



Notice is hereby given of

A MEETING OF FLEET TOWN COUNCIL
Wednesday 1st November 2023 at 7pm at The Harlington

All members are summoned to attend

To Councillors:

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

Rochelle Halliday, Executive Officer
25th October 2023

AGENDA

1.	APOLOGIES Schedule 12 of the LGA 1972 requires a record to be kept of members present, and that this record forms part of the minutes of the meeting. A resolution must be passed on whether the reason(s) for a member's absence are acceptable.
2.	DECLARATIONS OF INTEREST Under the Local Authorities Localism Act 2011, members must declare any interest and the nature of that interest, which they may have in any of the items under consideration at this meeting. Members are reminded that they must disclose both the existence and the nature of a personal interest that they have in any matter to be considered at this meeting. A personal interest will be considered a prejudicial interest if this is one in which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the members' judgement of the public interest.
3.	QUESTIONS FROM THE PUBLIC (3 min per person maximum 15 minutes) To receive questions and statements from members of the public.
4.	CHAIRMAN'S ANNOUNCEMENTS To receive any updates from the Chairman of Fleet Town Council.
5.	HCC/HDC (3 mins per person – max 15 mins) To receive any update on HDC/HCC matters concerning FTC which are not included within the agenda.
6.	MINUTES OF PREVIOUS MEETINGS To receive and approve as a correct record the minutes of the Council Meeting held on 4 th October 2023 (<i>copy attached</i>). To receive resolutions and consider approval of recommendations from the following committees and to return to the committees any issues for reconsideration: <ul style="list-style-type: none">• Policy and Finance 18th October 2023• Development Control 9th October 2023

Part 1 – ITEMS FOR DECISION	
7.	<p>VISION FOR FLEET STATEMENT To consider and agree the Vision for Fleet statement (<i>copy attached and see Executive Officer's report</i>).</p> <p>RECOMMENDATION To approve the proposed Vision for Fleet statement.</p>
8.	<p>CORE VALUES STATEMENT To consider and agree the Council's Core Values Statement (<i>copy attached and see Executive Officer's report</i>).</p> <p>RECOMMENDATION To approve the proposed Core Values Statement for the Council.</p>
9.	<p>COMMUNITY EVENTS a) To receive event information and to agree the Remembrance Sunday activities covered by the Town Council for 12th November 2023 (<i>see Executive Officer's report</i>). b) To receive event information and to agree the Christmas Festival activities on 22nd November 2023 (<i>see Executive Officer's report</i>).</p> <p>RECOMMENDATIONS a) To provide approval for the activities covered by the Town Council to take place on Remembrance Sunday on 12th November 2023. b) To provide approval for the activities to take place at the Christmas Festival on 22nd November 2023. c) To note that the risk assessments and arrangements for all aspects of the Remembrance Sunday and Christmas Festival events have been reviewed by Council Officers.</p>
Part 2 – ITEMS TO NOTE	
10.	<p>COUNCIL BUDGET FOR THE 2024/25 FINANCIAL YEAR To receive an update on the preparation of the Council's budget for the next financial year (<i>see Executive Officer's report</i>).</p>
11.	<p>COMPLAINTS To receive notification of any complaints.</p>
12.	<p>EXECUTIVE OFFICER'S REPORT To receive and note the update report from the Executive Officer (<i>copy attached</i>).</p>
13.	<p>DATE AND TIME OF NEXT MEETING The next meeting of the Council is scheduled to be held on Wednesday 6th December 2023 at 7pm in the Harlington.</p>
Part 3 – CONFIDENTIAL ITEMS	
	<p>Under the Public Bodies (Admission to Meetings) Act 1960 Exclusion of the public in accordance with Section 1(2) and by reason of the confidential nature of the business of the Town Council, the Public and Press will be excluded from the meeting.</p> <p>The following types of business will be treated as confidential:</p> <ul style="list-style-type: none"> 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 <p>No confidential items for consideration.</p>

**FLEET TOWN COUNCIL
MINUTES OF THE COUNCIL MEETING**

held on

Wednesday 4th October 2023 at 7.00pm

PRESENT

Councillors: R. Schofield (Chairman), G. Chenery, P. Einchcomb, R. Fang, L. Holt, A. Hope, S Krishnamurthy, E. May, A. Oliver, R. Richmond, R. Robinson, D. Taylor, S. Tilley, G. Woods.

In Attendance: Sarah Moore- Finance and Administration Manager
Louise Rogers – Administration Support Officer
Councillor Steve Forster – HCC
Councillor Adrian Collett - HCC
Friends of Oakley Park Representative
2 Members of the public

FC OCTOBER 2023 ITEM 1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Cottrell (illness), Engström (illness), and Willcocks (work commitments).

An apology was received from the Executive Officer due to illness.

Cllr Wildsmith was absent.

FC OCTOBER 2023 ITEM 2 DECLARATIONS OF INTEREST

There were no declarations of interest made for any item on the agenda.

FC OCTOBER 2023 ITEM 3 QUESTIONS FROM THE PUBLIC

There were no questions from the public.

FC OCTOBER 2023 ITEM 4 CHAIRMAN'S ANNOUNCEMENTS

Cllr Schofield reported his attendance during the period as follows:

- Since the last Council meeting have attended 3 meetings regarding the Public Sector Decarbonisation Scheme (PSDS). The declared closing date is now 10th October.
- Along with the Executive Officer met with representatives of the Fleet Baptist pre-school to discuss both the current and future accommodation for the pre-school. The school is now viable and has a full quota of children. In any future plans the school would like to have exclusive occupation of an area of the Harlington. The current situation and potential programme for refurbishment of the Harlington was discussed and agreed that Fleet Town Council will keep the school informed of any firm developments.
- Met with the Leader of Hart District Council for an informal meeting to review a broad range of subjects including the Harlington Lease, the PSDS grant, the Civic Quarter and future plans for the Harlington. A formal meeting will be convened in the next couple of weeks.

- Attended the October Fleet BID Board Meeting and an informal meeting with BID levy payers to explore new projects/initiatives. There had been some negativity about the BID triggered potentially by issuing of summons for nonpayment of the levy. All businesses inside the BID are legally required to pay an additional 2% on their business rate.

FC OCTOBER 2023 ITEM 5 HCC/HDC ANNOUNCEMENTS

The following reports were received from Hampshire County Council and Hart District Council.

Cllr Forster (HCC)

- Cllr Forster thanked members for the PSDS grant application which is proceeding smoothly.
- There are a number of public consultations by Hampshire County Council, which can be viewed on the Hampshire County Council website.
- There have been 82 anti-social behaviour reports related to the Hart shopping centre last week. New reports have been logged this week regarding anti-social motorcycle activity along the high street. Police are aware.
- School term dates are being released shortly from Hampshire County Council.
- The dip in Fleet Road has been poorly repaired, it is scheduled to be resurfaced in March 2024.
- Works on Tavistock Road are expected to be finished by 12th October 2023.
- Repairs on Leawood Road will take place during the October half term week.
- Albert Street has a cross connection between the water supply and the sewer. Thames Water are urgently correcting the works. The traffic lights on the road stopped working as the batteries were stolen from the lights. The lights are now back in working order.

Cllr Forster left the meeting at 7:13pm.

Cllr Adrian Collett (HCC)

- Hampshire County Council is proposing a radical change to adult social care. Cllr Collett is encouraging people to go on to the Hampshire County Council website to look at the consultation. The consultation closes on the 12th November 2023.
- South East Water pipeline road reinstatement works on Cove Road are being monitored.
- Hart District Council no longer monitor the on-road parking at Ancells presumed for the train station. This is now with Hampshire County Council. It is necessary to raise the parking issues with Hampshire County Council directly.
- The chaos caused by the 3-way lights at the roundabout on the other side of the railway bridge was resolved quickly.
- The County Council's recent consultation on budget options entitled "Serving Hampshire - Balancing the Budget" asked people how they thought the County Council should deal with the £132 million black hole in their budget in two years' time. Just under 3,000 people responded.
- Anti-Social behaviour problems were significantly lower 10-12 years ago as more Police presence to deal with local situations. Police numbers are back to similar levels but there are no civilian support staff, so Police Officers are office bound completing necessary forms.
- Cllr Collett informed members it is a great pleasure for HCC to give the grant to Fleet Town Council for the Christmas Festival.

Cllr Alan Oliver (HDC)

- Councillor Oliver confirmed that he is Hart's official member of the Police and Crime Monitoring Board, focused on neighbourhood policing.
- He confirmed the reopening of the Police Station in Yateley, Autumn 2024.

- Members expressed their thanks to the Council's current IT support provider for their work and support over the years and wished him the best of luck in his retirement.

RESOLVED

- 1) To approve Virgin Media (Contractor A, option 1) for the direct access internet service for a period of five years at annual cost of £2,181.96 subject to an annual RPI increase.
- 2) To approve Cloudy IT (Contractor B) for the one-off internet remapping work at a cost of £2,200.
- 3) To approve Cloudy IT (Contractor B) for the provision of the Council's IT support contract (12 month rolling contract) at a first year cost of £8,315 to include IT support, data back-ups and Microsoft licences.
- 4) To approve Cloudy IT (Contractor B) for the provision of the one-off migration of the servers to SharePoint at a cost of £4,868.

FC OCTOBER 2023 ITEM 9 EVENT APPLICATION – MUSIC ON THE VIEWS

Members received the provisional request to hold a music festival on the Views.

Approval in principle was being sought to enable planning of the event.

Points were made regarding the park being a public space and it was confirmed the play park will still be accessible as a separate entrance can be created.

The event will be in partnership with the Harlington and tickets will be sold through the box office at the Harlington.

Insurance for adverse weather conditions was being investigated and would be included in the budget.

RESOLVED

To provisionally approve the request to hold a music festival on the Views.

2 members of the public left at 7:55pm.

FC OCTOBER 2023 ITEM 10 HIRE REQUEST FOR THE CHRISTMAS GROTTO

Members received the Executive Officers report for a request from a business based at the Harlington, Funtime Dance & Drama, to run the Christmas Grotto this year.

Members confirmed that the nominated charity is in fact Stepping Stones DS.

Members agreed to waive the fee of the use of the café area.

RESOLVED

To give permission for Funtime Dance and Drama to run the Christmas Grotto for fundraising purposes and to agree the conditions relevant to the hire.

FC OCTOBER 2023 ITEM 11 CONCLUSION OF EXTERNAL AUDIT 2022/2023

Members noted the outcome of the Annual Governance and Accountability Return from the External Auditor for the 2022/2023 financial year and thanked the Officers involved in producing the Return.

FC OCTOBER 2023 ITEM 12 COMPLAINTS

No new complaints have been received since the last meeting.

FC OCTOBER 2023 ITEM 13**EXECUTIVE OFFICER'S REPORT**

Members noted the Executive Officers report.

Members discussed the update regarding the No. 10 Bus Service to Calthorpe Park School. A member questioned if the No. 7 bus service which passes through the Tavistock estate could accommodate the Pondtail students as the bus is observed as rarely full.

Parents have fed back to a Member that the No. 10 bus is still arriving late at Farnborough College, despite having removed the Courtmoor School connection. Members advised there are many roadworks in the area at present which can make the journey longer.

A Member suggested Fleet Town Council hold a stall on the Saturday Market to engage with the public. This followed the success of Hampshire County Council taking a stall at the market. Councillors could take turns each weekend. Members agreed this could be an effective way to engage with the community.

FC OCTOBER 2023 ITEM 14**DATE AND TIME OF NEXT MEETING**

Members noted the time and date of the next Council Meeting to be held on Wednesday 1st November 2023 at 7pm in The Harlington.

CONFIDENTIAL ITEMS – CLOSED SESSION

The Chairman stated that the following items for discussion relate to proposals and counter-proposals in negotiations for contracts.

RESOLVED

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

All external members of the public left the meeting at 8:37pm.

FC OCTOBER 2023 ITEM 15**FLEET TOWN FOOTBALL CLUB LEASE**

Members received an update regarding the negotiations of the Fleet Town Football Club Lease.

RESOLVED

- 1) To note the update from the Lease Working Group.
- 2) To approve Option 3 in the confidential report subject to final verification of previous correspondence issued.

FC OCTOBER 2023 ITEM 16**HAMPSHIRE COUNTY COUNCIL MANAGEMENT AGREEMENT WITH FLEET LIBRARY**

Members discussed the updated Hampshire County Council Management Agreement for the utility services shared with Fleet Library.

RESOLVED

To approve the Management Agreement for the provision of utilities at Fleet Library, subject to the amendments discussed.

The meeting closed at 9:15pm.

Signed.....
Chairman

Date:.....



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

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

Present:

Cllr Schofield - Chair
Cllr May
Cllr Robinson
Cllr Holt

Absent: Cllr Hope

Officers: Charlotte Benham

1	Apologies No apologies received
2	Declarations of interest to any item on the agenda None declared
3	Public Session None
4	Approval of the Notes The minutes of the development and control advisory group meeting held on Monday 9 th October were accepted as a correct record of the meeting.
5	23/02051/HOU 11 Fairmile, Fleet, GU52 7UT <u>Erection of a two storey rear extension, conversion of loft into habitable accommodation with rear dormer, single storey rear extension to garage and removal of sheds.</u> Comments required by 12 October <ul style="list-style-type: none">• This follows our objection to a previous application 22/02803 – has been modified slightly to take account of the removal of the French Doors and Juliet Balcony

- This application cannot be considered in isolation of 13 Fairmile otherwise it needs to be dismissed on the grounds of the impact on the neighbouring property due to taking away light from the back of the adjoining property and infringing the 45° rule Either the application needs to be submitted in its own right to HDC, or at the same time to remove this issue.
- Fully support the Drainage Officers objection.
- This development occupies a significant area of the plot and increases the roof area that needs to be drained without any impact on local flooding and there is no SUDs design included in the application.
- The rear neighbour has a concern that the proposed rear roof extension with windows at the second storey will result in serious overlooking and loss of privacy.
- Proposed layout requires conversion of front garden to parking in breach of Fleet Neighbourhood Plan Policy 15 Residential Gardens as it will result in a loss of ecological and landscape value
- Overdevelopment of the plot - continuous development to rear boundary of the plot.
- No details of the development beyond the garage.

OBJECTION on the following grounds:

1. Impact and loss of light on No.13 – stating there will be a future application for no.13 cannot be used to resolve this current issue
2. Drainage being resolved through a SUDS system
3. Overlooking of the rear neighbour's property dues to uncharacteristic 3 storey development
4. No obvious improvement over previously rejected application

23/02079/HOU

16 Spruce Way, Fleet, Hampshire 3JB

[Erection of a single storey rear extension, single storey side extension following demolition of existing carport, porch canopy, conversion of garage to habitable accommodation, replacement of flat roof to existing garage and carport with pitched roof, blocking up of one window and insertion of two windows to ground floor side](#)

Comments required by 19 October

- Does not appear to impact neighbours
- Primary issue is parking - with the loss of the garage, the residual garage, the old car port is barely 4m deep and would not count as a garage under Hart's standards so all parking would be to the front of the property.
- Adding additional parking to front of property would mean the loss of the front garden and the potential breach of Fleet Neighbourhood Plan Policy 15 front gardens, as not maintaining 50% of the front garden as soft landscaping which means a loss of green space, therefore negatively impacting biodiversity and carbon absorption
- Only two vehicles shown – this is inadequate
- 2 of the downstairs rooms could potentially become bedrooms as there is a downstairs shower room. Parking issues would be made worse.

OBJECTION

	<p>23/02117/HOU 124 Kings Road, Fleet, GU51 3DU Alterations to the existing single storey side extension to include a single storey front extension, alteration to the windows to front and rear and replacement of the pitched roof with a flat roof, alterations to the dwelling to include extension of dormer window and alterations to velux windows to side and alterations to one window to first floor front and one window to first floor rear Comments required by 23 October</p> <ul style="list-style-type: none"> • The amendment to remove the pitched roof from the side extension is potentially an improvement as it reduces the impact of the side extension. • The room labelled study/bedroom – if use as a bedroom were lost it would breach Fleet Neighbourhood Plan Policy 11 <p>NO OBJECTION</p> <p>23/02120/LDC 124 Kings Road, Fleet, GU51 3DU Application for a Lawful Development Certificate for an Existing extension of dormer window Comments required by 23 October</p> <p>Question why these amendments were not included in application 23/02117/HOU. This development is being amended as work progresses, not in accordance with approved plans.</p> <p>NO OBJECTION in principle but works should follow approved plans</p>
6	<p>Noted:</p> <p>The weekly lists</p>
7	<p>Noted:</p> <p>Hart Planning Meeting Dates</p> <p>11th October 2023</p>
8	<p>Date of Next Meeting</p> <p>23rd October 2023</p>

Meeting closed: 7.35pm

Signed:.....

Date:



FLEET TOWN COUNCIL

MINUTES OF THE POLICY AND FINANCE COMMITTEE

**Wednesday 18th October 2023 at 7pm
At The Harlington**

PRESENT

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

Also Present: Rochelle Halliday – Executive Officer
Alex Robins – Harlington General Manager
Sarah Moore – Finance and Administration Manager
Louise Rogers – Administration Support Officer

PF OCTOBER 2023 ITEM 1 APOLOGIES FOR ABSENCE

Members received and accepted apologies of absence from Cllrs Engström (away), Fang (work commitments) and Taylor (work commitments).

PF OCTOBER 2023 ITEM 2 DECLARATIONS OF INTEREST

There were no declarations of interest.

PF OCTOBER 2023 ITEM 3 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

PF OCTOBER 2023 ITEM 4 MINUTES OF PREVIOUS MEETING

The minutes of the Policy and Finance Committee held on 19th July 2023 were approved and signed by the Chairman.

PF OCTOBER 2023 ITEM 5 QUARTERLY FINANCIAL MONITORING REPORT

Members considered the reports with an overview of the financial performance for the period ending 30th September 2023.

The Committee reviewed the following reports, as at 30th September 2023:

- a) Quarterly Report
- b) Harlington Monthly Performance Totals
- c) 2023/24 Year to Date and Budget Projections report

- d) Balance sheets as at 30th September 2023.
- e) Statutory Income & Expenditure
- f) Bank & Investments Reconciliation
- g) List of Purchase Ledger Payments
- h) List of Debtors

The quarterly report and Harlington monthly totals were reviewed.
The following items were discussed:

Quarterly report- Members discussed the Hart District Association of Parish and Town Council's (HDAPTC) woodland management, members agreed to discuss in more depth at the next RLA meeting.

Harlington monthly totals- Harlington events are all going well, and budgeting for this continuing in the future. Tickets sales are higher than previous years although costs have also increased, the customer base is continuing to grow with new customers but there is also a good level of returning customers.

Members discussed the marketing of the hall hire. The Harlington General Manager will provide a more detailed report on the hall hire income and marketing of the hall hire at the next RLA meeting.

The Harlington has had some general repairs such as plumbing and lighting.

Year to date and Budget Projections- Budget predictions are positive for the year end at this point. Members discussed that ticket sales are showing as zero for the Harlington and should be reflected in the actual Year to Date report.

Members discussed to check if the underspend at the Cemetery is for the Cemetery extension and to also check where the badger activity works is accounted for.

Balance sheets- Members discussed the high level of funds in the current account as second payment of precept was received in the month.

Statutory Income and Expenditure- Members agreed to remove the Statutory Income and Expenditure report as the Year to Date actuals are shown on the budget report.

List of Debtors- the report is showing the following month's ledger balance, it was discussed to check with the software company if the debtors account should not pull through the following month's ledger balance.

RESOLVED

1. To accept the Quarterly Financial Monitoring reports for the period ending 30th September 2023.
2. To accept from Cllr Robinson that the bank reconciliation and list of payments for September 2023 have been verified and signed.

PF OCTOBER 2023 ITEM 6

INVESTMENT REPORT

Members considered the quarterly investment report and discussed the level of funds in the Council's current account with a higher rate of interest. It was discussed moving £500,000 into a short term access account with a higher rate of interest. This can be transferred over by the Executive Officer as long as it is countersigned by two bank signatories.

RESOLVED

1. To note the balances held in the Fleet Town Council accounts.
2. To approve that the Executive Officer transfers £500,000 to a short term access account with the countersigning of two bank signatories.

PF OCTOBER 2023 ITEM 7

BUDGET 2024/25 - FIRST DRAFT

Members received a summary of the first draft of the Council's budget for 2024/25 financial year. And commented on the following:

The ongoing effects of inflation and underbudgeting for playground works, tree works and utility bills in the current year has meant there is additional expenditure drafted in next year's budget to catch up.

It is advised that it is not usual or good practice to fund operational expenditure from general reserves.

Although the Council's general reserves are within acceptable limits, due to the nature of our operations and assets they are vulnerable to major unforeseen events.

Utility bills have a good estimate in budget, risks to income should also be evaluated as part of the budget setting process.

There has been an assumption that inflation will continue to fall from the current level.

It was discussed that the management of income generation should also be a focus for this budget.

To start a risk modelling process for the Harlington development early 2024.

The first Budget Working Group meeting is to be arranged for November. Councillors are to feedback comments regarding the draft budget to the Executive Officer to prepare for the meeting.

The Harlington General Manager left the meeting at 9pm.

PF OCTOBER 2023 ITEM 8

GRANT APPLICATION

Members received and discussed the following grant application:

- a) Citizens Advice Hart - requesting £1,000 to run a project for Citizens Advice First Aid.

RESOLVED

1. To approve issuing a grant of £1,000 to Citizens Advice Hart to run the project for one Advice First Aid course, materials, and to support 12 volunteers plus contribution to supervision and training of volunteers to support the increasing numbers of local clients dropping not Hart offices.
2. To note the record of the grants awarded for 2023/24.

PF OCTOBER 2023 ITEM 9 POLICIES

Members reviewed the proposed changes to the polices required to bring it in line with legislation.

Uniform Policy- The heading in section 2 still reads ‘Steel Toed Safety Boots’ to correct to ‘Steel Toed Safety Footwear’.

Eye Test Policy- In section 4.1 to remove ‘on’ before ‘securely’.

RESOLVED

1. To approve the Uniform policy with the subject to change the heading for section 2 to ‘Steel Toed Safety Footwear’.
2. To approve the Eye Test policy with the subject to removing ‘on’ before ‘securely’ in section 4.1.

PF OCTOBER 2023 ITEM 10 EXECUTIVE OFFICER’S REPORT

Members noted the report of the Executive Officer.

PF OCTOBER 2023 ITEM 11 DATE AND TIME OF NEXT MEETING

The next meeting of the Policy and Finance Committee will be held on Wednesday 21st February 2024 at 7pm in the Harlington.

There being no further business the meeting closed at 9.15pm.

Part 3- CONFIDENTIAL ITEMS

There are no confidential items.

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

Chairman



Vision for Fleet (draft)

Introduction

At the Vision planning session on 11th October 2023, Members discussed composing a vision statement. On reviewing the draft Vision Plan, it became clear that the vision is really a 'Vision for Fleet' and that the vision should not be restricted to what the Council can deliver on its own.

Vision for Fleet

As part of the Council's vision planning sessions, Members considered what makes Fleet a great place to live. The following vision was created:

A welcoming, sustainable, inclusive and environmentally ambitious town, looking to the future with a strong, healthy, active and diverse community, which responds positively to change.

Several themes emerged, whereby Fleet Town Council can support this Vision for Fleet by:

- Supporting young people.
- Supporting the vulnerable and elderly.
- Providing opportunities for recreation, culture and wellbeing with ambition.
- Being environmentally conscious and promoting green initiatives.
- Developing engagement and information sharing.
- Promoting a safer environment for residents and businesses.
- Generating wider social value for the town through community partnerships.
- Delivering strong governance, effectiveness and improved facilities.

The Council will aim to support directly, or with partners, the Vision for Fleet to maintain and improve the quality of life for the town's residents.



Fleet Town Council Core Values Statement (draft)

Introduction

At the Vision planning session on 11th October 2023, Members discussed the Council formally setting out a statement of values embodied by the Council in its role as a public body.

The core values drafted below have been formed from the discussions by Councillors at the Vision Day sessions.

Draft Core Values

Members of Fleet Town Council are committed to:

- Conducting business in an **apolitical** way.
- Making decisions **collectively**.
- **Communicating** openly and **listening**.
- Caring for the **environment**.
- Being **financially responsible**.
- Being **inclusive**.
- Acting with **integrity**.
- Being **transparent**.

OFFICER: Rochelle Halliday, Executive Officer
DATE: 25th October 2023
MEETING: Council 1st November 2023
SUBJECT: Item 12 - Executive Officer's Report

1. Vision for Fleet Statement (Item 7.) & Core Values Statement (Item 8.)

Vision for Fleet

Members were invited to review the draft Vision document on 11th October 2023.

At the meeting it was discussed that the document should be simplified to first focus on confirming the main priority areas for the Council's work. It was also discussed that the aspirations should for a 'Vision for Fleet', to focus on not only what the Council can deliver directly but also what can be achieved in partnership with others.

The document attached, therefore, proposes a draft Vision for Fleet, based on several vision planning sessions with Members.

RECOMMENDATION

To approve the proposed Vision for Fleet.

Core Values Statement

As part of the vision planning sessions, Members considered the core values of the Council. The attached document sets out the values drafted by Members for the Council's consideration.

Ratifying a set of core values will establish a unified and clear view to help inform decision making, communications and to guide all aspects of the Council's operations.

RECOMMENDATION

To approve the proposed Core Values Statement for the Council.

2. Community Events (Item 9.)

Remembrance Sunday 12th November 2023

There has been a change in the insurance provision for Fleet Lions and other volunteers undertaking the road closures for the Remembrance Sunday commemorations. Several members of the volunteer team are Chapter 8 traffic management trained.

Fleet Town Council has been asked to confirm whether the road closure activity can be covered under the Council's public liability insurance. The Council's insurance company has confirmed that the activity will be covered, without an additional premium, on the basis that the Council has oversight of the event plans and the is satisfied with the risk assessment for the event.

The Council is involved with facilitating the event and organising some of the event set up, including the provision of equipment on Gurkha Square.

The Executive Officer has reviewed the risk assessment for the event and received the full event plans, including the Safety Advisory Group application, and it satisfied with the documentation.

Members are asked to confirm approval of the volunteer coordinated road closure element and provision of equipment for the Remembrance Sunday commemorations, so that the activity can be covered by the Council's public liability insurance.

RECOMMENDATION

To provide approval for the activities covered by the Town Council to take place on Remembrance Sunday on 12th November 2023.

Fleet Christmas Festival – 22nd November 2023: prepared by Cllr Tilley

The annual Fleet Christmas Festival will take place in Fleet Road and will be open to the public between 2 pm & 9 pm on Wednesday, 22nd November, this year. To accommodate the activities and entertainment, Fleet Road will be closed between Kings Road and the Oatsheaf traffic lights from 10 am – 10.30 pm on that day. The road closure will enable the activities and entertainment to set up and close down safely. The event will be open to the public from 2 pm – 9 pm.

The Christmas Festival will comprise:

Outline of Event

1. **Fleet Road** (between Church Road and the Oatsheaf traffic lights)
 - 100 + stalls selling hot & cold food and drink, seasonal gifts & decorations
 - Kiddies' rides, Big Wheel & Helter Skelter
 - Street entertainers
 - Giant Snow Globe
 - Carol Juke Box
 - Information Tent
2. **Gurkha Square**
 - Stage with performers
 - Live Nativity
 - Community Stalls
 - Mobile Farm
 - Harlington Bazaar (in The Harlington ex-Coffee Shop area)
 - Santa's Grotto
3. **Hart Shopping Centre** (under the responsibility/insurance of Hart Shopping Centre)
 - Hart of Craft Market
 - Scouts' Tombola
 - Scout Activities in large Unit (Archery/Coordination/Shooting)
 - Santa's Post Office
 - Hart Lions' "Light Up A Life"
4. **Fun Fair** in the car park of The Emporium PH (under their responsibility/insurance)

Submission of documentation to the Safety Advisory Group and Fleet Town Council

The Safety Advisory Group (SAG) have been consulted on the Event Safety Plan, Risk Assessment, Road closure information, Evacuation Plans, Marshals' Briefing Packs, Insurance and the completed documentation required by Hart District Council – all of which were circulated to members of the SAG (with copies to Fleet Town Council). As a result, we have received the "Sealed Notice" from Hart District Council authorising the road closure of Fleet Road between Kings Road and the Oatsheaf Traffic Lights from 10 am – 10.30 pm.

Event Facilitators

The event will be run jointly between Fleet Town Councillors and Officers, working with volunteers from various local organisations – Christians Together, Guides, Scouts, Fleet Lions and members of public. Hart Lions Temporary Traffic Management Team will manage the setting up, taking down and marshalling of the road closure.

The Executive Officer has reviewed the event plans and risk assessment information for the Christmas Festival and is satisfied with the documentation.

Members are asked to accept the event plan and the road closure element so that all activities (items 1 and 2 above) are covered under the Council's public liability insurance.

RECOMMENDATION

To provide approval for the activities to take place at the Christmas Festival on 22nd November 2023.

3. Council Budget for the 2024/25 Financial Year (Item 10.)

The Policy and Finance Committee reviewed the first draft of next year's budget at their meeting on 18th October 2023.

Members of the Policy and Finance Committee have been asked to consider detailed points for review at the Budget Working Group meeting on 15th November 2023 (7pm).

The final budget will be brought to the Council meeting in January for agreement. The next draft is likely to be issued for comments at the December Council meeting.

4. Remembrance Sunday 12th November 2023

A planning session for Remembrance Sunday took place with the Royal British Legion representative on 19th October.

The Service of Remembrance will be held at All Saints Church this year, followed by the parade, Act of Remembrance and refreshments at The Harlington. Members are advised to arrive at the Church in good time to ensure you are able to find a seat.

Timetable for the day:

- 2.30pm – Service of Remembrance, All Saints' Church, Fleet
- Followed by parade from Church Road car park to Gurkha Square
- 3.40pm (approx.) – Act of Remembrance, Gurkha Square
- 4.00pm (approx.) – Refreshments at The Harlington.

The war memorial is due to be professionally cleaned on 30th October by the stonemason Alan Prince.

5. Lease Working Group - Update

The Lease Working Group met on 23rd October 2023 to discuss:

- A response to correspondence received from Fleet Town Football Club in relation to the draft lease.
- A response to requests received from a licensee at Calthorpe Park.

6. Climate Change Working Group

The Climate Change Working Group is due to meet on 1st November, immediate prior to the Council meeting.

The topics for discussion at the meeting are:

- Fleet Greening Campaign – to agree the campaign timetable, promotion and feedback from the Meet the Experts meeting.
- Repair Café – to receive an update.
- Climate change awareness schools campaign.
- Fleet Road green planters.
- Feedback from HDAPTC on woodland management.

7. FTC Stall at Fleet Market

Councillor Richmond has contacted Members to invite them to man a Fleet Town Council stand at the market on a monthly basis. The purpose of this is to obtain feedback from residents on the Council's Vision for Fleet and the Council's priorities. The stall can also be used to promote the work of the Council and to highlight any projects that the Council is working on, such as Greening Fleet and the Repair Café.

The first session is set for 4th November, with further sessions to be planned.

If Members have any specific ideas about what to share at these sessions, please let the Council Office know.

8. Badger Activity at Fleet Cemetery - Update

Arrangements have been made with the grounds maintenance team and the ecologist team to close the badger sett in the Cemetery, in accordance with the licence.

The ecologist will be providing the wire mesh needed to close the sett and the grounds team will be carrying out the works. Prior to the work commencing, the ecologist team, will inspect the sett to ensure it is safe to close.

Officers are waiting to hear back from the ecologist team for a confirmed date they can be onsite. Having spoken to the grounds maintenance team, they are available to complete the works before the licence deadline of 30th November.

9. UK Shared Prosperity Fund – Hart District Council Briefing 4th October 2023

A briefing on the UK Shared Prosperity Fund took place in early October for Councillors.

A summary of points discussed at the meeting is below:

- Hart District Council was awarded £1m in 2022, to be spread over three financial years.
- The approved bid focusses on Community and Place projects:
 - Provision of community hubs.
 - Young persons' employment support and skills.
- Two projects have already been delivered with the funding:
 - Hub at Yateley Industries.
 - Accessible toilet at The Bridewell in Odiham.
- Hart will be completing a data mining exercise to better understand the needs and inequalities for the communities in the district.
- Hart is looking at community projects that fit the approved bid criteria and are also socially inclusive, accessible and support communities most in need to address inequalities in the district. The expression of interest deadline is 31st October, and the project proposal deadline is 30th November.

10. No. 10 Bus Service to Calthorpe Park School - Update

Officers are aware that changes have been made to the No.10 bus service, following the joint efforts of community campaigners and local stakeholders. The specific changes to the bus service are detailed on the attached poster from Stagecoach.

11. New Websites Project

The specification for the new Town Council and Harlington websites project was finalised on 18th October 2023. Officers are now in the process of obtaining quotes for the work.

Subject to receiving suitable quotes, the web development work will be brought to the next Council meeting for consideration.

12. Public Sector Decarbonisation Scheme (PSDS) 3c Application

Following the submission of the application to the PSDS scheme on 10th October, due to a technical hitch with the grant administration system, the submission process is to be re-run on 7th November.

This provides a window of opportunity to now include some further evidence, such as specification drawings, to strengthen the application.

13. Virtual Council Meetings

The proposed amendment to the Levelling Up and Regeneration bill, to allow Councils to conduct virtual meetings legally, has now been debated by the House of Lords and rejected. Please see the excerpt from the House of Lords debate below:

"It is our strong view that one of the core principles of local democracy is that citizens can attend council meetings to interact in person with their local representatives. There are no limits placed on authorities broadcasting their meetings online and we do not agree that councillors should be able to attend those meetings and cast their votes remotely. It is important that they are present, active participants in local democracy. Therefore, the Government are not able to support Lords amendment 22."

<https://hansard.parliament.uk/commons/2023-10-17/debates/E805ED5B-AADD-46BA-BC7B-E8CD10C6D997/Levelling-UpAndRegenerationBill> (see column 185)

14. Upcoming Council Meeting Dates

- 1st November 2023, 6.00pm – Climate Change Working Group
- 8th November 2023, 7.00pm – Establishment Committee
- 13th November 2023, 7.00pm – Development Control Committee
- 27th November 2023, 7.00pm – Development Control Committee
- 6th December 2023, 7.00pm – Council



Route & timetable changes on services 10 & 410 from 30th October 2023

To coincide with the start of the new school half-term, there will be changes to some morning journeys on services 10 & 410.

Route 10 (Farnborough – Church Crookham)

In response to customer feedback, the 0725 from Farnborough to Calthorpe Park School will run 10 minutes earlier on schooldays and will once again serve Kings Road and Aldershot Road in **Pondtail**, instead of Fleet Road (Fleet High Street). The bus will depart Farnborough at 0715 and will arrive in Pondtail at 0748. At Pondtail it will change number to service 410 and will continue to Calthorpe Park School via The Verne, Church Crookham and Crookham Village. Through-ticketing will be available, and passengers for Calthorpe Park School can remain on the bus as it changes from service 10 to 410 at Pondtail. Students in the Cove and Ancells Farm area are advised that the morning pick-up will be about 10 minutes earlier.

Service 10 at 0624 from Quetta Park to Farnborough will run 5 minutes earlier.

There is no change to the Saturday service.

Route 410 (Bowling Alley or Pondtail – Farnborough)

The morning duplicate bus on service 410, which currently starts at Fleet Oat Sheaf at 0817, will be revised to start at Pondtail at 0749 and will run via The Verne, Church Crookham (Coxheath Road), Crookham Village and Calthorpe Park School, before resuming the current route towards Farnborough at Fleet Oat Sheaf. This is to provide extra capacity on service 410 for students in the Church Crookham area attending colleges in Farnborough. This means there will now be two buses on route 410 through Church Crookham in the morning: one via Calthorpe Park School, and the original bus via Crookham Road.

There is no change to the original 410 morning journey (which starts at Bowling Alley at 0740), or to the afternoon journey.

Updated timetables will be available at [stagecoachbus.com](https://www.stagecoachbus.com).