



THE FLEET TOWN COUNCIL NOTICE OF MEETING

Notice is hereby given of

A MEETING OF FLEET TOWN COUNCIL

On

**Wednesday 2nd February 2022 at 7pm
in
The Harlington**

All members are summoned to attend

To Councillors: R. Schofield (Chairman), G. Chenery, P. Einchcomb, R. Fang, L. Holt, A. Hope, K. Kuntikanamata, K. Jasper, A. Oliver, R. Richmond, R. Robinson, S. Tilley, S. Wheale, P. Wildsmith, B. Willcocks, G. Woods, J. Wright.

SIGNED:

Janet Stanton

Janet Stanton,
Town Clerk

Date: 26th January 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. MINUTES OF PREVIOUS MEETINGS

To receive and approve as a correct record the minutes and Confidential minutes of the Council Meeting held on Wednesday 5th January 2022 (*copy attached*).

To receive resolutions and consider approval of recommendations from the following committees and to return to committees any issues for reconsideration (*copies attached*).

Establishment	12 th January 2022
Development Control	10 th January 2022
	24 th January 2022

Part 1 – ITEMS FOR DECISION

5. ANNUAL RESIDENT’S MEETING (ARM) – TUESDAY 22ND MARCH 2022

A meeting of the ARM Working Group is to take place on Wednesday 26th January where the format and content of the meeting will be discussed. Attached is a copy of the proposed format and content of the meeting (*copy attached*).

RECOMMENDATION

- a) To approve the content/format of the ARM
- b) To agree the presenters for the Annual Residents Meeting

6. REMOTE AND HYBRID MEETING

Currently local councils in England are not allowed to hold remote or hybrid meetings. This was temporarily relaxed by the government during the COVID lockdown in 2020/2021 but that ended in April 2021 when temporary statutory regulations expired. The Government has stated that any permanent provision would require a change in primary legislation and there is not sufficient Parliamentary time to enable this to happen. Members are now asked if they support remote and hybrid meetings and if so, do they want FTC to join the call on government to create Parliamentary time to agree a change in the laws to allow councils in England to meet remotely if the wish

RECOMMENDATION

That Members consider and agree this matter, taking any necessary actions.

7. FLEET MARKET

To receive the attached report on Fleet Town Market.

RECOMMENDATION

To nominate 2 Councillors to represent FTC as directors on the Community Interest Company (CIC).

8. DONATION FOR A COMMEMORATIVE BENCH AND PLAQUE FROM FLEET & CHURCH CROOKHAM SOCIETY

The Fleet & Church Crookham Society would like to mark the Queen’s Diamond Jubilee with a lasting commemoration to her reign.

Members are asked to consider the proposal from The Fleet & Church Crookham Society, requesting permission for the Society to supply and fit a bench within a public space within the Parish, to commemorate the Queen’s Platinum Jubilee.

Proposal of scope:

- Budget £500-£1000 inc. VAT for the supply of a bench (*design and supplier approved by the Council*).
- Bench to be installed in position to a method statement submitted by the Society and approved by the Council.
- Installation works undertaken under the Society's public liability insurance.
- Fitted with an engraved plaque with a dedication to the Queen, the Society's logo and acknowledgement of the Society's donation (*design and supplier approved by the Council*).
- Timescale : Summer 2022

RECOMMENDATION

- a. To consider and approve the installation of a bench to mark the Queen's Diamond Jubilee, as provided by The Fleet & Church Crookham Society.
- b. To consider a suitable location for the bench.

9. QUEENS JUBILEE "GREEN CANOPY" TREE PLANTING

To receive and consider an event application form from the Fleet Lions for an event in Fleet's parks on 26 / 27 March 2022.

The attached request and Event Application Form is for families of school children to plant whips/saplings provided by Fleet Lions within the parks of Fleet. This is part of the Lions initiative - "Save the Planet Campaign" combined with the "Queen's Green Canopy". The Whips are to be planted in the areas designated by and following guidance from Fleet Town Council by the students and their families under the supervision of a Ranger organised by the Lions.

The Facilities & Open Spaces Manager has already identified Calthorpe and Ancells Farm Parks as locations suitable for planting and these will be clearly marked out in the park as shown on the attached maps. This green initiative in FTC's parks and open spaces is very welcome and adds to the 210 whips/saplings already planted this season by Fleet Town Council. (*copy attached*)

RECOMMENDATION

To approve the event taking place in Calthorpe Park and Ancells Farm Park

10. INSURANCE CONTRACT

Due to the current shortage of staff resources, Members are asked to approve the extension of the council's current insurance contract for a further year ie. 1st April 2022 – 31st March 2023. The cost of this extension is being sought and will be brought to the meeting.

RECOMMENDATION

To agree to the extension of Council's insurance contract for a further year from 1st April 2022 – 31st March 2023.

11. SPEED INDICATOR DISPLAYS (SIDs)

Members to receive and note the attached report on Speed Indicator Displays (SIDs) and to nominate any further locations to be included on the installation schedule.

RECOMMENDATION

- a. To note the SID report
- b. To nominate any other locations to be added to the schedule where a SID should be installed.

12. SOUTHAMPTON TO LONDON PIPELINE (SLP)

An offer has been received from the SLP Project Team to give a presentation on the London to Southampton Pipeline project, to explain what is involved in the installation and when the work is scheduled to take place in the local adjoining areas.

RECOMMENDATION

To decide if SLP Project team should be requested to make a presentation to FTC.

Part 2 – ITEMS TO NOTE

13. CHAIRMAN'S (WARD) COFFEE MORNING UPDATE

To receive and note a report on the Chairman's (Ward) Coffee Mornings (*copy attached*).

14. COMPLAINTS

No complaints have been received.

15. COVID UPDATE AND TOWN CLERK'S REPORT

To receive any updates from the Town Clerk.

16. HCC/HDC

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

17. DATE AND TIME OF NEXT MEETING

The next meeting of the Council is scheduled to be held on Wednesday 2nd March 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**

18. STAFFING 2022/2023

Due to the difficulty in recruiting essential staff to ensure the Council and Harlington operations continue to function, the Establishment Committee resolved the following recommendation to be taken to the February meeting of the Full Council:

EST January 2021 – Item 12

RESOLVED:

Immediate action to be taken by the Town Clerk General Manager to recruit the necessary staff to keep operations functioning which will impact on reserves. It is anticipated that this will require further funds to be taken from general reserves in both 2021/22 and 2022/23.

RECOMMENDATION

- a) That the Town Clerk and Harlington General Manager take immediate action to recruit the staff necessary to keep operations functioning
- b) To approve the release of the necessary funds from Reserves

19. CEMETERY EXTENSION CONTRACT

Two tenders for the Cemetery Extension Contract have been received and the evaluation process took place on Wednesday 26th January 2022. Members are asked to approve the awarding of the contract – see separate report.

RECOMMENDATION

To approve the award of the contract to the recommended tenderer.



FLEET TOWN COUNCIL

MINUTES OF THE FULL COUNCIL MEETING

held on

Wednesday 5th January 2022

in the Harlington

PRESENT

Councillors:

B. Schofield (Chairman), P. Einchcomb, R. Fang, L. Holt, A. Hope, K. Kuntikanamata, K. Jasper, A. Oliver, R. Richmond, R. Robinson, P. Wildsmith, G. Woods.

Also Present:

Janet Stanton – Town Clerk
Susanna Walker – Committee Clerk
Cllr Stephen Parker - HCC
Cllr Steve Forster – HCC and HDC
Cllr Mark Butcher – HDC
3 representatives from Sasha's Project

FC Jan 2021 ITEM 1

APOLOGIES FOR ABSENCE

At the start of the meeting, Councillor Schofield welcomed everyone back after the Christmas break. He reminded members that 2022 is the Queen's Platinum Jubilee year, for which FTC is involved in co-ordinating a full programme of celebration events. Members also noted that this year is election year for the Council.

Members received and accepted apologies for absence from Councillor Chenery due to ongoing health reasons and Councillor Tilley due to ill health.

FC Jan 2021 ITEM 2

DECLARATIONS OF INTEREST

Councillor Einchcomb declared an interest in Item 12, Fleet Baptist Pre-School.

FC Jan 2021 ITEM 3

QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from the public.

FC Jan 2021 ITEM 4

MINUTES OF PREVIOUS MEETINGS

Members received and approved as a correct record the minutes and the confidential minutes of the Council Meeting held on Wednesday 1st December 2021. The Chairman signed the minutes as a true record of the meeting.

The Council received and noted the minutes of the following Committees:

RLA	8 th December 2021
Development Control	22 nd November 2021
	6 th December 2021
	20 th December 2021

FC Jan 2021 ITEM 5

FINANCIAL MONITORING

Members received and noted the following:

1. a. The bank reconciliation for November 2021
b. The list of receipts for November 2021
c. The list of payments for November 2021
2. Councillor Robinson confirmed that the bank statements match the reconciliation and he has signed the bank statements and payment schedules.

RESOLVED

Members accepted and approved into the minutes:

1. a. The bank reconciliation for November 2021
b. The list of receipts for November 2021
c. The list of payments for November 2021
2. Councillor Robinson's confirmation that the bank reconciliation for November 2021 equals zero, and the bank statements match the reconciliation.

FC Jan 2021 ITEM 6

COMMUNITY TRANSPORT - FLEET LINK

Members considered the community transport tender arrangements for Fleet Link and considered the proposal to extend the contract for a further year, to run from 1st April 2022 until the 31st March 2023. Members noted the following:

- An allowance (£11,560) has been included in the approved 2022-2023 budget.
- This allowance is solely for running costs and not to the vehicle replacement fund.
- Fleet Link provides a valuable service to members of the community.
- Average age of user is 80 years old +.
- FTC to look at new alternatives for the future.
- Concern that the current model is not financially viable.

RESOLVED

To approve the extension of the Fleet Link contract for a further year, from 1st April 2022 – 31st March 2023.

FC Jan 2021 ITEM 7

MARKET REPORT UPDATE

Members received and considered a business plan from Councillor Richmond and Councillor Willcocks, regarding Fleet Town market and the proposal to create a Community Interest Company to run the market. Members discussed and considered the following:

- The proposed Community Interest Company (CIC) would comprise of 2 FTC Councillors, 1 HDC Councillor, 1 market representative and 1 independent representative.
- As an alternative to the CIC, FTC could run the market.
- The CIC needs to be set up as soon as possible.
- FTC to regard the proposed CIC as a replacement to the SMT, but FTC to continue to hold the market lease with HDC.
- Propose to have the new market up and running by April 2022.
- Once running costs have been paid, any excess money collected will be returned to the CIC for the purchase of gazebos, signage.
- CIC needs to raise initial funds of £12,000 - £15,000.
- FTC to apply for any grants required and any money acquired, FTC spend on behalf of CIC for assets.
- Layout of market stalls post Covid.

Members **RESOLVED** that

1. The Community Interest Company (CIC) to be set up to be the potentials operator for Fleet Town market.
2. The transfer of £2,400 from the current market fund is approved for CIC to use as part of the setup of the market.
3. FTC to apply for appropriate funding on behalf of the CIC.

FC Jan 2021 ITEM 8 SASHA'S PROJECT

Members considered an application from Sasha's Project, requesting funding of £3,196.80 to cover the cost of rent at The Point for their crisis centre from January – March 2022. Three representatives from Sasha's Project were present, and discussed the following with the members:

- Sasha's Project provides somewhere for people to go, giving face to face support to people contemplating suicide.
- The project is open Friday and Saturday nights, and to date, has supported 43 people or on average 1 person per night.
- Long term goals include their own crisis home, open 24 hours a day.
- Sasha's Project is supported by local GP surgeries, A&E, mental health services but does not receive any financial support.
- Volunteers are supported by a crisis team of two, who have a greater experience of working with mental health.
- Proposal that the grant application to be extended until end of March 2023.
- Counter proposal that the grant application be extended until end of June 2022, requesting that Sasha's Project prepare a new grant application for July 2022.
- Concern over binding a future Council to a future financial commitment.
- Sasha's Project to approach other local Councils for funding.
- Rent is waived for the Scouts as the organisation pays for the ongoing running costs.

Subsequent to the discussion, the following proposal was moved and seconded:

- That the grant application from Sasha's Project be extended until end of June 2022.

The following amendment was then moved and adopted:

- That the grant application from Sasha's Project be extended until end of March 2023.

The new substantive motion was passed.

Members **RESOLVED**

That the grant application for funding the cost of Friday and Saturday rental of The Point for Sasha's Project be extended until end of March 2023.

FC Jan 2021 ITEM 9 ANNUAL RESIDENTS' MEETING

Members were reminded that the Annual Residents' Meeting is scheduled to take place on Tuesday 22nd March 2022. The following points were noted:

- At this point in time, the expectation is that this will be a face to face meeting with local residents in The Harlington.
- A Working Group to be formed, to manage presentations and subject matter.
- Working Group members: Councillor Fang, Councillor Schofield, Councillor Tilley, Councillor Wildsmith and Councillor Woods.
- A report to be brought back to the February Council meeting.

RESOLVED

That the Working Group set up will prepare and progress the content of the Annual Residents' Meeting.

FC Jan 2021 ITEM 10**REFRESHMENT – CALTHORPE PARK**

Members were made aware that since the July 2021 Council Meeting, where it was resolved to approve the Calthorpe Park Pavilion being used to sell light refreshments, FTC has now received a more developed proposal by the catering company. Members noted that the new plans outline to:

- Significantly improve the condition of the building.
- Operate as a coffee shop with an indoor and outdoor seated area.
- Use the kitchen for food preparation for a delivery service using their vans and drivers once the coffee shop is closed.

Members considered this information and discussed the following:

- The catering company initially want to try out long days at the Pavilion, to work out the potential busy periods of business.
- Concern over the proposal of a delivery service, due to existing limited parking.
- Concern over creating a destination for people to go to.
- Planning permission required for change of use to the existing building.
- The catering company is prepared to invest money into improvements and invest in Fleet.
- Potential to increase footfall in Calthorpe Park.
- Potential to kerb vandalism in the area.
- Anti-social hours to residents with deliveries.
- FTC will continue to own the building after any improvements.
- More details required, with regards to hours, deliveries, delivery service.
- The Calthorpe Park covenants.
- Lease Working Group to meet up with catering company.

Members **RESOLVED**

That the Lease Working Group seek further information and clarification to determine if the original Resolution requires amendment.

FC Jan 2021 ITEM 11**FLEET TOWN FOOTBALL CLUB (FTFC)**

Members received a verbal update from Councillor Woods and Councillor Oliver, following their meeting with Fleet Town Football Club on 6th December 2021. The following was noted:

- FTFC are trying to set up as a Company Limited by Guarantee.
- FTC is unable to proceed with new lease discussions until this has been completed.
- Over the past couple of years, FTFC have had a number of changes to board members.
- Financial instability.
- FTC offered to apply for grants on behalf of FTFC but this was not pursued.
- Current lease runs out in 2024.

Members agreed that although FTC is giving support to FTFC, the full support is not being taken up. FTC can only advise, it is up to FTFC how the club is run.

FC Jan 2021 ITEM 12**FLEET BAPTIST PRE-SCHOOL**

Members received a verbal report from Councillor Woods, following a discussion with the Chairman of Fleet Baptist Pre-School on 5th January 2022. Members noted the following:

- Fleet Baptist Pre-School is in a difficult situation, post-pandemic.
- Reserves have been depleted considerably.
- Prices have been increased.

Members noted that a number of actions were agreed in the discussion, including sourcing grants. Councillor Woods will meet up with the Chairman again in mid-February 2022.

FC Jan 2021 ITEM 13 FTC MEETINGS TIMETABLE 2022-2023

Members received and noted the FTC meeting timetable for 2022-2023.

FC Jan 2021 ITEM 14 HARLINGTON AND THE CIVIC QUARTER UPDATE

Members received a verbal update on the Harlington and Civic Quarter, and noted that there is a meeting being held on Monday 10th January 2022, looking at public engagement and time frames.

FC Jan 2021 ITEM 15 COMPLAINTS

Members noted that no complaints had been recorded since the last meeting.

FC Jan 2021 ITEM 16 COVID UPDATE AND TOWN CLERK'S REPORT

Members received and noted an update from the Town Clerk. The following matters were raised:

- Vaccinations at the Harlington have been confirmed until the end of March 2022, with a possible extension until June 2022.
- Vandalism at Ancells Farm Pavilion.
- FTC Cemetery extension has received 2 tenders.
- Christmas Day lunch was a success.

FC Jan 2021 ITEM 17 HCC/HDC

Councillor Parker discussed the following points:

- Gritters.
- Any complaints made to HCC receive a number. When contacting a member of HCC, always quote the complaint number.

Councillor Forster updated members on the following:

- Hitches Lane and the proposal of 2 new crossings.
- New cycle route.
- SWR are introducing a new timetable from 17th January 2022.
 - Cut backs have been made to services, including the fast train into London.
- Road closures including Pale Lane to the Elvetham roundabout, Upper Street, Fleet Road and Park Road.
- Grants including Councillor's grants and Arts Council grant.
- All severe pot holes have been assessed and fixed.

Councillor Butcher noted the following:

- SIDS.
- Improvements to 101 service.
- Local PSCO has had positive feedback.
- New Police recruits to be introduced over the next few years.

The date and time of the next meeting of the Council is on Wednesday 2nd February 2022 at 19.00 in the Harlington.

There being no further business the meeting closed at 21:50.

Signed.....

Date.....

Chairman

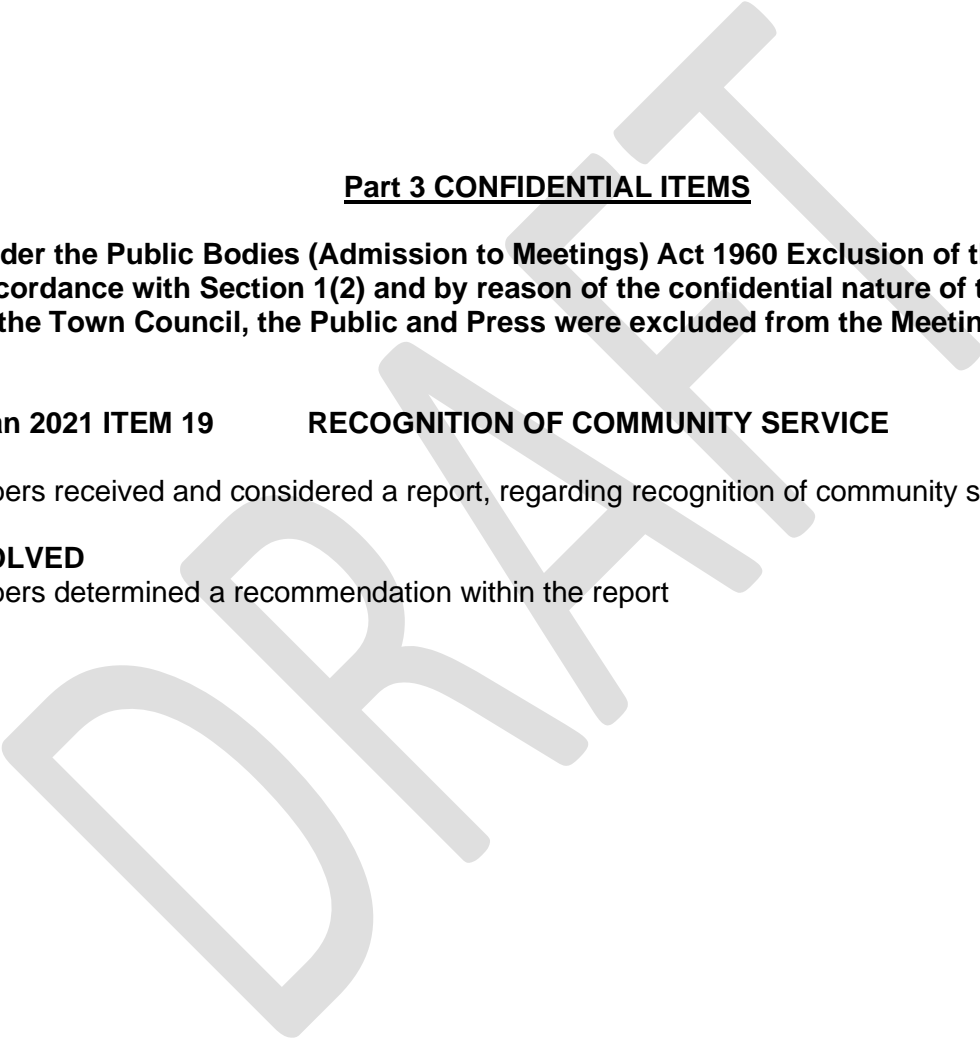
Part 3 CONFIDENTIAL ITEMS

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 were excluded from the Meeting.

Members received and considered a report, regarding recognition of community service.

RESOLVED

Members determined a recommendation within the report





FLEET TOWN COUNCIL

MINUTES OF THE ESTABLISHMENT COMMITTEE MEETING

Wednesday 12th January 2022 at 7pm

PRESENT

Councillors: P. Einchcomb, L. Holt, R. Robinson, S. Tilley, P. Wildsmith
G. Woods (Chairman).

Also Present: Janet Stanton - Town Clerk
Alex Robins - Harlington General Manager
Wendy Allen - Office Manager

EST January 2022 ITEM 1 APOLOGIES

Members received and accepted apologies from Councillor Schofield who was on holiday

EST January 2022 ITEM 2 DECLARATIONS OF INTEREST

There were no declarations of interest.

EST January 2022 ITEM 3 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from the public.

EST January 2022 ITEM 4 MINUTES OF PREVIOUS MEETING

The minutes and confidential minutes of the Establishment Committee meeting held on Thursday 22 July 2021 were approved and signed by the Chairman.

EST January 2022 ITEM 5 POLICIES

Members discussed the Adoption and Surrogacy policy and the Time off in Lieu Policy and agreed for the policies to go forward to Policy and Finance Committee on 16th February 2022 meeting

EST January 2022 ITEM 6 MINIMUM WAGE INCREASE WEF FROM APRIL 2022

Members noted that the National Minimum Wage for the UK was announced in October 2021 and will be applied to all members of staff as appropriate from April 2021.

Members were made aware that 4% had been allowed in the budget for pay increases. Members agreed to Chairman of Council, Chair and Vice Chair of Establishment to have a working group meeting to discuss staff remuneration and prepare a report/recommendation to be brought to an Extraordinary meeting of the Establishment Committee as soon as possible.

EST January 2022 ITEM 7 TRAINING UPDATE

Members noted the current report on staff and Councillor training and discussed the following:

- 1 new Councillor has taken up the opportunity of the training being offered.

EST January 2022 ITEM 8 HR PROVIDER

Members noted that the contract for the Council’s HR consultants Sussex HR has been extended for a further year at a reduced cost to the Council, for a higher-level HR Service.

EST January 2022 ITEM 9 COVID19 WORK PRACTICE

Members noted that office risk assessments are being produced every two weeks.

EST January 2022 ITEM 10 DATE AND TIME OF NEXT MEETING

The next meeting of the Establishment Committee will be held Wednesday 13th July 2022 at 7.00pm.

There being no further business the meeting closed at 8.20pm.

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 were excluded from the Meeting

EST January 2022 ITEM 11 STAFF CHANGES

Members noted the list of staff at The Harlington, Fleet Town Council and Ancells Farm Community Centre as at 31st December 2021



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Meeting held on Monday 10th January 2022
at 7pm in The Function Room , The Harlington

Present:

Cllr Hope - chairman
Cllr Robinson
Cllr Leslie Holt
Cllr Kuntikanamata
Cllr Jasper

Officers: Charlotte Benham – Projects/Committee Officer

1	Apologies Cllr Schofield
2	Declarations of interest to any item on the agenda None declared
3.	Public Session None
4	Approval of the Notes The notes of the development and control advisory group meeting held on Monday 20 December were accepted as a correct record of the meeting.
6	21/03130/HOU 25 Chestnut Grove Fleet Hampshire GU51 3LN <u>Erection of a single storey rear and side extension to include replacement garage and amendments to fenestration</u> Comments required by 3 January NO OBJECTION 21/03098/HOU 12 Regent Street Fleet Hampshire GU51 3NR <u>Erection of a single storey rear extension and first floor side extension.</u> Comments required by 3 January Unmarked room on first floor could be classed as third bedroom in which case no additional parking provisions have been made

OBJECTION pending submission of parking plan that meets harts standards

21/02969/HOU

69 Dukes Mead Fleet Hampshire GU51 4HD

[Erection of a first floor front, rear and side extensions.](#)

Comments required by 3 January

NO OBJECTION

21/02582/HOU

150 Clarence Road Fleet Hampshire GU51 3XR

[Erection of a part single storey part first floor rear extension, two storey side extension, block up door to ground floor side, replace window to ground floor side with door and windows and insert window to first floor side](#)

Comments required by 4 January

Potential infringement of 45⁰ rule as distance to rear of adjoining neighbour not clear but otherwise NO OBJECTION

21/03149/PRIOR

27 Greenways Fleet Hampshire GU52 7XG

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

Comments required by 5 January

No plans, no elevations and no dimensions provided, therefore OBJECT on the grounds of lack of information to make judgment

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 double garage.](#)

Comments required by 5 January

There are a number of inconsistencies that need resolution before this can be commented on. OBJECTION at this stage for lack of clarity of what is actually being proposed.

- Local neighbours have raised a number of discrepancies especially over the accuracy of the existing plans and elevations - the supposed garage is shown as a flat roof, but Google Maps clearly shows a very large pitch roof structure that is claimed to be living accommodation – is this to be demolished and replaced with a double garage including a toilet?
- There is a discrepancy in the use of materials, a mix of white and brown window frames?

21/03166/HOU

35 Springwoods Fleet Hampshire GU52 7SU

[Proposed single storey rear extension, with changes to fenestration to existing side elevation.](#)

Comments required by 6 January

NO OBJECTION to current proposal, only objection is to permitted roof extension with French doors due to overlooking concern.

21/03148/HOU

76 Church Road Fleet Hampshire GU51 4LY

Demolition of conservatory and erection of a single storey rear extension and conservatory.

Comments required by 6 January

- There is a significant hedge between 76 and the neighbouring property 74. The existing conservatory is to be used but will extend 5.8 m beyond the rear of the existing property.
- An arboreal survey and tree protection plan needs to be submitted to ensure the integrity of the boundary hedge and as plot is located in the North Fleet Conservation Area, trees are an important characteristic.

NO OBJECTION subject to submission of tree survey and plans mentioned above.

21/03070/HOU

79 Westover Road Fleet Hampshire GU51 3DE

Erection of a single storey side and rear extension and new front door and windows.

Comments required by 6 January

OBJECTION

- Rear extension is 5m beyond the current rear elevation and 3.6m high.
- Infringes 45° rule with adjoining neighbour and will take light off the back of the adjoining house
- Proposed floor plan references bedrooms 2 & 3, but no change proposed to first floor – is bedroom 1 downstairs labelled as something else, snug?
- Need parking plan that meets harts standards

21/02924/HOU

30 Shire Avenue Fleet GU51 2TB

Erection of a free standing gazebo

Comments required by 7 January

3m high structure immediately adjacent to the fence may take some light off the neighbouring garden through the afternoon but otherwise NO OBJECTION but suggest gazebo is mover over a bit off boundary

21/03096/HOU

6 Guildford Road Fleet Hampshire GU51 3EN

Erection of a single storey side extension

Comments required by 11 January

Limited on-site parking - no change in the number of beds, no loss of a garage but loss of parking area to extension. NO OBJECTION subject to parking plan

	<p>that meets harts standards</p> <p>21/03147/FUL Girl Guides Hut Basingbourne Road Fleet GU52 6TQ <u>Installation of a free-standing timber canopy.</u> Comments required by 11 January</p> <p>Full Council approved them seeking planning permission so NO OBJECTION</p> <p>21/03151/HOU 10 Westover Road Fleet GU51 3DG <u>Erection of a single storey rear extension following demolition of existing conservatory and extension, extension of rear dormer window, blocking up of ground floor side door and window and creation of ground floor side door and window</u> Comments required by 13 January</p> <p>NO OBJECTION but drawings may be flawed – on roof plan part of the rear dormer is extended forward off the existing rear face but with a constant slope to the roof this end of the dormer would be lower than the existing gutter line, but it is shown at the same level in the rear elevation.</p> <p>21/03089/HOU 95 Connaught Road Fleet GU51 3QX <u>Erection of a part single part two storey rear extension following demolition of existing conservatory, demolish existing porch, internal alterations to allow the annex to be integrated back into the dwelling, reduce size of two windows to ground floor side, block up one window to ground floor side, insert door and window to ground floor side, replace sliding doors to ground floor rear with bi-fold doors and insert double doors to ground floor other side</u> Comments required by 21 January</p> <p>Existing property is a ground floor self-contained flat and a 4 bedroom house. The proposal removes the flat and reverts to a 4 bedroom house which improves the elevations and potentially reduces parking requirement so NO OBJECTION</p>
7	<p>Noted:</p> <p>Weekly List</p>
8	<p>Noted:</p> <p>Hart Planning Meeting Dates</p> <p>12th January 2022</p>
9	<p>Date of Next Advisory Group Meeting</p> <p>24th January 2022</p>

Meeting closed: 7.55pm

Signed:.....

Date:



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Meeting held on Monday 24th January 2022
at 7pm in The Function Room , The Harlington

Present:

Cllr Hope - chairman
Cllr Schofield
Cllr Robinson
Cllr Leslie Holt
Cllr Kuntikanamata
Cllr Jasper

Officers: Charlotte Benham – Projects/Committee Officer

1	<p>Apologies</p> <p>None</p>
2	<p>Declarations of interest to any item on the agenda</p> <p>None declared</p>
3.	<p>Public Session</p> <p>None</p>
4	<p>Approval of the Notes</p> <p>The notes of the development and control advisory group meeting held on Monday 10th January were accepted as a correct record of the meeting.</p>
6	<p>21/03240/HOU 11 Beech Ride Fleet GU52 7XQ <u>Erection of a single storey front extension to form entrance lobby.</u> Comments required by 26 January</p> <p>NO OBJECTION</p> <p>21/03202/HOU 8 Connaught Road Fleet GU51 3RA <u>Erection of single storey side and rear extensions, blocking up of a window and insertion of a door to ground floor side, removal of garden shed and erection of a garden office/shed</u> Comments required by 27 January</p> <p>NO OBJECTION to house extension but one of the outbuildings infringes the</p>

Root Protection Area (RPA) of a neighbours tree. It has been suggested to have impermeable membrane with slab construction, but it is necessary to maintain the passage of air and water to root area, so needs comment from Harts Tree Officer on acceptable method of construction within the RPA.

21/03143/HOU

25 Silverdale Fleet GU52 7TT

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

Comments required by 28 January

No submitted tree report but it looks like a study has been done and the Root Protection Area (RPA) can be avoided. NO OBJECTION

21/03231/HOU

68 Holland Gardens Fleet Hampshire GU51 3NF

[Erection of a two storey side extension, replacement porch and alterations to windows and doors.](#)

Comments required by 28 January

- FTC has no objection subject to the extended parking area not breaching Fleet Neighbourhood Plan Policy 15, retaining 50% of the front garden to soft landscaping.
- Concern that there has been a caravan stored on the site on the area now proposed to be built. On site storage of a caravan should not occupy the designated parking area.

NO OBJECTION , subject to compliance with Fleet Neighbourhood Plan Policy 15.

21/03248/HOU

3 Florence Road Fleet Hampshire GU52 6LF

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

Comments required by 28 January

NO OBJECTION

22/00016/HOU

34 Teaseltun Fleet GU51 5BY

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

Comments required by 28 January

NO OBJECTION

21/03199/FUL

240 Fleet Road Fleet GU51 4BX

[Erection of an extraction flue in association with a commercial kitchen](#)

Comments required by 1 February

NOOBJECTION subject to there being no technical objection from the Environmental Health officer on the level of noise or odour emissions

21/03230/HOU

5 Lapwings Fleet Hampshire GU51 5BT

[Erection of a single storey open sided timber car port over existing hardstanding car parking area](#)

<p>Comments required by 2 February</p> <p>NO OBJECTION</p> <p>22/00028/ADV 162 Fleet Road Fleet GU51 4BE <u>Display of 1 x internally illuminated and 2 x non illuminated fascia signs and 1 x internally illuminated menu board</u> Comments required by 3 February</p> <p>NO OBJECTION</p> <p>21/03123/PRIOR Pioneer House Unit 2 Fleetwood Park Barley Way Fleet <u>Creation of a second and third floor to form 25 apartments</u> Comments required by 3 February</p> <p>OBJECTION</p> <ul style="list-style-type: none"> • Two storey residential flats in close proximity to the motorway is not a healthy environment • Do not need more flats in fleet – see Harts Local Plan Policy H1 Housing Mix. Developer to supply evidenced need for more apartments in the Fleet area. • Parking seems inadequate <p>21/03243/HOU 27 Frere Avenue Fleet Hampshire GU51 5AW <u>Erection of a single storey rear extension, internal alterations, alterations to window to ground floor side, replace window to ground floor rear with garage door, replace window to ground floor rear with bi-fold doors, remove chimney, erection of a dormer window to rear and insertion of four velux windows to front to facilitate the conversion of the loft to habitable accommodation</u> Comments required by 3 February</p> <p>NO OBJECTION but Velux windows at front are not in keeping with the street scene</p> <p>22/00039/HOU Willow House Elms Road Fleet GU51 3EG <u>Conversion of garage to habitable accommodation to include the replacement of the garage door with a window and the blocking up of the door to side (part retrospective)</u> Comments required by 3 February</p> <p>NO OBJECTION Subject to a dimensioned parking plan - loss of garage, looks to be space on plot for parking but current plan seems cramped and Elms road has an on-street parking issue.</p> <p>21/03127/FUL 162 Fleet Road Fleet GU51 4BE <u>Installation of an extraction system in connection with use of property as a Lounge cafe</u></p>
--

	<p>Comments required by 4 February</p> <p>NO OBJECTION</p> <p>22/00054/HOU 148 Clarence Road Fleet GU51 3XR <u>Erection of a first floor side extension</u></p> <p>Comments required by 4 February</p> <p>OBJECTION</p> <ul style="list-style-type: none"> • A dimensioned parking plan that meets Hart’s standards needs submitting – parking looks inadequate
7	<p>Noted:</p> <p>Weekly List</p>
8	<p>Noted:</p> <p>Hart Planning Meeting Dates</p> <p>9th February 2022</p>
9	<p>Date of Next Advisory Group Meeting</p> <p>7th February 2022</p>

Meeting closed: 8pm

Signed:.....

Date:

Outline for 2022 Annual Residents Meeting

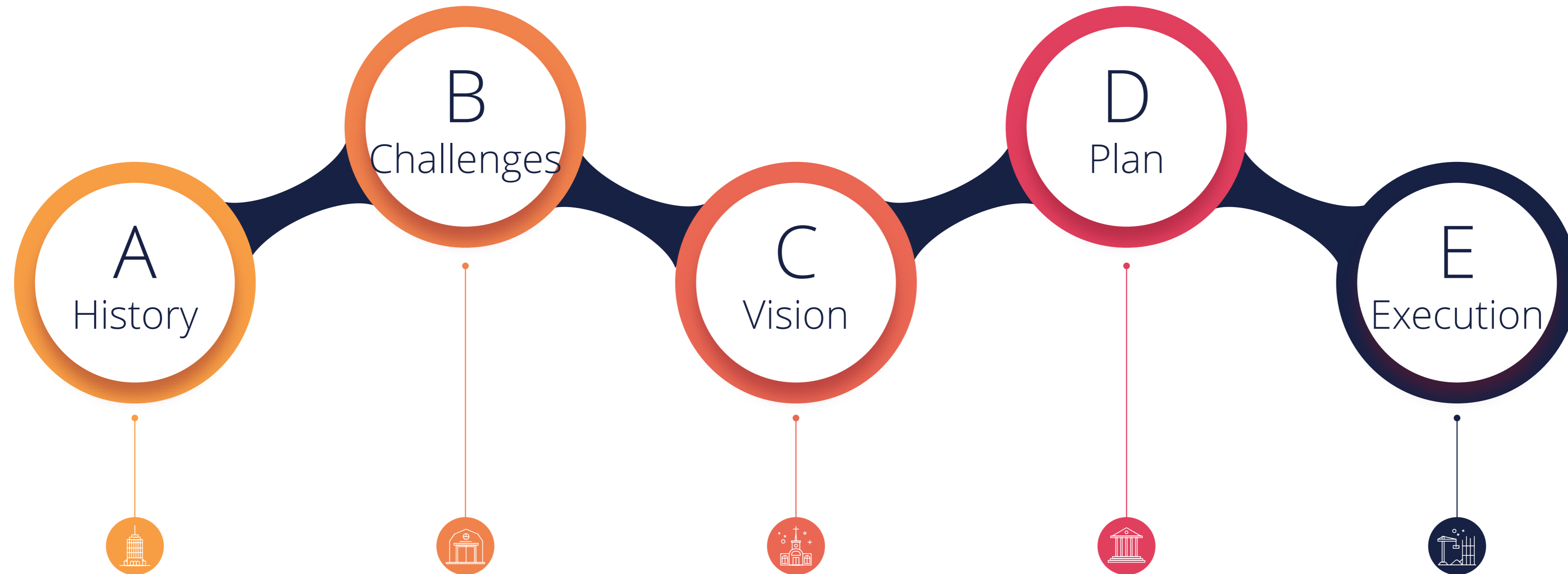
Pre Meeting – run Community Video produced in lieu of ARM last year.

1. Welcome to last ARM by present Council
2. Presentation of a Civic Award
3. Presentation by local GP on success of Vaccination Centre and post Covid services
4. Meet your new PCSO (possibly Police Commissioner?)
5. Promotion of the Jubilee Celebrations
6. Round up of last 4 years of the Town Council's successes and frustrations (possibly supported by brief video)
7. Statement of forth coming elections (possible brief statement from new, younger councillor of value of being a Town Councillor)
8. Public QnA session (supported by a post-it ideas wall)

Fleet Market Regeneration



Topics Covered



History

Background information on the market, current provider, role of the market in Fleet, creation of the working group

Challenges

The challenges of operating a successful market in 2022, location of the market, footfall

Vision

Our idea of what the market should look like, how it should operate, delivering sustainability and longevity as well as variety and footfall

Plan

Outline of the business plan, financial support from FTC, HDC, HCC, recruitment of market manager, launch planning

Execution

Current position, next steps, timelines, objectives for 2022, financial support for traders, logistics of running the market

Market Background



Organisers decided not to continue and Fleet Town Council agreed to step in



SMT needed some coercion to take on Fleet Market



Market was effectively self run / promoted by existing traders



FTC have a choice – search for a new licensee, operate the market themselves or hand the market back to HDC

Market Challenges

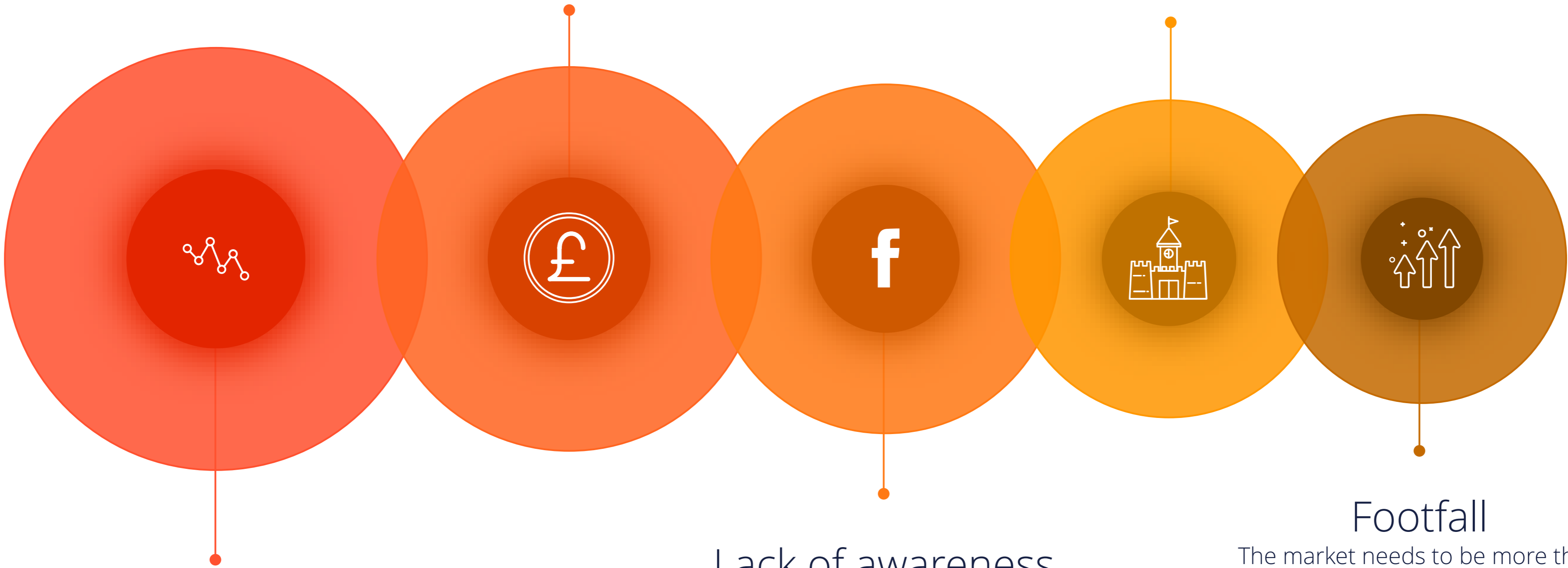
Why has Fleet Saturday Market struggled?

Lack of investment

Markets need to be attractive, vibrant and provide community appeal

Location

Is Gurkha Square the right location for a market in Fleet?



Decline of the High St

On average 14 shops close in UK High Streets every day, with 8 opening – a number likely to be higher post pandemic

Lack of awareness

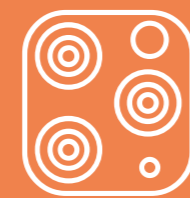
The market needs to be better advertised, driving more awareness and footfall, as well as attracting new stallholders

Footfall

The market needs to be more than just a market, it needs to be a community hub with performances, food, music etc

The role of the market in Fleet

A vibrant, varied market provides significant benefit to the local area



Benefits to the community

- Creation of a vibrant atmosphere
- Increased retail choice
- Supporting primarily local businesses and traders
- Supporting local community groups and charities

01



Benefits to the local economy

- New opportunities for local businesses to trade
- Improved footfall for “bricks and mortar” businesses
- Greater retention of retail spend in the local area
- Attraction of spend from outside Fleet.
- Will draw shoppers along Fleet Road

02



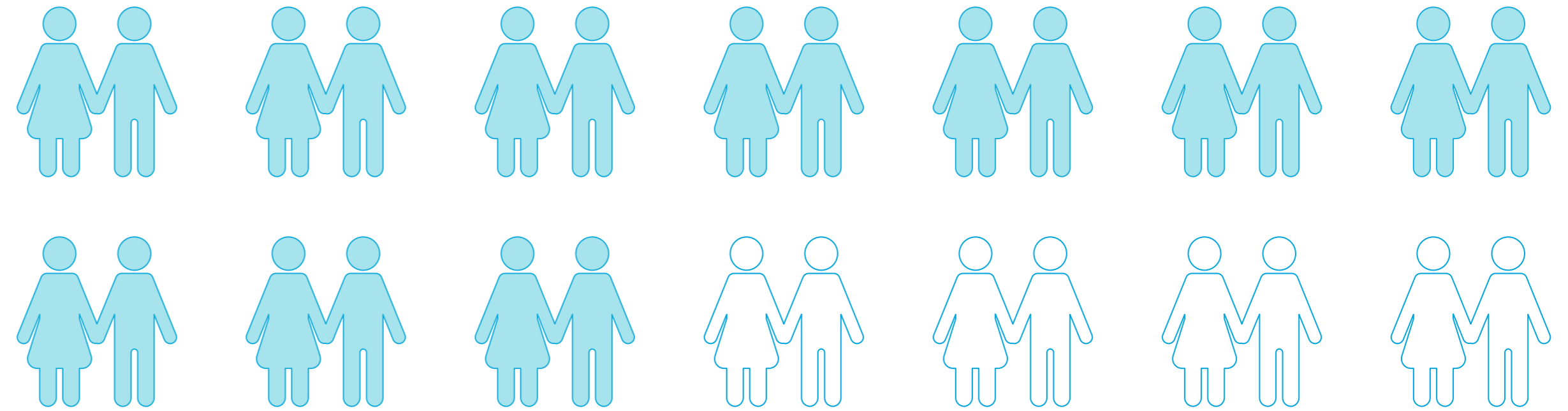
Benefits to traders

- Low cost access to a vibrant marketplace
- Opportunity to test market appetite before potentially looking at a physical location
- Additional synergy between traders

03

Fleet Market Community Interest Company

A community interest company (CIC) is a type of company designed for social enterprises that want to use their profits and assets for the public good.



5 Board Members
2 from FTC, 1 representing HDC, 1 from the market traders and 1 independent



No shareholders
Any profits are either reinvested into the market, or into wider community projects



Transparent
The CIC produces documented accounts every year, so fully transparent



How the market will operate

01

Look

New gazebos will be purchased, with tables to make it easy to attract new stall holders. Discounted 3m x 3m stalls starting at £20 + VAT standalone or £25 + VAT including gazebo and table



02

Food & Drink

A catering area will be defined with tables and chairs provided by the market to attract food and beverage stalls



03

Stage

We will acquire a mobile stage to be made available free of charge for performing arts, dance, theatre, singing or sport groups to show off their skills and draw footfall



04

Charities

1-2 stalls will be provided free of charge to local registered charities to engage with the public and spread awareness of their cause



05

Sunday Market

In addition to the Saturday Market, we have a license for 6 Sunday themed markets per year (for example Easter, Christmas, Craft, Vegan or pet based markets)



Marketing & awareness

The market will only be successful if the public are aware of its existence, and the range of stalls is widely promoted.

Additional engagement through community groups is also key to spreading awareness of the market.

Engaging with other local community groups (like Fleet Town Council, Fleet BID etc) will further enhance the reach and success of the market.



Large Banners

3 large banners will span Fleet Road for approx. 9 months of the year (subject to planning)

Banners on Gurkha Sq

2 large PVC banners will be fixed to the railings on Gurkha Square

Weekly A Boards

4 A boards will be deployed on Market days on Fleet Road to drive footfall

Talking Signposts

Volunteers will hand out leaflets and engage with the public by the entrances to The Hart Centre

Market Manager

We have recruited a Market Manager for 20 hours per week to focus on supporting marketing, recruiting stall holders, ensuring all requirements are met, and managing communications with existing stall holders

Marketing



Delivering on the marketing plan

Driving content and promotions, awareness and social media

Recruitment



Recruiting new stallholders

Ensuring competitive rates, relevant paperwork, insurances etc

Management



Day to day management

Managing contracts, payments, invoicing etc

Financing the Market

Where does the money come from?

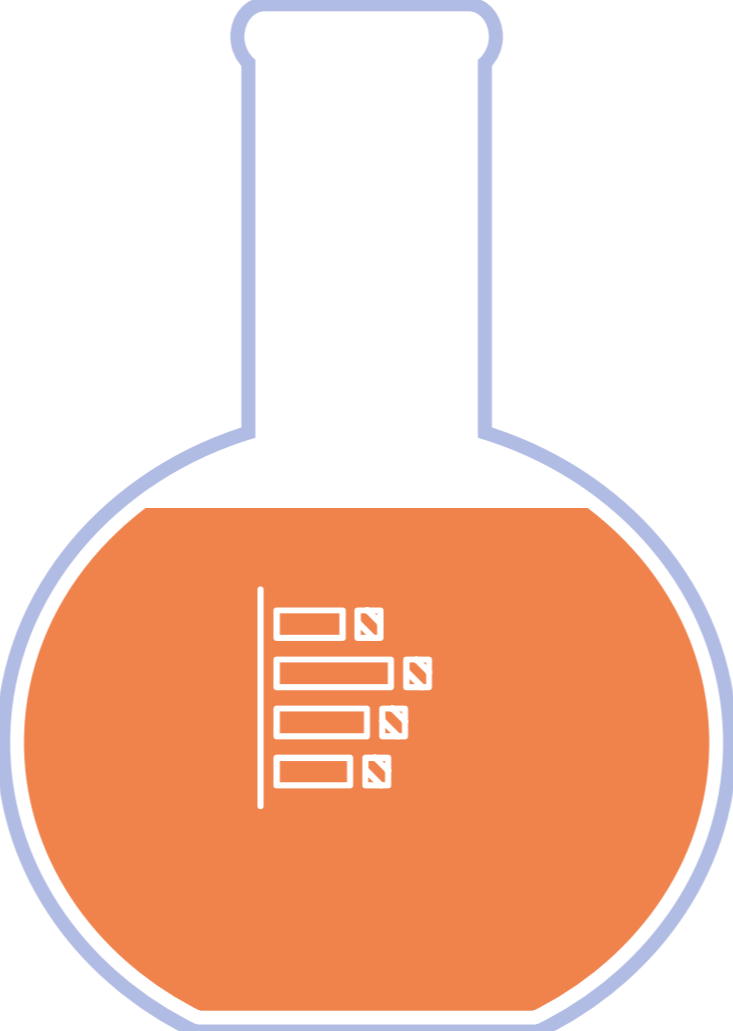
£2,400
Fleet Town Council

FTC have agreed to contribute from existing market budget



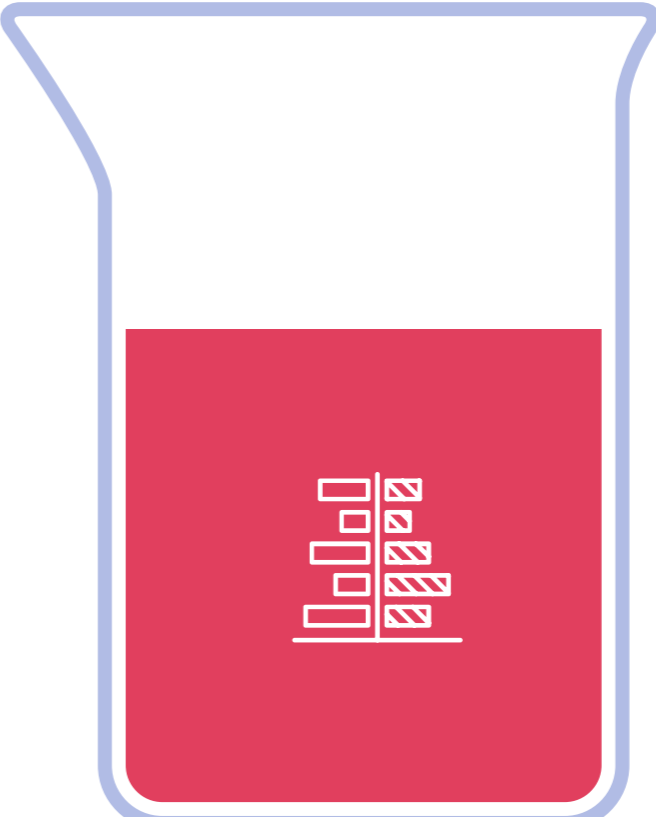
£20k +
HDC

Grant funding applied for to Hart District Council using the Welcome Back funding from Central Government



£1,000
HCC

Donated from Councillor Steve Forsters Grant Fund



Timeline



CIC creation
Bank account, VAT, Board etc



Market Manager
Starts early Feb



Market Launch
Aiming for early April



A formal timeline will be released when confirmation of funding is made available



Any questions



Please state your name and your interest in the market before raising your question

Item 9

**School Fundraising Activity – Spring 2022. As part of the Save the Planet Campaign combined with the Queens Green Canopy Initiative.
To take place on the weekend of 26th & 27th March**

Objective is to raise a minimum of £1,000 per school by holding a Sponsored Tree Planting weekend.

Proposal. The Lions Club of Fleet will provide the means / manpower / tree saplings for the event.

All Junior / Infant / Primary schools in Fleet and Church Crookham plus the two secondary schools to be invited to carry out the event over the same weekend. This to maximize promotional coverage via social media / press and radio.

Schools will be issued with an electronic sponsorship form for circulation to students. Each school to decide on the minimum donation. This taking into account the financial circumstances of their demographic catchment. Note, this to be an inclusive legacy project for the benefit of the community where all students can be involved irrespective of their circumstances.

On the Day: Saturday 26th and then again on the Sunday 27th:

Families, along with their downloaded sponsorship form arrive at a Lions Control Gazebo. These to be located nearby to where the trees are to be planted. This could be in the grounds of a school or at one of the parks in the borough who have agreed to be part of the scheme. Estimating 4 or 5 Control Gazebos positioned around Fleet & Church Crookham.

The sponsorship forms are checked to ensure they are in order with the name of the student / the amount of the sponsorship / the name of the student's school / and that parental consent has been given. These forms remain within the control system for later distribution to the sponsoring school.

The students are then issued with their tree/s plus a label tag on which they can write their name or a message to the tree itself/ or to the environment. Examples of messages will be on display for those seeking inspiration.

The student with their families then move to one of the designated sites where under supervision from an appointed Ranger/Adult Supervisor they plant their tree. They will also be issued with a Certificate of Appreciation for their efforts in reducing Global Warming + any suitable literature we can get hold of promoting ways in which families can reduce their carbon / energy use.

The designated planting sites to be located using the 'what3words' app, which will have previously been surveyed by a member of the Lions to determine numbers and types of tree to be planted. This in agreement with the landowner.

After the event, the sponsorship forms left with the non-school control centres, will be passed to the appropriate schools.

The collection of sponsorship money following the event will be left to the discretion of individual schools.

With an average sponsorship of £5, all it takes is a minimum of 200 trees per school to raise £1,000 for school funds.

School requirement:

If to be carried out on school premises.

Distribution of the sponsorship form together with an explanation as to why this environmental scheme is being supported by the school. *This supplied by the Lions.*

On both days. Access to the school grounds for the Lions to set up a gazebo.

Ability to access toilets would be a requirement, as too access to a water tap for the watering of plants if needed.

~~If not previously agreed, a representative of staff or of the PTA to advise the designated areas where the trees can be planted.~~

If to be carried out at a designated park.

Then just the distribution of the sponsorship form as detailed above.

Schools will be notified at the end of February with the location of the Control Centre – Gazebos.

A list of planting sites will also be given.

All participating users be asked to download the 'what3words' app.

With several local schools taking part, together with the awareness the event will raise in social media and on radio, the ability to raise sponsorship should be positively received.

Please make contact should further detail be required.

Graham Drayton

Fleet Lions Schools Liaison Officer

07949 873474

graham.drayton@fleetlions.org.uk



Event Application Form

Name of event	QUEENS JUBILEE 'GREEN CANOPY' TREE PLANTING.
Event location	TO BE IDENTIFIED BY FTC. SEEKING SEVERAL SITES.
Event date	MARCH 26 & 27 TH .

For Official use only	
Event Reference Number	
Booking Reference:	
Date processed	

Section 1 – Organiser Details

Name of organisation	LIONS CLUB OF FLEET.	
Name of applicant⁽¹⁾	GRAHAM DRAYTON	<small>(1) Over 18 years</small>
Position (if applicable)	EVENT COORDINATOR.	
Contract Address		
	Post Code: _____	
Is the above address to be used for invoices? <u>YES</u> /NO – if NO please provide details on a separate sheet		
Personal Contact Details	Home	
	Work	
	Mobile	
	Email Address	
Event Public Tel. Enquiry No.		
Event Web Site Address	WWW.FLEETLIONS.ORG.UK.	

Section 2 – Event Details

Description of Proposed Event *SPONSORED TREE PLANTING AS PART OF THE QUEENS GREEN CANOPY INITIATIVE. SUPPORTED BY LOCAL SCHOOLS WHO BENEFIT DIRECT FROM THE SPONSORSHIP OF THEIR PUPILS. TREES/SAPLINGS SUPPLIED FOR BY FLEET LIONS. LOCATIONS FOR PLANTING SOUGHT FROM LOCAL COUNCILS / DEVELOPERS / SCHOOLS.*

Please indicate the type of Event

- Charity Event⁽¹⁾ Fund Raising
- Non-commercial Community Event
- Commercial

(1) Name of Charity *FLEET LIONS CLUB.*

Charity Registration Number *1177181.*

Will all proceeds from the Event go to the Charity concerned? YES NO

If NO please give details:

INDIVIDUAL SCHOOLS WILL COLLECT FROM THEIR PUPILS THE TOTAL VALUE OF THEIR SPONSORSHIP.

Timings

Date/time to enter site for preparation	26 & 27 March.	9.30 AM.
Date/time to vacate the site after the Event		4.30 PM.
If event is for more than one day, please give details of the Start and Finish times each day		

Charges

Is the Event free? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
If NO what are the approximate admission price?
Adults
Children (include any age ranged)
Concessions
Will programmes be available? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
If YES, what is the proposed price?
Approximate number of people expected to attend? If over 500 people are expected please give details of security / stewarding.
5 SITES ALREADY ESTABLISHED IN CHURCH CROOKHAM. ADDITIONAL SITE UNDER DISCUSSION WITH LOCAL SCHOOL. SEEKING CIRCA 4-5 SITES IN FLEET TO PLANT CIRCA 600 TREES. EXPECTING FAMILIES TO VISIT CLOSES SITE TO THEIR HOMES OR SCHOOL. - BUT OVER A TWO DAY WINDOW. NUMBERS AT ANY ONE TIME LIKELY TO BE BELOW 40 AT AN INDIVIDUAL SITE.

Do you intend to utilise or permit any of the following attractions at the event? If so, please tick the appropriate boxes (some of these may not be permitted at all sites):-

Fireworks/pyrotechnics	<input type="checkbox"/>	Live Music ⁽¹⁾	<input type="checkbox"/>
Carnival procession ⁽¹⁾	<input type="checkbox"/>	Live Entertainment ⁽¹⁾	<input type="checkbox"/>
Fairground equipment	<input type="checkbox"/>	Lost children point	<input type="checkbox"/>
Aircraft	<input type="checkbox"/>	Barrier/Fencing	<input type="checkbox"/>
Parachutists	<input type="checkbox"/>	Marquees	<input checked="" type="checkbox"/>
Balloon launch	<input type="checkbox"/>	Portable generator ⁽²⁾	<input type="checkbox"/>
Hot Air Balloons	<input type="checkbox"/>	Power supply	<input type="checkbox"/>
Horses/donkeys/other animals	<input type="checkbox"/>	Toilets	<input type="checkbox"/>
Motorcycles	<input type="checkbox"/>	Alcohol ⁽³⁾	<input type="checkbox"/>
Other motor vehicles	<input type="checkbox"/>	Food/drink concessions	<input type="checkbox"/>
Coconut shy	<input type="checkbox"/>	On site communications	<input type="checkbox"/>
Inflatables (e.g bouncy castle)	<input type="checkbox"/>	Market stalls	<input type="checkbox"/>
Portable staging	<input type="checkbox"/>	Re-enactment groups	<input type="checkbox"/>
P.A. System	<input type="checkbox"/>	Living history or other	<input type="checkbox"/>
Stewarding/Security	<input checked="" type="checkbox"/>	Other	<input type="checkbox"/>

ENSURE HEALTH & SAFETY

NOTES:

- (a) Please supply as much information as possible on all the items above
- (b) Following submission of this application, no additional items may be included without the express consent of the appropriate department.
- (1) A Temporary Event Notice (TEN) may be required if the Event involves, music, dancing, singing or similar.
- (2) Generators are not permitted on the highway and must be diesel only.
- (3) A Temporary Event Notice (TEN) will be required for the sale of alcohol.
- (4) If a TEN application is submitted to Hart District Council, permission will be obtained from FTC before the TEN will be granted.

CAR PARKING

Will vehicles require access to the venue? YES NO

If yes, when and for how long?

NOTE: Parking is NOT allowed on footpaths or the grassed areas of the Council's Parks and Open Spaces. Access to council buildings & Facilities must be left accessible to vehicles at all times unless otherwise arranged with FTG.

If you have ticked yes above, please provide more details

Will you require Car Park space for Event Staff YES NO

And/or the general public YES NO

If you have replied YES to either option, please indicate below the proposed car parking arrangements (including any stewarding), the approximate number of vehicles attending the event and how you intend to manage the parking of those vehicles. Please note that parking is not permitted on grassed areas or footpaths.

WOULD ENVISAGE NORMAL STREET PARKING ARRANGEMENTS
TO SUFFICE. AS EVENT SPREADS OVER TWO DAYS
AT SEVERAL SITES

Facilities

You will be required to ensure that the toilet facilities are adequate. Please submit details of your proposals to include method of disposal and if toilets are hired, the name and address of the hire company.

ANTICIPATING VISITORS TO BE ON SITE FOR CIRCA 30 MINUTES.
LIONS VOLUNTEERS TO MAKE OWN ARRANGEMENTS - WILL
BE ALLOCATED SITES CLOSEST TO WHERE THEY LIVE.

Please identify the method to be used in order to maintain the area free of litter and refuse:

UNDER THE CONTROL OF LIONS MEMBERS / VOLUNTEERS.
SUPERVISED BY LIONS ENVIRONMENTAL OFFICER.
MARCEL ATTARD - MARCEL.ATTARD@FLEETLIONS.ORG.UK.

Notes:

1. The event organiser should ensure that the site is regularly litter-picked during the event and at the end of each. In the event that the organiser fails to do this then the Council reserves the right to carry out the works in default and charge the event organiser the cost incurred.
2. It is the event organiser's responsibility to arrange removal of all rubbish from the site. You will not be permitted to use any on-site skip/litter bins or any bins in the vicinity of the site, etc for disposal.
3. Where permanent catering facilities are available in the vicinity of the site where the event will take place, the organisers must advise the caterers at least one month before the event takes place of the refreshments they will be providing.

UTILITIES

If available, do you require the use of on-site electricity and water?

Note: In parks such as The Views, Standpipe meters can be obtained from Aquam Water Services Ltd

0844 984 1589

southeastwater@waterservicesltd.com

N/A

Electricity Water

Please take meter readings before and after the event.

Please explain your requirements ie, when **will this** be required and for how long?

Bad Weather Plan

Will unexpected rain or high winds affect the event? YES NO

Will the event be; Cancelled Postponed Continue

~~Please give details if Cancelled or Postponed:~~

If the event will continue, please give details of what plans are in place to deal with bad weather situations and please provide details on the Risk Assessment.

Section 3 - Insurance

Event Organisers are required to hold a current policy of insurance in respect of Public Liability or Third Party risks (including products' liability where appropriate). The relevant limit of indemnity shall be an amount approved by the Council's Head of Finance. Under no circumstances shall this be less than £5 million and the Council reserves the right to require a higher limit if deemed necessary.

Organisers will be required to produce evidence of their insurance cover, and may be requested to produce copies of insurance for any of the exhibitors, band/dance

group, Fairground, sub-contractor, caterer, etc. whom they have instructed/authorised to appear at the Event.

NOTE: All documentation must be produced at least 28 days before the Event. Failure to comply may result in the Council refusing to grant final permission for holding the Event.

Section 4 – Emergency Services

Please supply details of the first aid cover to be provided

A. HEALTH & SAFETY NOTICE WILL BE ON DISPLAY AT EACH 'TREE COLLECTION POINT.'

~~A FIRST AID KIT WILL BE WITH SUPERVISORS AT EACH TREE PLANTING LOCATION.~~

SECTION 5 – BOND

When hiring one of the parks or Open Spaces, a bond /cheque is required to be held in case of any damage to park, facilities etc. The amount required will depend on the type and duration of the event. Please confirm details below

Name of person / organisation supplying the bond /cheque

Name

N/A.

Address

Tel No

Email Address

Fleet Town Council will refund the value of the cheque within 7 days of the event. However, if any damage has been caused to the Open Space / Park then an amount will be deducted to cover the cost of repairs.

Please note that loss or damage to keys, locks or padlocks may be deducted to cover costs.

Keys - £15 each

Padlocks - £65 Each

Locks - £45 each

SECTION 6 – ADDITIONAL REQUIREMENTS

1. Where appropriate a detailed site plan showing the positions of stalls, marquees, arena, exhibition units, car parking, etc. and a list of programme items should be attached to the Event Application Form.
2. In respect of races, etc. a detailed route plan showing the location of route marshals must be provided.

NB: The application must be submitted to the Council at least 10 weeks prior to the Event.

I hereby agree to comply with the conditions set out in this form, including any terms and conditions of hire and all reasonable instructions given by any authorised Officer of the Council should this event be granted approval.

Signed:

Please send the completed form, together with the required supporting documentation to:-

**The Town Clerk
Fleet Town Council
The Harlington
236 Fleet Road
Fleet
Hampshire
GU51 4BY**

Tel: 01252 625246

Email: clerk@fleettowncouncil.org.uk

I have enclosed, where necessary, the following:-

Please note that new / first time applications need to be approved by the Fleet Town Council, Recreational, Leisure & Amenities Committee before an application will be accepted.
Please check dates of the next meeting and ensure that all documentation is handed in no less than 10 days prior to the meeting date.

(* these documents are required for all applications)

Documentation	YES	NO	Evidence of Insurance	YES	NO
Site Plan/Route Plan *	<input type="checkbox"/>	<input type="checkbox"/>	Insurance for event organiser *	<input type="checkbox"/>	<input type="checkbox"/>
Risk Assessment *	<input type="checkbox"/>	<input type="checkbox"/>	Individual participants	<input type="checkbox"/>	<input type="checkbox"/>
Stewards Briefing Pack	<input type="checkbox"/>	<input type="checkbox"/>	Addition Information if required	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If you have answered NO to any of the above, please explain why?

Additional

Any additional information:



Main Events User Agreement

Conditions of Use

The hirer agrees to abide by the following terms and conditions:

- All relevant paperwork is to be submitted prior to the event. This includes risk assessments, site plans, insurance and bond.
- Noise levels will be kept to a minimum.
- The hours the event takes place will only be those set within the event application.
- Music will be turned off at times specified in the event application.
- Appropriate parking arrangements will be made.
- Appropriate toilet facilities will be managed and maintained as specified in the event application.
- Anything that becomes of nuisance or annoyance to local residents will be dealt with as soon as possible.
- No litter is to be left behind and the site is to be left in a clean state.
- The Council reserves the right to cancel an event in the absence of the applicant's wet weather plan.

Name (Authorised Signatory from Organisation)	<i>GRAHAM DRAFFON.</i>
Signature	
Date	<i>22/1/22</i>

Event and Date	QUEEN GREEN CANOPY TREE PLANTING. 26TH & 27TH MARCH.
Organisation Name	LIONS CLUB OF FLEET.

From: [REDACTED]

Sent:

12 January 2022 16:19

To: [REDACTED]

Subject:

I Dig Trees - Confirmation

Hi Graham,

I can confirm that your application for free trees for Lions Club of Fleet, order number OVO1122EXT, has been successful.

Below is a summary of your order, please check this is correct and let me know as soon as possible if not:

Delivery date	Tuesday, 22 March 2022
Pack 1 – Large Plot Pack 10 x Common Oak, 10 x Silver Birch, 10 x Green Beech, 10 x Hornbeam, 10 x Common Alder	6
Pack 2 – Small Plot Pack (Please note slight changes to the species within this pack) 10 x Rowan, 10 x Wild Cherry, 10 x Downy Birch, 10 x Field Maple, 10 x Goat Willow	0
Pack 3 – Hawthorn Hedgerow Pack 50 x Hawthorn	0
Pack 4 – Wildlife & Shrubs Pack (Please note slight changes to the species within this pack) 10 x Hawthorn, 10 x Goat Willow, 10 x Dog Rose, 10 x Hazel, 10 x Spindleberry	0
Pack 5 – Native Woodland Pack (Please note slight changes to the quantities and species within this pack) 16 x English Oak, 10 x Silver Birch, 9 x Aspen, 5 x Green Beech, 3 x Common Alder, 3 x Hornbeam, 2 x Rowan, 2 x Goat Willow	12
Spiral guards	900

will be in touch around a week before the delivery date to confirm that this date is still ok for delivery.

Kind regards,
Sarah



Sarah Clarke
Senior Corporate Administrator

[REDACTED]
The Conservation Volunteers
Gresley House, Ten Pound Walk, Doncaster, DN4 5HX

[Facebook](#) | [Twitter](#) | [LinkedIn](#)

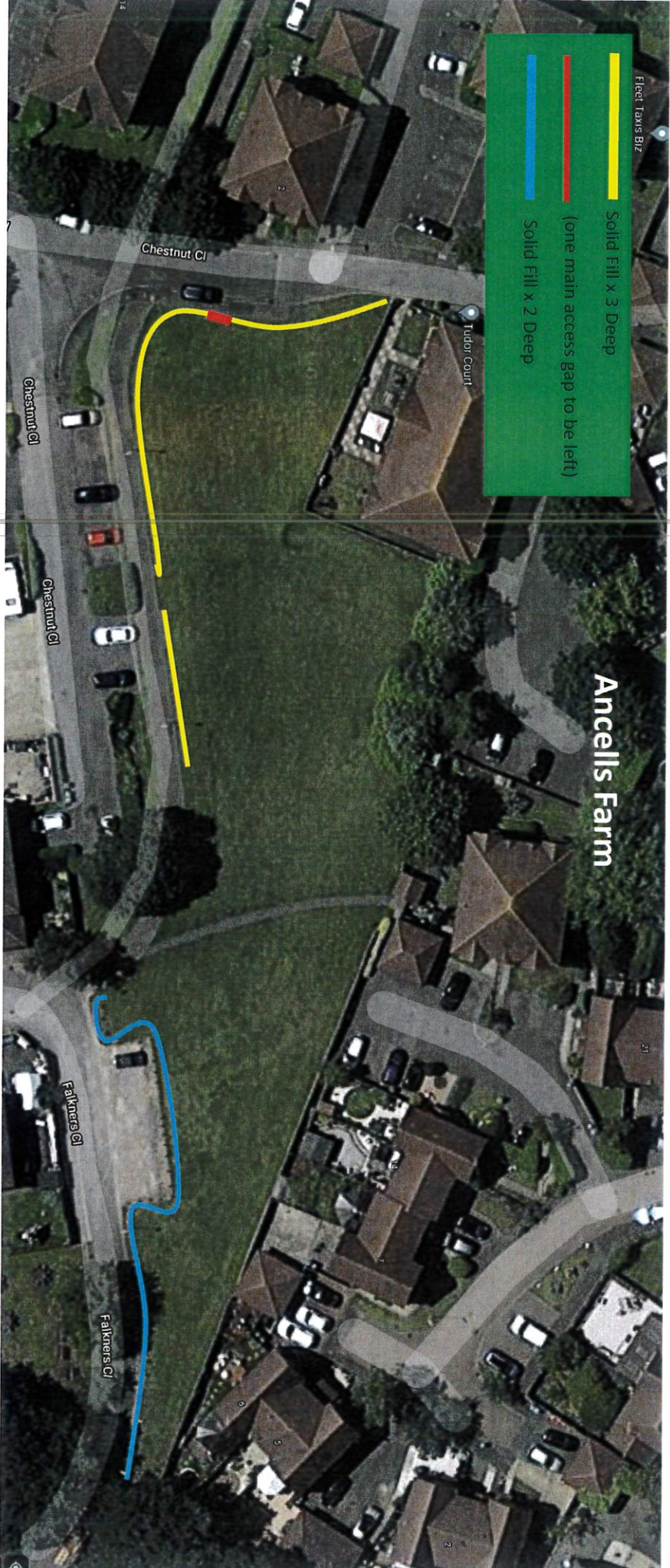
Connecting People and Green Spaces

FLEET TOWN COUNCIL'S TREE PLANTING PROPOSAL

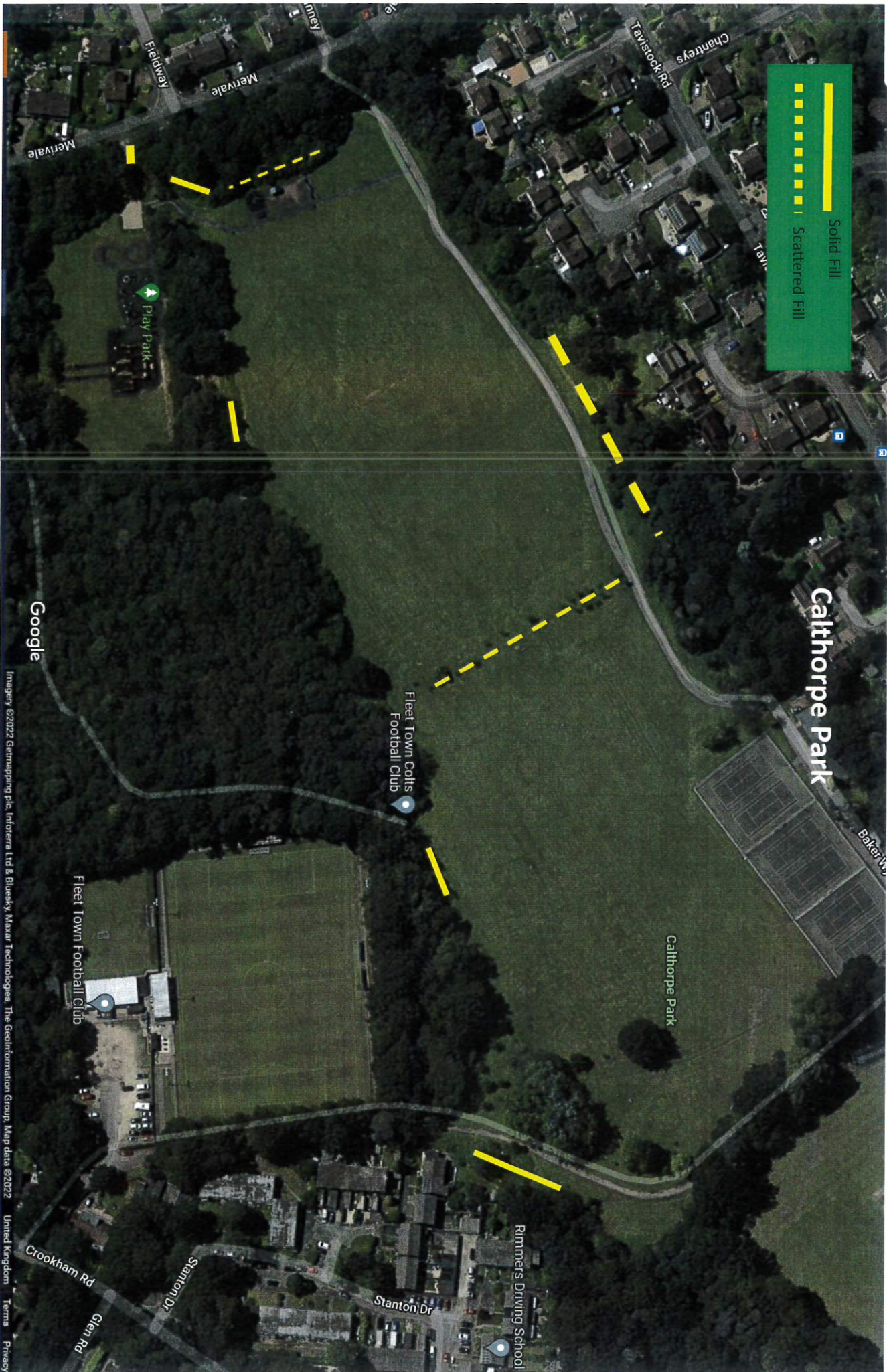
Ancells Farm

Fleet Towns Biz

- Solid Fill x 3 Deep
- (one main access gap to be left)
- Solid Fill x 2 Deep



FLEET TOWN COUNCIL'S TREE PLANTING PROPOSAL



Google

Wednesday 2nd February 2022

Preliminary Report on the first installation of SIDs Boards

1. General

- 1.1. The first four SIDs Boards were erected between November 21 and January 22.
- 1.2. The exact location of each Board is determined by HCC Highways Engineers and the time of installation is a function of the approval process and the availability of the Boards from HDC.
- 1.3. The timing of the installation has not therefore been ideal for each location, and this may require re-runs at the same installation at a future date as discussed further below.
- 1.4. The data from each location has been extensively analysed by HDC on FTC's behalf and full reports on each location can be made available on request.
- 1.5. The information has been provided to the local police and to Speed Watch.
- 1.6. The summary table attached sets out the key information abstracted from each location
- 1.7. The 85thile speed is the speed below which 85% of the total vehicles monitored were travelling. This is the indicator used to characterise the speed of the location. Optimistically it means 85% or 5 out of 6 vehicles, were travelling at the stated speed or less. Pessimistically it means that 15% or 1 in 6 vehicles was travelling at more than the stated speed.
- 1.8. The general reaction of the public, not unreasonably, is to focus on the higher speeds.
- 1.9. The maximum speed is the single highest speed monitored during the period of observation.

2. Albany Road was monitored over the Christmas and New Year Period when traffic volumes were probably lower than normal.

- 2.1. It is a relatively long straight road within a 20mph zone (not enforced) but the average speed was 21 mph and the 85thile 26 mph. It would appear that the remnant signs of the 20mph zone have had an impact of traffic speed.

3. Ancells Road LC25 (Cove Road to Minley Road), somewhat surprisingly the 85% speed was 42 mph in a 40 mph speed zone. On the above logic 1 in 6 vehicles was exceeding the speed limit

- 3.1. The maximum recorded speed of 87 mph is of concern

4. Ancells Road LC26 (Minley Road to Cover Road) was monitored for a week longer than LC25 and recorded nearly double the total number of vehicles, but the results are surprisingly similar with an 85thile speed of 42mph and a maximum speed of 85 mph.

- 4.1. Around 23% of the motorists would have been guilty of a speed violation, taking account of the tolerances applied by the police. Again, approximately 1 in 5 vehicles, equal to around 6,900 fines in a three-week period.

5. Hitches Lane was unfortunately monitored over the period 14th December 21 to 4th January 22 so bridged a period when the school was closed for the Christmas holidays.

- 5.1. Still in this three week period a total of 31,776 vehicles were monitored.
- 5.2. The Board was located in a 30mph speed zone and the 85thile speed was 37mph and the maximum speed recorded was a staggering 90 mph.
- 5.3. In the three weeks of monitoring 4,800 vehicles were exceeding 37mph in the area of a major secondary school with recognised road crossing problems for pupils.
- 5.4. This is a site that needs revisiting to monitor traffic speeds during term time when more detailed analysis of traffic speeds can be assessed during school opening and closing times.

SLR/SID DEPLOYMENT PROGRAMME

[Fleet Town Council]

[DATES - 15th November 2021 TO 11th July 2022]

Dates	[Location 1]	[Location 2]	[Location 3]	[Location 4]	[Location 5]	[Location 6]	[Location 7]	[Location 8]	[Location 9]
15/11/2021 to 29/11/2021									
13/12/2021 to 27/12/2021									
10/01/2022 to 24/01/2022									
07/02/2022 to 21/02/2022									
13/02/2022 to 21/03/2022									

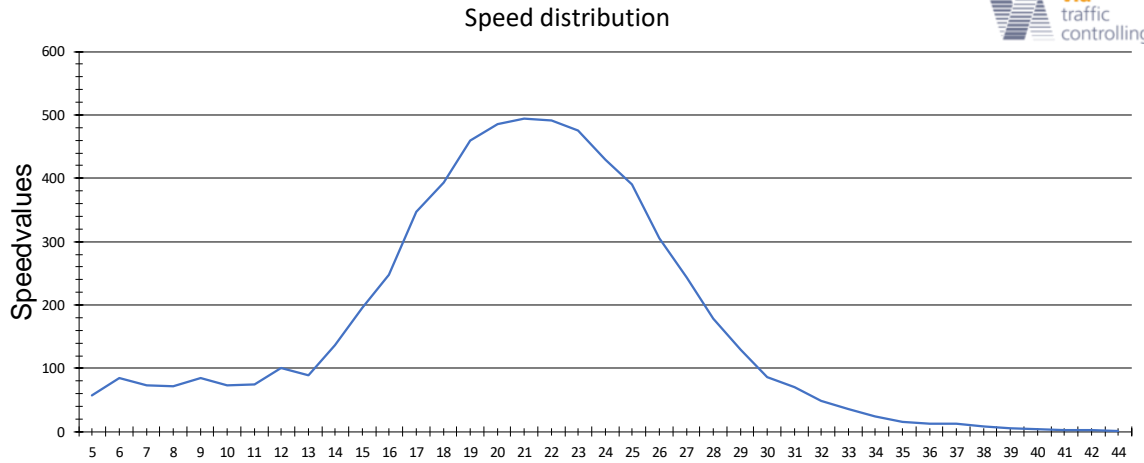
Location .1	Lamp column 25, Ancells Road – Location agreed for use in both directions. Please ensure that there is a minimum of 2.1 metres clearance when the SID is attached to this column.
Location .2	Lamp column 26, Ancells Road – Location agreed for use in both directions. Please ensure that there is a minimum of 2.1 metres clearance when the SID is attached to this column.
Location .3	Lamp column 14, Hitches Lane – Location agreed for use facing southbound vehicles. Please ensure that there is a minimum of 2.1 metres clearance when the SID is attached to this column.
Location .4	Lamp column 9, Albany Road – Location agreed for use in both directions. Please ensure that there is a minimum of 2.1 metres clearance when the SID is attached to this column. Vegetation may require cutting back.
Location .5	Lamp column 30, Connaught Road -and both locations appear to be fine for SID. At both locations, please could you ensure that there will be a minimum clearance of 2.1 metres above the footway when the SID is in operation.
Location .6	Lamp column 26, Connaught Road - and both locations appear to be fine for SID. At both locations, please could you ensure that there will be a minimum clearance of 2.1 metres above the footway when the SID is in operation. At lamp column 26, overhanging vegetation may need to be cut back.
Location .7	Lamp column 32, Crookham Road – Location agreed for use in both directions. Please ensure that there is a minimum of 2.1 metres clearance when the SID is attached to this column.
Location .8	Lamp column 23, Aldershot Road – Location agreed for use in both directions. Please ensure that there is a minimum of 2.1 metres clearance when the SID is attached to this column. Vegetation may require cutting back.
Location .9	Lamp column 13, Basingbourne Road – Location agreed for use in both directions. Please ensure that there is a minimum of 2.1 metres clearance when the SID is attached to this column.

Summary of Data

LOCATION	Albany Road	Ancells Road L25	Ancells Road L26	Hitches Lane
CRITERIA				
Period of observation	16/12/21 - 04/01/22	24/11/21 - 08/12/21	15/11/21 - 08/12/21	14/12/21 - 04/01/22
Total Vehicles				
Monitored	963	12669	21813	31776
Speed Limit mph	20	40	40	30
10%ile mph	13	24	20	26
30%ile mph	18	34	33	29
Average mph	21	36	35	32
50%ile mph	21	37	37	31
85% ile mph	26	42	42	37
Max Speed mph	47	87	85	90

Albany Road

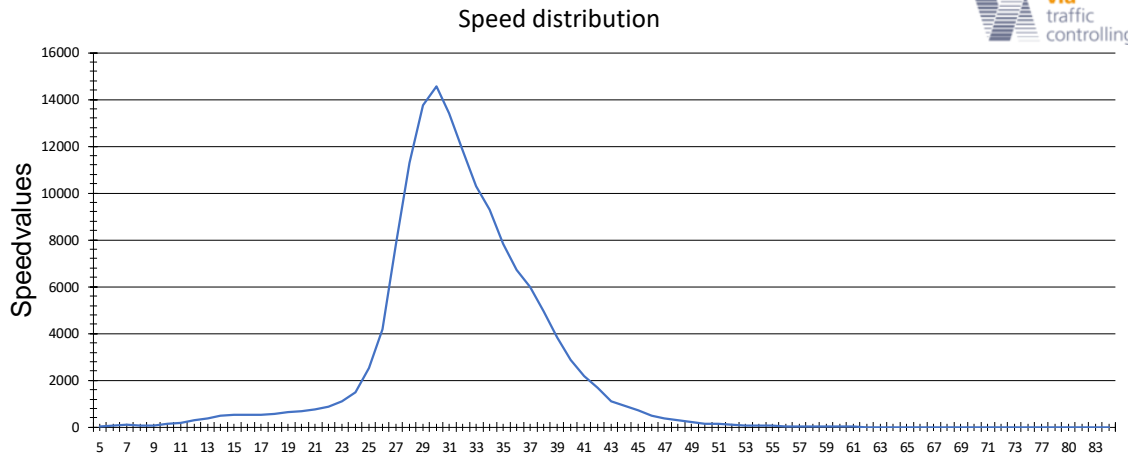
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- [Chart](#)
- [Table](#)
- Average and Maximum speed
- [Chart](#)
- [Table](#)
- Speed percentiles
- [Chart](#)
- [Table](#)
- Number of vehicles
- [Chart](#)
- [Table](#)
- Table
- [Result table](#)
- Speed distribution (Bar)
- [Chart](#)
- [Table](#)
- Speed distribution (Pie)
- [Chart](#)
- [Table](#)
- Speed distribution (Lines)
- [Chart](#)
- [Table](#)
- Speed distribution (Table)
- [Table](#)
- Raw data
- [Table](#)



Evaluation time		16 December 2021,13:00 - 04 January 2022,11:00				
Speed limit	20 mph	Values	Vehicles	Vd[mph]	Vmax[mph]	V85 [mph]
Speed violations	53.86 %	6444	963	21	47	26
ADT	51					
AYT	18615					
Evaluation direction	Arriving					
Author:	Fleet Town Council					
Comment:	SID2					
Location:	Albany Road LC 09					
Arriving vehicles from:						
Departing vehicles to:						

Hitches Lane

- Number of speedvalues
- [Chart](#)
- [Table](#)
- Average and Maximum speed
- [Chart](#)
- [Table](#)
- Speed percentiles
- [Chart](#)
- [Table](#)
- Number of vehicles
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- Speed distribution (Lines)
- [Chart](#)
- [Table](#)
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- [Table](#)
- Raw data
- [Table](#)



Evaluation time		14 December 2021,12:00 - 04 January 2022,12:00				
Speed limit	40 mph	Values	Vehicles	Vd[mph]	Vmax[mph]	V85 [mph]
Speed violations	5.83 %	149389	31776	32	90	37
ADT	1513					
AYT	552245					
Evaluation direction	Arriving					
Author:	Fleet Town Council					
Comment:	SID1					
Location:	Hitches Lane					
Arriving vehicles from:						
Departing vehicles to:						

Ancells Road 1

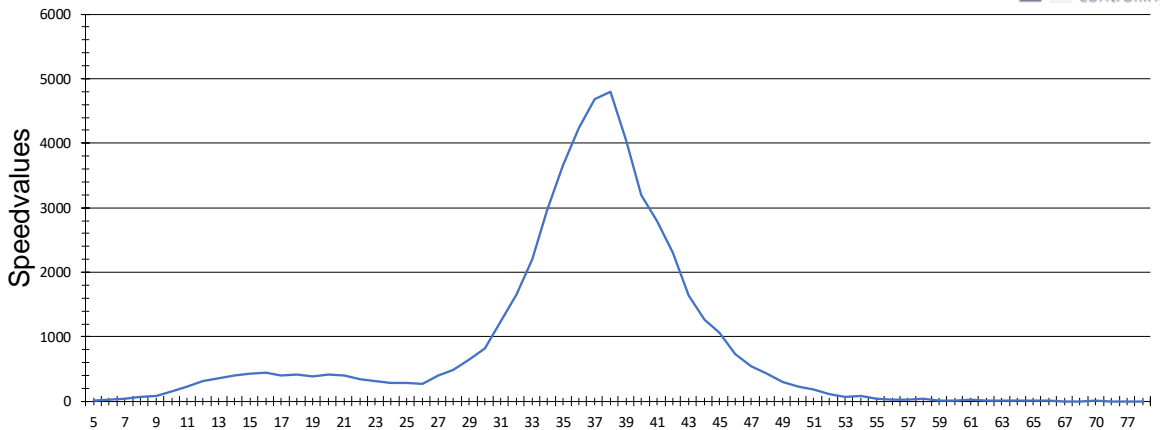
[Chart](#)
[Table](#)

Number of speedvalues

Speed distribution

[Chart](#)
[Table](#)

Average and Maximum speed



[Chart](#)
[Table](#)

Speed percentiles

[Chart](#)
[Table](#)

Number of vehicles

[Chart](#)
[Table](#)

Table

[Result table](#)

Speed distribution (Bar)

[Chart](#)
[Table](#)

Speed distribution (Pie)

[Chart](#)
[Table](#)

Speed distribution (Lines)

[Table](#)

Speed distribution (Table)

[Table](#)

Raw data

Evaluation time 24 November 2021,11:00 - 08 December 2021,11:00						
Speed limit	40 mph	Values	Vehicles	Vd[mph]	Vmax[mph]	V85 [mph]
Speed violations	22.62 %	53024	12669	36	87	42
ADT	905					
AYT	330325					
Evaluation direction	Arriving					
Author:	Fleet Town Council					
Comment:	SID1					
Location:	Ancells Road LC 25					
Arriving vehicles from:	Cove Road					
Departing vehicles to:	Minley Road					

Ancells Road 2

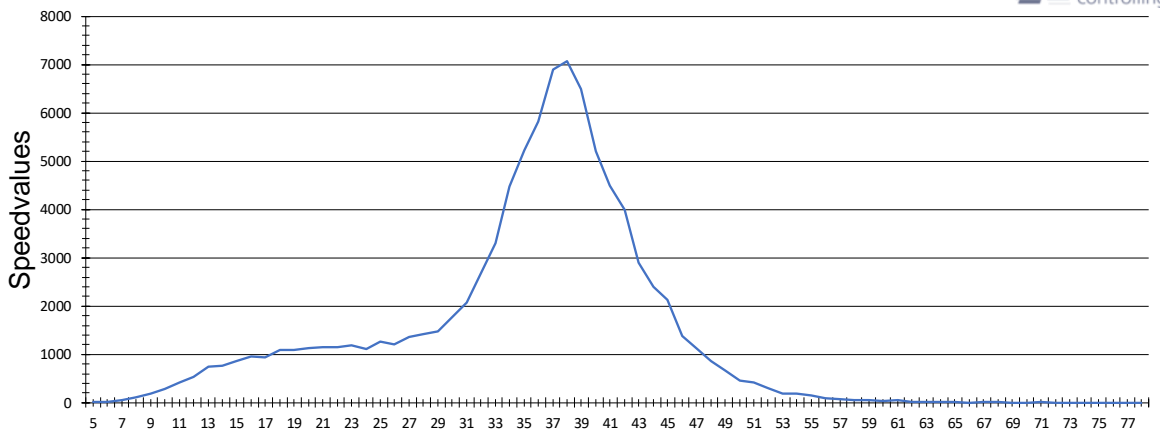
[Chart](#)
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Number of speedvalues

Speed distribution

[Chart](#)
[Table](#)

Average and Maximum speed



[Chart](#)
[Table](#)

Speed percentiles

[Chart](#)
[Table](#)

Number of vehicles

[Chart](#)
[Table](#)

Table

[Result table](#)

Speed distribution (Bar)

[Chart](#)
[Table](#)

Speed distribution (Pie)

[Chart](#)
[Table](#)

Speed distribution (Lines)

[Table](#)

Speed distribution (Table)

[Table](#)

Raw data

Evaluation time 15 November 2021,08:00 - 08 December 2021,11:00						
Speed limit	40 mph	Values	Vehicles	Vd[mph]	Vmax[mph]	V85 [mph]
Speed violations	23.63 %	93524	21813	35	85	42
ADT	943					
AYT	344195					
Evaluation direction	Arriving					
Author:	Fleet Town Council					
Comment:	SID2					
Location:	Ansells Road LC 26					
Arriving vehicles from:	Minley Road					
Departing vehicles to:	Cove Road					

COUNCIL MEETING
Wednesday 02 February 2022

OFFICER: Janet Stanton
DATE:
SUBJECT: Chairman's (Ward) Coffee Mornings

1. Background

In 2019 it was agreed to trial random selection structured resident's group meetings with Councillors (i.e. Chairman's Coffee Mornings). The first of these meetings was held on Saturday 23rd November for the Ancells Farm Ward. This was followed by meetings in Pondtail ward (January 2020) and Calthorpe Ward (February 2020). The pandemic then halted in-person meetings and we were unable to hold them again until September 2021. A full cycle has been completed of all the wards and we are half-way through the second cycle.

2. Invites and Attendance levels

Addresses for each ward are selected randomly and one member of the household is invited to attend, although in practice we have found that many people wish to attend as a couple. The number of people invited has fluctuated as we have honed the process. Now 200 invites are issued per session. This amount allows for a productive session. Low attendance in November means we will not hold sessions that month. Sessions will be held in January, February, March, June, September and October as these are months when there tend to be no major holidays to adversely affect attendance.

Ward	Date	Number of Invites sent	Number of Attendees
Ancells (A)	23.11.2019	70	1
Pondtail (P)	25.01.2020	150	11
Calthorpe (C)	22.02.2020	150	14
Courtmoor (CO)	04.09.2021	150	14
Fleet Central (FC)	09.10.2021	250	15
Ancells (A)	20.11.2021	200	5

3. Subject matter raised

A huge variety of subjects have been raised by residents attending, both concerns and praise. The most frequently raised issues have been roads, pavements and traffic (27 times), town centre and retail and online shopping (21), The Harlington (13), parks, sports and leisure (11), housing and building (9), parking (7), medical (6). Some issues are counted twice as they relating to interlinking issues. Overall, there was a strong sense of how much residents loved living in Fleet.

The breakdown of the key areas are:

Roads, Pavements and Transport
Pot holes in car park at fleet pond (A)
Roads not swept around area (P)
Yellow lines/ junction of Kenilworth/Guildford Rd, issue with bin truck access. (P)
Poor road surfaces (P)
Avondale Road Marking confusing (P)
Congested roads/poor air quality (P)
Lack of road infrastructure to amount of new housing, widen bridge at station (C)
Traffic pinch points at station roundabout and Oatsheaf lights (C)
More pedestrian crossings on Reading Road South (C)
Cycle lanes on Reading Road South (C)
Tree blocking pathway on Hitches Lane (C)
Traffic at Calthorpe School will increase from housing at Hartland Village (C)
Roundabout near Calthorpe School does not help, needs 20mph speed limit (C)
Baker Way/Cycle Path is excellent (C)
Flooding on Hitches Lane from pumping station and new development (C)
Disabled residents in Wickham Place scared at night, better street lighting (CO)
Too much traffic difficult to cycle and walk (CO)
More cycle paths needed (CO)
Children not allowed to cycle to school as too dangerous (CO)
Crossing required on Reading Road South (CO)
Safe way to cross roads for school (Elvetham Heath) (CO)
Priority to pedestrians in town centres (CO)
Shared paths difficult for pedestrians (CO)
Spring Woods should be a one-way system (CO)
Parking on pavements causes issues for disabled residents (CO)
Lack of public transport for those with disabilities (C)
Concern re speed of traffic along Minley Road (A)
Town Centre and retail and online shopping
Concern about mix of shops (P)
Not enough retail shops (P)
Priority to pedestrians in town centres (CO)
Bigger and more shops required (CO)
Changing retail, click and collect facilities needed for local traders (CO)
W C Baker closing, are we marking the event (CO)
Should not be a priority to attract visitors from outside Fleet (CO)
Town is important for people to meet up, especially single people (CO)
Click and Collect, social place, help those that struggle ordering on line (CO)
What happened to the new Harlington, could they buy Bakers plot (CO)
Few public toilets and none near playgrounds (CO)
No changing places toilets facilities, can one be installed in empty shop? (C)
Are rents and rates too high in the town (FC)
Why don't landlords increase their rents (FC)
Shop for crafts people to sell their products run by volunteers (FC)
Preferred pedestrianisation, disappointed planting troughs removed (FC)

Do Councils share best practice on town centres (FC)
Some people have difficulty buying on line or do not have the equipment (CO)
Loss of retail shops in Fleet, too many empty shops (C)
People need to use the high street if they want to keep it (A)
Like the pedestrianisation, thought it was very progressive (A)
The Harlington
Explanation wanted on where we are and why new development required (A)
Good asset and very important to Community in Fleet (P)
Concern about loss if trees in the area due to building (C)
Update requested on the Harlington (C)
What happened to the new Harlington, could they buy Bakers plot (CO)
Some would come to The Harlington but the lack of buses prevents them (CO)
Explanation on where the money would come from for the new Harlington (CO)
FTC need to get more information out to the public on the new Harlington (CO)
Questions re old building, ownership and concern FTC/HDC not aligned (CO).
What is the future of The Harlington (FC)
Will local residents get a discount at the new Harlington (FC)
Will The Harlington be included in the new Civic Development (FC)
Residents want an update on the Harlington and Civic Regeneration
Parks, sports and leisure
Concern about uncontrolled dogs at Fleet Pond (P)
Sports Centre is good (P)
The parks are a success story since FTC took over (P).
Tennis courts in Calthorpe Park are good (P)
Baker way/cycle path is excellent (C)
Fleet could do with a playground like at Farnham Park (C)
Concern about the lack of funding for the Canal (C)
Playground at Ancells Farm very good, used the table tennis (A)
Drug taking in the parks due to lack of police (C)
Like to see more adult equipment in the parks (A)
Will the Library remain open? (C)
Housing and Building
New flats in Church Road only have one parking space (C)
Lack of road infrastructure to amount of new housing, widen bridge at station (C)
Traffic at Calthorpe School will increase from housing at Hartland Village (C)
What is happening with Elvetham Heath Park and Ride? (C)
What is happening to Fleet Police Station?(C)
What is happening to the old Vertu site in Church Crookham? (C)
Too many retirement homes in Fleet (P)
Not many affordable homes for young people to buy (P)
What happened to plans to turn Hart shopping centre to flats (CO)
Parking
Potholes in the car park at Fleet Pond (A)
Concern about parking costs (P)
Would like free parking when just popping into town (C)
Morrisons now has a maximum 2 hr Parking (C)

Not enough parking at the station at the moment (CA)
Obstruction of white van parking and general parking in the high street (FC)
50% increase in parking permits to HCC, enforcement of parking (FC)
Medical
Cannot get an appointment at the doctors (A)
Long waiting times to get an appointment (P)
Poor service and long appointment waits, some surgeries better than others (C)
A bus is needed to Frimley Park Hospital (FPH) (P)
No buses to (FPH) (C)
FPH difficulty accessing hospital with wheelchair if disabled spaces used up. (C)
Council Tax
What does FTC do? (C)
What is the breakdown of Council Tax? And what does it do?(C)
No council tax bills being sent to new properties for 6 months after moved in (C)
Where would the money come from to build a new Harlington? (CO)
Waste and Recycling
Fleet does not recycle enough especially the plastics (C)
Litter is worse when children go back to school, especially by Courtmoor (CO)
General
Town Talk is a good way to communicate (P)
The annual flower display is very good (P)
Lucky to live in an area with the pond and the canal (C)
Most attendees said how much they loved living in Fleet (CO)

4. Costs

Each coffee morning costs approximately £152, this covers cost of invites, postage and refreshments, venue is provided by The Harlington, staff costs are not included.

RESOLUTION

To receive and note the report.