths in Oakley Park
- New Garden of Remembrance
- New play area in Calthorpe Park
- Basingbourne Play Park Area
- Fleet Neighbourhood Plan
- Condition survey of the Harlington including a new ceiling installed
- Cemetery extension
- Land drainage in Calthorpe Park
- 3 annual Christmas day lunches including afternoon tea being delivered on Christmas Day in 2020
- Remembrance Day and celebration of the Centenary of the war memorial
- Christmas festivals
- Christmas lights switch on
- 2020-2021 online ARM presentation
- Action days
- Hundreds of shows at the Harlington
- Musical acoustic open-air afternoons at The Views in 2020
- Consulted on 1164 planning applications
- Tennis memberships
- South and South East Bloom awards won
- Supported many community events
- The Harlington has been a COVID vaccination centre since February 2021
- Fleet Market
- Chairman's Coffee mornings
- Tree planting
- Flowers around town

## 8. FORTHCOMING ELECTIONS AND THE VALUE OF BEING A TOWN COUNCILLOR

Councillor Robbie Richmond gave a brief presentation on the values of being a town Councillor:

- Fleet Town Council provides and improves facilities for residents.
- Manages a lot around the town, including the local festivities, war memorial, local parks, skate parks.
- Grants awarded to local businesses and charities.
- Since COVID, there have been challenges to the future of the local high street.
- Saturday market in Fleet has been reinvigorated and has brought people together in the community.
- Councillors work together with residents for the betterment of Fleet.

A brief presentation about Standing as a Councillor in the forthcoming Election was given by Charlotte Griffiths, Electoral Services Manager for Hart District Council, where the following information was reported:

- **Thursday 5<sup>th</sup> May 2022** - Elections to be held.
- **Monday 28<sup>th</sup> March 2022** - Notice of Election published.
- **Tuesday 5<sup>th</sup> April 2022, 4pm** - Deadline for submission of nomination papers.
- **Elections Office:** [elections@hart.gov.uk](mailto:elections@hart.gov.uk) / 01252 77 4073 or 4157 / [www.hart.gov.uk/elections](http://www.hart.gov.uk/elections)

## 9. PUBLIC Q&A SESSION

**Mr H. Murphy, GU51 1**

**Q1.** What are the current plans to replace the Harlington?

**Mr P. Le Gros, GU51 3**

**Q2.** In 2016, the precept was increased specifically to fund the new Harlington Centre. It was stated that the funds were ringfenced and isolated and transparent from the operational costs of running the Council. But we are still paying and there is no explanation of why?

**The money for the new Harlington is still being collected and is still ringfenced with a total of just over £2,000,000.00. FTC is committed to the future of the Harlington and are currently waiting the Hart Civic Quarter Development public engagement, to find out how the area may be developed.**

**The current money ringfenced will either be a deposit on a new community and entertainment centre being built, or the existing Harlington will need to be modernised at a cost of around £5,000,000.00.**

**Ms B. Friston, GU51 4**

**Q3.** Who is in charge of pathways which are overgrown in Branksome Wood Road?

**Unknown, GU51 4**

**Q4.** Who do we approach about overgrown trees, potholes?

**Ms D. Gadd, GU51 4**

**Q5.** The billboards on the small environmental triangle between Church and Birch Roads are ugly. Can they not be removed, and a green wall of plants erected instead?

**Any pathway or bush and hedge issues should be reported on the HCC website. If it is the property owner's responsibility to cut back hedges and the Council does it, the Council will send a bill. Any issues with private roads or footpaths should be reported to HDC or FTC.**

**Dr P. Tuson, GU51 3**

**Q6.** When are thermal cameras going to be available for the community?

**There is a climate change working group with HDC, who are proposing to purchase 2 thermal cameras, which will be operational and available for hire from October 2022.**

**Unknown, GU51 3**

**Q7.** There are a lot of empty shops in the Hart Shopping Centre. How can Fleet improve and grow this centre?

**The Hart Shopping Centre is privately owned, and little interest has been shown in any proposed improvements when contacted. Fleet Market is now operational, incorporating a lot of local businesses and needs the local community support for its success.**

**Ms D. Gadd, GU51 4**

**Q8.** What is FTC planning to do for small businesses which have been affected by COVID?

**FTC is limited in their ability to help small businesses, but HDC have an established business centre to help support and direct owners of small businesses to certain people.**

**Mrs D. Healy, GU52 7**

Commented that she was pleased to see that the market is up and running again, with lots of different stalls.

Thanks was given at the end of the meeting to the Chairman of FTC since 2010, Councillor Bob Schofield, for his knowledge, integrity in running the Council and his support over the past 12 years.

Thanks was also given to the Town Clerk, Janet Stanton, who is retiring at the end of June 2022.

The Chairman thanked fellow Councillors, officers and all the residents who had attended and contributed to the event

The meeting closed at 9.38pm.

## Hampshire Parish and Town Councils Event-17<sup>th</sup> March

### Report from: Cllr George Woods

I recently represented FTC at this Hybrid meeting

Appeared to be approx. 55 Councils represented, but very few North of Winchester.

Keith Mans (Leader) and Carolyn Williamson (CEO) contributed along with Richard Kenny- Dep Director-Economy, Transport & Environment.

Unfortunately after complimenting the Councils for their use of Technology during the Pandemic, the sound and vision were so bad during the second half on Highway Services, I had to leave the link.

### KEY POINTS

CEO complimented Councils for their values, integrity, compassion and clarity of purpose towards their Communities.

Priorities for HCC- Maximise use of Technology and learn from Covid as part of Economic recovery.

Success of Solent FreePort and Climate Change agenda key aspects.

Want to open way to Devolution, devolved decision making and need for partnerships, joint working and collaboration at all levels.

Sees Parish Councils Power of General Competence, their culture and diversity as **important assets**

### R. Kenny

#### Economy in Hants

- £6.5b taken out of Economy and 37.5 k jobs lost
- Supply chain problems, labour shortages, energy costs and Inflation impact highlighted
- Levelling up likely to mean area at a further disadvantage
- Employment growth now strong but few Self employed.
- Strong Emphasis on Economy
- Our own way-Devolution Key

Make the case to secure a deal, involves partnerships, skills, investment and Transport

West Midlands used as example

Review of role of Parish and Town Councils- Community Covenants!

Acceptance that money has to follow Devolved Services.

### Rob Humby(Dep Leader)

- HCC has to make people better aware of services and costs Eg £2.2b Budget
- Education £1.2b with 25000 employed
- Social Care £600m and needs growing
- Leaves £400m for remainder including Highways

### Transport

HCC has submitted proposals for major improvements to Bus Services as part of the National Bus Strategy. The plans involve large urban areas and the government have significantly reduced the Grants available following Covid costs. Hampshire's expectations of receiving funding are not high.

### Conclusion

Determined to move down Devolution Route for future and recognition of need for better engagement with Councils at all levels.

Seen as key to future Economic growth- only route proposed

Nothing specific mentioned for North Hampshire