



## THE FLEET TOWN COUNCIL NOTICE OF MEETING

Notice is hereby given of

A MEETING OF FLEET TOWN COUNCIL

On

**Wednesday 2<sup>nd</sup> March 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: 23<sup>rd</sup> February 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 2<sup>nd</sup> February 2022 (*copies attached*).

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

Policy & Finance	16 <sup>th</sup> February 2022
Development Control	14 <sup>th</sup> February 2022

### **Part 1 – ITEMS FOR DECISION**

#### **5. FLEET BUSINESS IMPROVEMENT DISTRICT (BID) RENEWAL REFERENDUM**

Members to receive and consider the Fleet BID Business Plan 2022-2027 and to consider whether Fleet Town Council will support the BID renewal for a further five year term from April 2022 - March 2027. (Copy of Plan included in Agenda pack or follow link below: [https://issuu.com/fleetbid/docs/fleet\\_bid\\_business\\_plan\\_2022-2027](https://issuu.com/fleetbid/docs/fleet_bid_business_plan_2022-2027)).

The closing date for the return of Postal Ballot papers is 24 March 2022.

#### **RECOMMENDATION**

- a. To determine whether FTC will support the Fleet Business Improvement District Renewal for a further five years from April 2022 – 2027
- b. To authorise the Clerk to return the completed postal ballot paper with the Council's decision

#### **6. POLICIES**

- a) To receive the Recommendation of the January Establishment Committee to approve the Adoption/Surrogacy Policy
- b) To receive the Recommendation of the January Establishment Committee to approve the Time off in Lieu Policy

#### **RECOMMENDATION**

- a) To approve the Adoption /Surrogacy Policy
- b) To approve the Time off in Lieu Policy

#### **7. FINANCIAL MONITORING**

- a. To receive the bank reconciliation for January 2022 (*document available on FTC portal and web site*)
- b. Councillor Robinson to confirm that the bank statements match the reconciliation, and he has signed the bank statements and payment schedules.

#### **RECOMMENDATION**

- a. To accept into the minutes the bank reconciliation for January 2022.
- b. To accept Councillor Robinson's confirmation that the bank reconciliation for January 2022 equals zero, and the bank statements match the reconciliation.

## **8. CIVIC QUARTER DEVELOPMENT**

To receive an update on the Civic Quarter Regeneration:

- 1.1. The latest meeting of the Civic Quarter Working Group was 22<sup>nd</sup> February
- 1.2. The main purpose of the meeting was to review the public engagement posters and the associated questionnaire.
- 1.3. Mission accomplished and the final revised documents will be resolved at the next meeting on 29<sup>th</sup> March.
- 1.4. Branding the presentation was questioned. Will obviously go under the HDC logo, but support from FTC and HCC, as involved landowners, was raised.
- 1.5. The date of the public engagement, previously agreed as post elections was further delayed until after the District Council's Annual Meeting. The revised starting date is now 23<sup>rd</sup> May for a period of 6 weeks.
- 1.6. There will be three days for face-to-face discussions with members of the public, most likely in the Harlington depending on availability. A Thursday and Friday evening and a Saturday morning were mentioned as possible days.
- 1.7. All engagement documents will be accessible on Hart's web site.
- 1.8. A regularly updated FAQs will be published alongside the engagement website.

## **RECOMMENDATION**

Members to consider whether the FTC logo should be included in the HDC communication

## **Part 2 – ITEMS TO NOTE**

## **9. CEMETERY EXTENSION TENDER**

Members to note that the cemetery extension tender has been awarded to Scandor Landscape Contractors Limited. Contract value £49,869.47 ex VAT.

## **10. ANNUAL RESIDENTS' MEETING - TUESDAY 22 MARCH 2022**

As members are aware, the Annual Residents' meeting will be held on Tuesday 22 March 2020.

As approved at the February Council meeting, the format for this annual event will be taking a slightly different format to past years. It is proposed that refreshments will be served from 7pm (tea and coffee) giving councillors an opportunity to chat to residents before the meeting begins at 7.30pm

In the main Auditorium, a "post-it ideas wall" will be created where residents will be able to write down any ideas about the town that they would like the new Fleet Town Council to consider over its coming 4 years term of office.

The Community Video, produced in lieu of 2021 ARM, will be playing in the Auditorium as people take their seats for the meeting.

The confirmed programme is as below:

1. Welcome to the last ARM by the present Council
2. Presentation of a Civic Award
3. Presentation by local GP on success of Vaccination Centre and post Covid services

4. Meet our local Police and Hart Community Safety Officer
5. Promotion of the Jubilee Celebrations
6. Round up of last 4 years of the Town Council's successes and frustrations - supported by a brief video
7. Forth coming elections and the value of being a Town Councillor comment by two of our newer councillors
8. Public QnA session (supported by a post-it ideas wall)

It is hoped that all Fleet Town Councillors will attend this meeting.

## **11. SID BOARDS**

To receive and note the second report on the installation of SID Boards within Fleet.

## **12. COUNCILLOR TRAINING (Diary Note)**

To ensure that all new FTC Councillors and re-elected Councillors are aware and up to date with all aspects of taking on the role of town councillor, Councillor training has now been arranged. This training is in two parts and will take place on the evenings of 21<sup>st</sup> and 28<sup>th</sup> June 2022 in The Harlington. It is expected that all FTC Councillors of the new Council will attend this important training.

## **13. COMPLAINTS**

No complaints have been received.

## **14. COVID UPDATE AND TOWN CLERK'S REPORT**

To receive an update report from the Clerk (*copy attached*).

## **15. HCC/HDC**

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

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

The next meeting of the Council is scheduled to be held on Thursday 6<sup>th</sup> April 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

#### **STAFF MATTERS**

To receive and consider a proposal regarding staff remuneration.



## FLEET TOWN COUNCIL

### MINUTES OF THE FULL COUNCIL MEETING

held on  
Wednesday 2<sup>nd</sup> February 2022  
in the Harlington

#### PRESENT

**Councillors:** B. Schofield (Chairman), R. Fang, L. Holt, A. Hope, K. Kuntikanamata, K. Jasper, A. Oliver, R. Richmond, S. Tilley, P. Wildsmith, B. Willcocks, G. Woods.

#### Also Present:

Janet Stanton – Town Clerk  
Susanna Walker – Committee Clerk  
Councillor Stephen Parker – HCC  
Councillor Adrian Collett – HCC  
Councillor Mark Butcher – HDC  
1 member of the public

#### FC Feb 2022 ITEM 1 APOLOGIES FOR ABSENCE

Members received and accepted apologies for absence from Councillor Chenery due to ongoing health reasons, Councillor Einchcomb due to ill health, Councillor Robinson due to a prior commitment, Councillor Wright due to ill health.

#### FC Feb 2022 ITEM 2 DECLARATIONS OF INTEREST

Councillor Richmond declared an interest in Item 7 – Fleet Market.

#### FC Feb 2022 ITEM 3 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from the public.

Councillor Schofield took the opportunity to update members on the following:

- **Civic Quarter Working Group Meeting**
  - Public engagement presentation was reviewed, but due to Officer resource issues, the exhibition is now delayed until after the May elections.
  - The delay impacts any decisions regarding the new Harlington.
  - Our MP is promoting a competitive development option, which further promotes confusion and more delays.
  - All parties including MPs, District and Borough Councils and Town Councils should be working together collectively for the benefit of the town and its residents, such as Farnham and Rushmoor which have both been able to put development proposals together.
- **Fleet Market Meeting**
  - Congratulations given to Councillors Richmond and Willcocks, and Councillor Butcher, for all their hard work and achievements to date.
- **Fleet BID Board Meeting re Re-Bid**
  - Pre-referendum consultation runs from 24<sup>th</sup> February – 24<sup>th</sup> March 2022, with the outcome known on 25<sup>th</sup> March 2022.
  - If successful, the 2<sup>nd</sup> BID term will commence on 1<sup>st</sup> April 2022.
- **Pondtail Ward Coffee Morning**
  - Held on Saturday 29<sup>th</sup> January 2022 and was well attended.

## FC Feb 2022 ITEM 4

## MINUTES OF PREVIOUS MEETINGS

Members received and approved as a correct record the minutes and Confidential minutes of the Council Meeting held on Wednesday 5<sup>th</sup> January 2022. The Chairman signed the minutes as a true record of the meeting, subject to the following amendments:

- P2, Item 7, 4<sup>th</sup> bullet point – to insert the words ‘previous provider’, therefore reading: *...as a replacement to the previous provider SMT.*
- P2, Item 7, 8<sup>th</sup> bullet point – to insert the word ‘would’, therefore reading: *...and any money acquired, FTC would spend on behalf of CIC for assets.*

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

Establishment	12 <sup>th</sup> January 2022
Establishment Confidential	12 <sup>th</sup> January 2022
Development Control	10 <sup>th</sup> January 2022
	24 <sup>th</sup> January 2022

## FC Feb 2022 ITEM 5

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

Members received a copy of the proposed format and content of the Annual Resident’s Meeting, as discussed at the ARM Working Group meeting on Wednesday 26<sup>th</sup> January 2022.

Members noted the following:

- A local GP has been secured to talk at the meeting.
- The local video company who filmed the War Memorial and ARM video in 2021 have offered their services at no cost.

Members **RESOLVED**

to approve the content/format of the Annual Residents Meeting.

## FC Feb 2022 ITEM 6

## REMOTE AND HYBRID MEETING

Members noted that at present, local councils in England are not allowed to hold remote or hybrid meetings. This measure was temporarily relaxed by the government during the COVID lockdown in 2020/2021 but ended in April 2021 when temporary statutory regulations expired.

Members were asked if they supported NALC in a return to remote and hybrid meetings, and if so, FTC to sign an online petition and send a letter as proposed by NALC to the local MP.

The following issues regarding remote Council meetings were raised:

- Remote meetings proved positive during lockdown.
- Many savings to be had by remote meetings, including environmental and cost savings.
- Better work / life balance.
- More opportunities for people to get involved in Council matters.
- More transparency for the public.
- Better representation of the public.
- FTC does not currently have the technology to hold remote or hybrid meetings.
- Cost implication involved.
- Under current legislation, any member attending a Council meeting remotely is not allowed to vote.
- Option to have the technology but use it sparingly.

Members **RESOLVED**

1. To support NALC with their online petition.
2. That FTC send a letter, as proposed by NALC, to the local MP in support of returning to remote and hybrid meetings.

**FC Feb 2022 ITEM 7****FLEET MARKET**

Members received an update report on Fleet Town Market, where the following matters were discussed:

- The Community Interest Company (CIC) has been established and VAT registered.
- Aim to have the market up and running by first week in April 2022.
- Positive feedback from the meeting held on 26<sup>th</sup> January 2022.
- Market aims to be self-sustaining within a year.
- Gazebos and stalls to be available for local businesses and charities.
- Stage to be set up for local performing arts groups.
- Funding from FTC.
- CIC to have 5 representatives as directors, including 2 from FTC, 1 from HDC, 1 independent and 1 market trader.
- Concern was raised over having representatives from a nominated body.
- CIC directors can be reassessed after the May elections.

**Members RESOLVED**

to nominate Councillor Richmond and Councillor Willcocks to represent FTC as directors on the Community Interest Company (CIC).

**FC Feb 2022 ITEM 8****DONATION FOR A COMMEMORATIVE BENCH AND PLAQUE FROM FLEET & CHURCH CROOKHAM SOCIETY**

Members noted that the Fleet & Church Crookham Society would like to install a bench and plaque to mark the Queen's Platinum Jubilee with a lasting commemoration to her reign.

Members discussing the following:

- There is a proposed budget of £1000.00.
- To be complete by Summer 2022.
- A few local groups have also been approached to provide commemorative benches.
- Members to determine locations of benches, with the possibility of parks and land owned by HCC.
- Concern over anti-social behaviour and vandalism.

**Members RESOLVED**

1. To approve the installation of a bench to mark the Queen's Platinum Jubilee, as provided by The Fleet & Church Crookham Society.
2. To consider suitable locations for the benches and bring back to March Council.

**FC Feb 2022 ITEM 9****QUEENS JUBILEE "GREEN CANOPY" TREE PLANTING**

Members received and considered an event application form from the Fleet Lions for an event in Fleet's parks on 26<sup>th</sup> – 27<sup>th</sup> March 2022.

Members were made aware of and discussed the following:

- The event is for families of school children to plant whips / saplings provided by Fleet Lions within the parks of Fleet.
- It 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 FTC 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.
- This green initiative in FTC's parks and open spaces adds to the 210 whips/saplings already planted this season by FTC.
- Whip planting is in conjunction with existing tree planting in the local parks.
- Concern over not all the whips taking.



## **RESOLVED**

Members approved the “Green Canopy” event taking place in Calthorpe Park and Ancells Farm Park on 26<sup>th</sup> – 27<sup>th</sup> March 2022.

## **FC Feb 2022 ITEM 10            INSURANCE CONTRACT**

Members noted the request to approve the extension of the council’s current insurance contract for a further year, from 1<sup>st</sup> April 2022 – 31<sup>st</sup> March 2023. This extension is being sought due to the current shortage of staff resources. Members noted that the increase to the current contract is 1% and still within budget.

## **RESOLVED**

Members approved the extension of Council’s insurance contract for a further year from 1<sup>st</sup> April 2022 – 31<sup>st</sup> March 2023.

## **FC Feb 2022 ITEM 11            SPEED INDICATOR DISPLAYS (SIDs)**

Members received and noted the Speed Indicator Displays (SIDs) report. The following matters were raised:

- The first 4 SIDs boards were erected between 21<sup>st</sup> November 2021 – 22<sup>nd</sup> January 2022.
- Timing of boards has not been ideal due to issues including existing roadworks and school holidays.
- The 85<sup>th</sup> percentile speed is the noted speed below which 85% of vehicles monitored were travelling.
- Albany Road – 85<sup>th</sup> percentile was 26mph in a 20mph area.
- Ancells Road – 85<sup>th</sup> percentile was 42mph in a 40mph area.
- Hitches Lane – 85<sup>th</sup> percentile was 37mph in a 30mph area.
- Road safety.
- 20 is plenty campaign.
- SIDs information is passed to Speedwatch and Police.
- Proposal that Hitches Lane be repeated during term time.
- Proposal that Ancells Road be repeated, without roadworks.
- Proposed location Elvetham Road (near Church Road).

## **RESOLVED**

1. To note the SIDs report.
2. To nominate Hitches Lane, Ancells Road and Elvetham Road to be added to the schedule where a SID should be installed.

## **FC Feb 2022 ITEM 12            SOUTHAMPTON TO LONDON PIPELINE (SLP)**

Members noted that the SLP Project Team have offered to give a presentation to FTC on the London to Southampton Pipeline project and the impact on local areas. Members noted that:

- The project passes through Church Crookham.
- There is little impact on Fleet Town residents.
- FTC to be given the option to attend any SLP Project Team meeting held in Church Crookham.
- SLP website details: <https://www.slpproject.co.uk/>

## **RESOLVED**

That FTC do not require a personal presentation.

## FC Feb 2022 ITEM 13

## CHAIRMAN'S (WARD) COFFEE MORNING UPDATE

Members received and noted a report on the Chairman's (Ward) Coffee Mornings. Members noted the following:

- The Pondtail Ward Coffee morning held on Saturday 29<sup>th</sup> January 2022 was attended by 11 members of public.
- Main issues raised include roads, pavements, town centre, the Harlington, parks, housing and building, parking and medical.

## FC Feb 2022 ITEM 14

## COMPLAINTS

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

## FC Feb 2022 ITEM 15

## COVID UPDATE AND TOWN CLERK'S REPORT

Members received and noted the following updates from the Town Clerk:

- Updated FTC meeting dates, as Planning & Development dates were incorrect.
- Grants.
- Queen's Platinum Jubilee celebrations, with wide support from Guides, Scouts, Fleet and Hart Lions, Christians Together and Basingstoke Canal.
- Vaccination centre is booked until end of March 2022, with the option to extend until end of June 2022.

## FC Feb 2022 ITEM 16

## HCC/HDC

Councillor Collett discussed the following points:

- **Calthorpe Park School extension.**
  - Safe routes for children.
- **Ancells Farm.**
  - Residents have complained about overgrown vegetation on footpaths.
  - Resident's volunteer group to help clear up.
  - To be included in the Ancells Farm Action Day.

Councillor Parker noted the following:

- **HCC budget.**
  - Maximum increase of 2.99%.
  - 1% for adult social care.
  - 1.99% for all other services.
- **HWRC booking system** to become permanent.
- **Community Transport.**
- **Grants.**
- **Green Canopy Scheme.**
  - To be launched on Thursday 10<sup>th</sup> February in Winchester, attended by HRH Prince of Wales.
- **Highways.**
- **New Waste Infrastructure.**

Councillor Butcher noted the following:

- **Hitches Lane.**
- **Tavistock Road Care Home Development.**
  - Building has ceased, due to contractor going into administration.
- **Anti-social behaviour.**

Councillor Wildsmith reported on the following:

- **Traffic Orders.**
  - Include Pondtail area and Kent Road.

The date and time of the next meeting of the Council is on Wednesday 2<sup>nd</sup> March 2022 at 19.00 in the Harlington.

There being no further business the meeting closed at 21:06.

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 noted that 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 2022 – 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.*

**RESOLVED**

1. That the Town Clerk and Harlington General Manager take immediate action to recruit the staff necessary to keep operations functioning.
2. To approve the release of the necessary funds from Reserves.

Members noted that two tenders for the Cemetery Extension Contract have been received and the evaluation process took place on Wednesday 26<sup>th</sup> January 2022. Members received and took note of the report regarding the awarding of the contract.

**RESOLVED**

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



## MINUTES OF DEVELOPMENT CONTROL COMMITTEE

### DEVELOPMENT CONTROL COMMITTEE

Meeting held on Monday 14<sup>th</sup> February 2022  
at 7pm in The Function Room , The Harlington

**Present:**

Cllr Hope - chairman

Cllr Schofield

Cllr Leslie Holt

**Officers:** Charlotte Benham – Projects/Committee Officer

1	<p><b>Apologies</b></p> <p>Cllr Kuntikanamata, Cllr Robinson, Cllr Jasper</p>
2	<p><b>Declarations of interest to any item on the agenda</b></p> <p>None declared</p>
3.	<p><b>Public Session</b></p> <p>None</p>
4	<p><b>Approval of the Notes</b></p> <p>The minutes of the development and control advisory group meeting held on Monday 24th January were accepted as a correct record of the meeting.</p>
6	<p>21/03018/HOU Chenoua Calthorpe Road Fleet GU51 4LN <a href="#">Demolition of single storey rear projection and erection of a single storey rear extension and a first floor side extension with replacement windows and doors and a new porch roof</a> Comments required by 8 February</p> <p><b>OBJECTION</b></p> <ul style="list-style-type: none"> <li>There is no Design and Access Statement, just brief a abstract from the NFCA Character Appraisal and Management Plan which failed to reference the following paragraph from the Management Plan : Para 7.2, first bullet point – <i>“The need to prevent unsympathetic changes to the existing houses such as oversize extensions <b>or changes to the elevations and details</b>”</i> There is nothing fundamentally wrong with the proposed extensions in relation to blending well with the host structure, but the front elevation is being transformed from a traditional timber frame with brick infill to a new front comprising of white</li> </ul>

painted render and timber boarding which totally transforms the style of the building to typical 21<sup>st</sup> century architectural detailing

- The Application Form states that the roof tiles will be retained as concrete to match existing

OBJECTION as change to the elevations and details contrary to the NFCA Management Plan paragraph 7.2

21/03246/FUL

Derriford House Pinewood Hill Fleet GU51 3AW

[Erection of single storey side and rear extensions, change of use of part of the garden of neighbouring Carisbrooke and alterations to fenestration](#)

Comments required by 9 February

NO OBJECTION

- Extension is to an existing care home
- Case is made that the site has an existing planning permission that has been partly initiated that covers a significant part of the current proposal. The applicant also owns the adjacent detached properties and uses them as staff accommodation
- Building is already a mismatch of extensions and additions and the proposed extensions while unattractive, are not highly visible
- Parking is a potential issue,

22/00093/FUL

35 Dinorben Close Fleet Hampshire GU52 7SL

[Retention of greenhouse in south corner of garden](#)

Comments required by 9 February

OBJECTION - support tree officers comments

- The Tree officer has objected on the grounds of the green house being within the tree canopy and the future desire to cut back the trees and the foundation treatment in the RPA
- The garden studio is even bigger and within the RPA – what foundations are being used?

21/03151/HOU

10 Westover Road Fleet GU51 3DG

[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](#)

Comments required by 4 February

NO OBJECTION

- FTC has already commented No Objection to the earlier application subject to a minor issue with drawing detail and plans that have now been amended
- Flood Officer has raised an objection, but the actual area of new building is nominal as existing structures are being demolished to allow the proposed extension and all levels are being maintained

<p>22/00128/HOU  24 Friesian Close Fleet GU51 2TP  <a href="#">Raise roof height of existing garden log cabin by 70 cm</a>  Comments required by 14 February</p> <p>NO OBJECTION</p>
<p>22/00152/HOU  7 Broom Acres, Fleet, Hampshire, GU52 7UU  <a href="#">Replacement porch and conversion of garage into habitable accommodation to include the replacement of the garage door with a window</a>  Comments required by 14 February</p> <p>HOLDING OBJECTION</p> <p>No objection, in principle, with the proposed alterations to the house but the key impact is the loss of the garage and the parking of 3 vehicles on site. A dimensioned parking plan that meets HDC's standards (and not 3 in a row) should be submitted before approval is given.</p>
<p>21/03219/HOU  17 Linkway Fleet Hampshire GU52 7UN  <a href="#">Erection of a single storey rear extension, single storey side infill extension and removal of steps, replace ground floor front window with door and window and creation of steps, replace ground floor side door with window and removal of steps and replace ground floor side window with french doors and creation of steps</a>  Comments required by 15 February</p> <p>NO OBJECTON</p> <p>but potential issue - neighbouring half of the semi-detached bungalow has a bedroom window to the rear and the proposed extension will project 4.5m out on the east side of the window resulting in a loss of light to neighbour.</p>
<p>22/00129/HOU  4 Pondtail Close Fleet GU51 3JR  <a href="#">Erection of a single storey front extension, two storey side extension, single storey rear extension following demolition of existing garage, three rooflights to front and a dormer window to rear to facilitate the conversion of the loft to habitable accommodation and creation of patio</a>  Comments required by 15 February</p> <p>OBJECTION</p> <p>There is no major difference from the September 2021 application and all our previous comments stand:</p> <ul style="list-style-type: none"> <li>• Overdevelopment of the plot.</li> <li>• The overall size of the extension and the proposal to block pave the front drive means that the vast majority of the site is covered in impermeable surfaces – how is surface water run-off to be dealt with – does it create a local flooding issue?</li> <li>• Front elevation is not too dominating but the rear major dormer overpowers the neighbouring properties – loss of light</li> <li>• Wouldn't class as an extension as the majority of the downstairs existing building is demolished</li> <li>• Converts a bungalow into a chalet bungalow against Fleet Neighbourhood Plan Policy</li> </ul>

- 11 but it does retain ground floor bedrooms and a bathroom so is acceptable
- Block paving of drive also breaches Fleet Neighbourhood Plan Policy 15 – retain 50% front as soft landscaping
  - The rear extension takes significant amount of light from the adjoining neighbour and creates a small passage between properties – looks claustrophobic
  - Unbalances the street scene - one end of the semi hipped and the other end gabled
  - Bringing the store forward off the main property is generally out of character with the local area. Fleet Neighbourhood Plan Policy 10

22/00160/HOU

2 Longdown Fleet GU52 7UZ

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

Comments required by 18 February

- Obvious from drawings that a previous application was refused, but have reverted to a hip end which will let a little more light into the side access between the neighbouring property
- Although no application sets a precedent it would appear that several houses have been similarly modified
- The only slight issues is the proposed internal garage is not 6m deep in accordance with HDCs standards but this could be overcome by providing a separate bicycle store

NO OBJECTION subject to agreement to provide a separate bicycle store.

22/00162/HOU

10 Greenways Fleet Hampshire GU52 7UG

[Erection of an open front storm porch and widened vehicular access and realigned private driveway.](#)

Comments required by 21 February

NO OBJECTION

22/00161/HOU

21 Nursery Close Fleet GU51 3JE

[Alterations to roof on rear elevation and alterations to windows and doors](#)

Comments required by 22 February

NO OBJECTION with proposed extension, but does not fit with the application description which is alterations to roof when the main impact of the application is a rear extension

21/03227/HOU

21 Swaledale Gardens Fleet GU51 2TE

[Erection of a dormer window to rear, insertion of three rooflights to front and raising of the ridge height to facilitate the conversion of the loft to habitable accommodation](#)

Comments required by 24 February

OBJECTION

- Contrived parking plan - overlaps onto highway and is in effect 3 on a row to get car out of the garage and 3 in a row is not accepted under HDCs parking standards

	<ul style="list-style-type: none"> <li>• Also only own 1 of the two joining garages – current parking plan is impractical for neighbours accessing garage. If neighbour parks in front of their garage they would block the proposed parking arrangement.</li> <li>• Extends the ridge line above the neighbour’s roof to achieve standing height</li> <li>• Includes a French window with Juliet balcony which will create a problem with overlooking of neighbouring gardens.</li> </ul>
7	<p><b>Noted:</b></p> <p>Weekly List</p>
8	<p><b>Noted:</b></p> <p><b>Hart Planning Meeting Dates</b></p> <p>9th March 2022</p>
9	<p><b>Date of Next Advisory Group Meeting</b></p> <p>28<sup>th</sup> February 2022</p>

**Meeting closed: 8pm**

**Signed:**.....

**Date:** .....





## Adoption/Surrogacy Policy

Full Council Approved:  
Due for next Review:

### Surrogacy and Adoption Leave

- 1.1 An employee who adopts a child through  
1.2
- i. an approved adoption agency or
  - ii. is the intended parent in a surrogacy arrangement who meets the criteria to apply for a parental order

are both entitled to up to 52 weeks' adoption/surrogacy leave. The employee's entitlement is to take up to 26 weeks' ordinary adoption/surrogacy leave followed immediately by up to 26 weeks' additional adoption/surrogacy leave. The employee's maximum entitlement is thus to take up to 52 weeks' adoption/surrogacy leave.

- 1.2 All employees who take adoption/surrogacy leave have the right to return to work at any time during either ordinary adoption/surrogacy leave or additional adoption/surrogacy leave, subject to their following the correct notification procedures as set out below.

### Statutory Adoption/Surrogacy Pay and Leave

- 2.1 Payments for employees who have less than 1 year's continuous employment with their employer
- for adoption at the beginning of the 26<sup>th</sup> week before being matched with a child and
  - for surrogacy – by the 15<sup>th</sup> week before the Expected Week of Childbirth (EWC)

shall be entitled to Statutory Maternity Pay (SMP), where eligible.

- 2.2 Employees who qualify for statutory adoption/surrogacy leave will also qualify for statutory adoption/surrogacy pay provided that their average weekly earnings are not less than the lower earnings limit for national insurance contributions. Statutory adoption/surrogacy pay is payable for up to 39 weeks at a rate set by the Government for the relevant tax year. In the first six weeks of the adoption/surrogacy pay period, statutory adoption/surrogacy leave will be paid at 90% of the employee's normal weekly earnings.

- 2.3 Statutory adoption/surrogacy pay is treated as earnings and is therefore subject to PAYE and national insurance deductions.

### Enhanced Adoption/Surrogacy Pay

- 2.4 Payments for employees who have completed 1 year's continuous employment with their employer by
- for adoption - 26 weeks before matched with a child and
  - for surrogacy - 15 weeks before the EWC shall be as follows:-

- (i) For the first six weeks of absence an employee shall be entitled to nine-tenths of a week's pay offset against payments made by way of Statutory Maternity Pay (SMP) or Maternity Allowance (MA) for employees not eligible for SMP.
- (ii) An employee who declares in writing that she intends to return to work will for the subsequent 12 weeks' absence receive half a week's pay **plus** SMP, where eligible, without deduction except by the extent to which the combined pay and SMP (or MA and any dependent's allowances if the employee is not eligible for SMP) exceeds full pay. Alternatively the equivalent amount (i.e. 6 weeks' pay) may be paid on any other mutually agreed distribution.
- (iii) For employees not intending to return to work payments during their adoption/surrogacy leave period following the first 6 weeks will be their entitlement to SMP (currently 39 weeks in total), where eligible.
- (iv) Payments made by the Council during adoption/surrogacy leave under (ii) above shall be made on the understanding that the employee will return to the Council employment for a period of at least three months, which may be varied by the Council on good cause being shown and, in the event of her not doing so, she shall refund the monies paid, or such part thereof, if any, as the Council may decide. Payments made to the employee by way of SMP are not refundable.

### **Timing of Adoption/Surrogacy Leave**

- 3.1 Adoption leave can start on the day the child is placed for adoption or for surrogacy the expected week of childbirth, or up to 14 days earlier.
- 3.2 In order to make administration as easy as possible, the employee should discuss the timing of his/her adoption leave with his/her line manager as early as possible.

### **Notice requirements**

- 4.1 In order to be entitled to take adoption leave and receive statutory adoption pay, the employee is required to give the Council written notification of his/her intention to take adoption leave no later than seven days after the date on which notification of the match with the child was provided by the adoption agency. Notice, which must be in writing if the Employer requests it, must specify the date the child is expected to be placed with the employee for adoption and the date the employee intends his/her adoption leave to start.
- 4.2 The employee is permitted to bring forward his/her adoption leave start date, provided that he/she advises the Council in writing at least 28 days before the new start date or, if that is not possible, as soon as reasonably practicable. The employee may also postpone his/her adoption leave start date, provided that he/she advises the Council in writing at least 28 days before the original proposed start date or, if that is not possible, as soon as reasonably practicable. The employee must also, if his/her employer requests it, provide evidence of entitlement to adoption leave and pay by producing a "matching certificate" from the adoption agency.
- 4.3 Any failure to give proper notice of an intention to start adoption leave will be regarded as a disciplinary offence, leading potentially to disciplinary sanctions for misconduct if appropriate.
- 4.4 Within 28 days of receiving the employee's notice of intention to take adoption leave, the Employer will write to the employee confirming the latest date on which the employee must return to work after adoption leave.

## **Rights during Adoption/Surrogacy leave**

- 5.1 During ordinary adoption/surrogacy leave and additional adoption/surrogacy leave, all terms and conditions of the employee's contract except normal pay will continue. Salary/wages will be replaced by statutory adoption/surrogacy pay and enhanced adoption/surrogacy pay if the employee is eligible for it.
- 5.2 This means that, while sums payable by way of wages or salary may cease, all other benefits will remain in place. For example, holiday entitlement will continue to accrue and pension contributions will continue to be paid.
- 5.3 Employees are encouraged to take any outstanding holiday due to them before the commencement of adoption/surrogacy leave. Employees are reminded that holiday must be taken in the year that it is earned.

## **Contact during Adoption/Surrogacy leave**

- 6.1 The Council reserves the right to maintain reasonable contact with employees during adoption/surrogacy leave. This may be to discuss employees' plans for return to work, to discuss any special arrangements to be made or training to be given to ease their return to work or to update them on developments at work during their absence.

## **Time off to attend adoption appointments**

- 7.1 Employees who are adopting a child are entitled to take time off to attend adoption appointments.
- 7.2 An employee adopting a child alone is entitled to take paid time off to attend up to five adoption appointments (under s.57ZJ of the Employment Rights Act 1996). Where an employee is part of a couple jointly adopting a child, the couple can elect for one of them to take paid time off to attend up to five adoption appointments (under s.57ZJ of the Employment Rights Act 1996). The other can elect to take unpaid time off to attend up to two adoption appointments (under s.57ZL of the Employment Rights Act 1996).
- 7.3 The purpose of the appointment is to enable the employee [and his/her partner] to have contact with the child (for example, to bond with him/her before the placement) and for any other purpose connected with the adoption (for example, to meet with the professionals involved in the care of the child).
- 7.4 The appointment must have been arranged by or at the request of the adoption agency. The time off must be taken before the date of the child's placement for adoption with the employee.
- 7.5 The organisation will ask the individual for proof of the date and time of the appointment and that the appointment has been arranged by or at the request of the adoption agency (for example, a letter or email from the adoption agency).
- 7.6 In addition, if the employee is adopting jointly, the organisation will ask the individual to sign a declaration, to be submitted alongside the documentary evidence, confirming that he/she has elected to exercise his/her right under either s.57ZJ or s.57ZL of the Employment Rights Act 1996 to take time off to attend an adoption appointment. The organisation will ask for the declaration on the first occasion on which the individual asks for time off to attend an adoption appointment.

## **Keeping-in-touch days**

- 8.1 Employees can agree to work for the Council (or to attend training) for up to 10 days during their adoption/surrogacy leave without that work bringing their adoption/surrogacy leave to an end and without loss of a week's statutory adoption/surrogacy pay. These are known as "keeping-in-touch" days. Any work carried out on a day shall constitute a day's work for these purposes.
- 8.2 The Council has no right to require employees to carry out any work and employees have no right to undertake any work during their adoption/surrogacy leave. Any work undertaken, and the amount of salary paid for any work done on keeping-in-touch days, is entirely a matter for agreement between employees and the Council.

## **Returning to work after Adoption/Surrogacy leave**

- 9.1 The employee may return to work at any time during ordinary adoption/surrogacy leave or additional adoption/surrogacy leave, provided that he/she gives the appropriate notification. Alternatively, the employee may take his/her full period of adoption/surrogacy leave entitlement and return to work at the end of this period. If the employee wishes to return before the full period of adoption/surrogacy leave has elapsed, he/she must give at least eight weeks' notice in writing to the Council of the date on which he/she intends to return.
- 9.2 The employee has the right to resume working in the same job if returning to work from ordinary adoption/surrogacy leave. If the employee returns to work after a period of additional adoption/surrogacy leave, he/she is entitled to return either to the same job, or if this is not reasonably practicable, to another suitable job that is on terms and conditions not less favourable.
- 9.3 Failure to return to work by the end of adoption/surrogacy leave will be treated as an unauthorised absence unless the employee is sick and produces a current medical certificate before the end of the adoption leave period.
- 9.4 If the employee decides during adoption/surrogacy leave that he/she does not wish to return to work, he/she should give written notice of resignation to The Council as soon as possible and in accordance with the terms of his/her contract of employment.
- 9.5 Return to work – Flexible Working arrangements  
The Council will consider a range of flexible working arrangements and support facilities for employees returning to work.

## **Surrogacy**

- 10.1 Intended parents in a surrogacy arrangement who meet the criteria to apply for a parental order under the Human Fertilisation and Embryology Act 2008 and intend to apply or have applied for one will be eligible to take ordinary paternity leave and pay, adoption leave and pay and shared parental leave and pay.
- 10.2 The couple must elect which of them will take adoption leave. An employee who takes adoption/surrogacy leave in these circumstances can curtail his or her adoption leave and take shared parental leave with the other parent, provided that the parents both meet the relevant eligibility requirements.



## **Time Off In Lieu (TOIL) Policy**

1. Hours worked outside your contracted hours must be approved.
2. Any such hours must be recorded, together with reasons, and signed off by an authorising manager.
3. Requests to take time off in lieu should be authorised and recorded appropriately.
4. A minimum of 48 hours notice should normally be given with any request to take time off in lieu.
5. All requests will receive reasonable consideration. It may not always be possible to approve requests depending on staff cover arrangements, workload etc.
6. TOIL accrued must normally be taken by the end of the month immediately following the month in which the time was accrued.
7. Except in exceptional circumstances, TOIL not taken as in (6), will be forfeited.
8. A maximum of 2 days TOIL can be taken at any one time.

---

**Fleet Town Council Current Year**
**Bank - Cash and Investment Reconciliation as at 31 January 2022**


---

<b><u>Confirmed Bank &amp; Investment Balances</u></b>		
<b><u>Bank Statement Balances</u></b>		
31/01/2022	HSBC	772,474.27
31/03/2021	Petty Cash	100.00
		<b>772,574.27</b>
<b><u>Other Cash &amp; Bank Balances</u></b>		
		<b>1,952,120.08</b>
		<b>2,724,694.35</b>
<b><u>Unpresented Payments</u></b>		
		<b>26,418.49</b>
		<b>2,698,275.86</b>
<b><u>Receipts not on Bank Statement</u></b>		
		<b>0.00</b>
		<b>2,698,275.86</b>
<b><u>Closing Balance</u></b>		
<b><u>All Cash &amp; Bank Accounts</u></b>		
1	Bank Current/Deposit Account	746,055.78
2	Petty Cash - FTC	100.00
	Other Cash & Bank Balances	1,952,120.08
	<b>Total Cash &amp; Bank Balances</b>	<b>2,698,275.86</b>

**COUNCIL MEETING**

**Wednesday 2<sup>nd</sup> March 2022**

**Second Report on the installation of SID Boards**

**1. Introduction**

- 1.1. This is the second report on the results of the SID Board monitoring on Aldershot Road and Crookham Road between the 7<sup>th</sup> and 21<sup>st</sup> February 2022.
- 1.2. The results of this surveillance has been extensively analysed by HDC on behalf of FTC and copies of the full reports can be supplied on request.
- 1.3. Again, the information has been passed on Fleet's Speed Watch Team and the local police.
- 1.4. The summary table provided at the February Council Meeting has been extended to include the two additional surveys and is attached as Appendix 1
- 1.5. It is reiterated that the 85<sup>th</sup>ile speed is the speed below which 85% of the vehicle surveyed were travelling and is the reference speed that Traffic Engineers recognise as the critical performance speed for assessing the traffic performance.

**2. Aldershot Road**

- 2.1. The Speed Distribution Plot attached as Appendix 2 shows some peculiar low speed results with the 10<sup>th</sup>ile speed of 9 mph standing out as an exceptionally low speed and needs some clarification.
- 2.2. The critical 85% speed is 31 mph which would indicate to the traffic engineers that the road is being used appropriately and no action would be required to inhibit traffic speed.
- 2.3. The maximum recorded speed of 91 mph is disconcerting but could be an example of some errant driver trying to "beat the board."

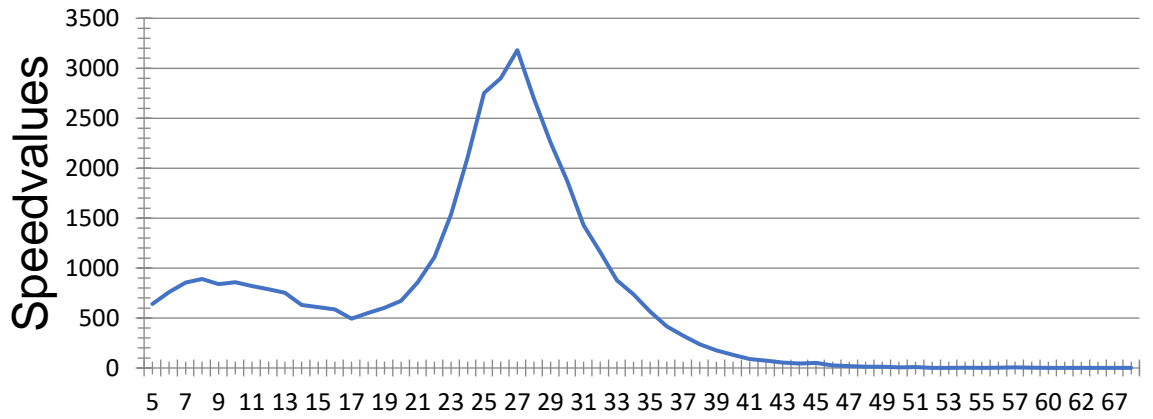
**3. Crookham Road**

- 3.1. The speed distribution plot attached as Appendix 3 reflects a near perfect normal distribution.
- 3.2. Much to many residents surprise, the 85<sup>th</sup>ile speed was recorded as 32 mph, which would mean that Traffic Engineers would have no concern about traffic performance

**4. Discussion**

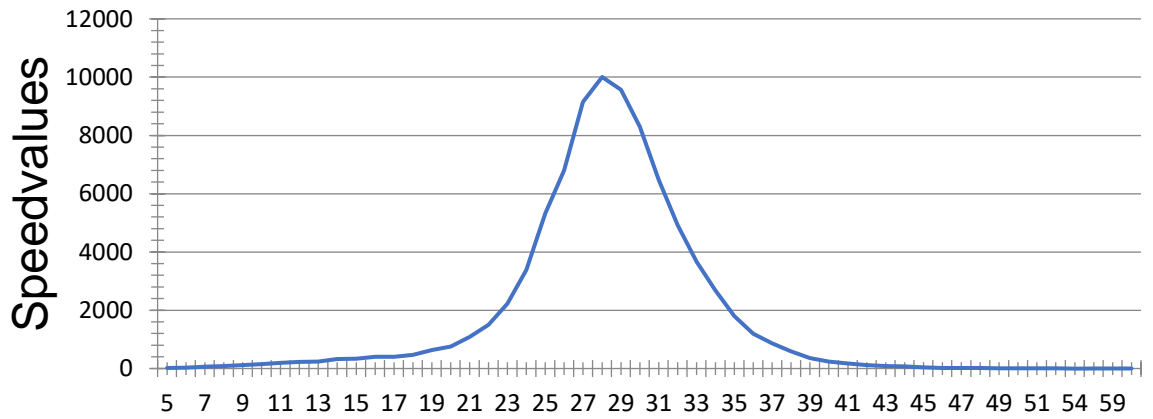
- 4.1. These latest two results would most likely surprise residents of Crookham Road who have expressed concern at what is perceived as a significant increase in traffic speed in recent time.
- 4.2. Is traffic speed conceived as having increased following nearly two years of restricted traffic flows?
- 4.3. Is it the 15% that exceeds the critical speed limit that impacts more on residents and therefore is conceived as being the norm rather than the exception?
- 4.4. Do drivers react to the presence of a SID Board, and it therefore has a beneficial impact on traffic speed?
  - 4.4.1. If the latter would there be a benefit in more frequent, even permanent, installation of SID Boards or would drivers become immune to their presence?
- 4.5. Attaches as Appendix 4 is the latest schedule of SID Board installations. These locations have been submitted to HCC Highways for approval and monitoring cannot go ahead until confirmation is received, so exact timing cannot be given.
- 4.6. Repeat monitoring at Hitches Lane and Ancells Road has been included in the schedule and it will be interesting to see if the earlier results are replicated or not.
- 4.7. Results will be reported as and when they become available.

### Speed distribution



### APPENDIX 2 SPEED DISTRIBUTION ALDERSHOT ROAD

### Speed distribution



### APPENDIX 3 SPEED DISTRIBUTION CROOKHAM ROAD



item 11b

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

Hitches Lane	Aldershot Road	Crookham Road
14/12/21 - 04/01/22	07/02/22 - 21/02/22	07/02/22 - 21/02/22
31776	6138	16092
30	30	30
26	9	23
29	21	27
32	23	28
31	25	28
37	31	32
90	91	61

item 11c

SLR/SID DEPLOYMENT PROGRAMME									
4th April 2022 TO 8th August 2022								APPENDIX 4	
Dates	Location 1	Location 2	Location 3	Location 4	Location 5	Location 6	Location 7	Location 8	Location 9
04/04/2022 - 18/04/2022									
02/05/2022 - 16/05/2022									
30/05/2022 - 13/06/2022									
27/06/2022 - 11/07/2022									
25/07/2022 - 08/08/2022									
Location .1	Lamp column 50, Elvetham Road								
Location .2	Lamp column 46, Elvetham Road								
Location .3	Lamp column 14, Hitches Lane								
Location .4	Lamp column 20, Hitches Lane								
Location .5	Lamp column 22, Reading Road South								
Location .6	Lamp Column 31, Reading Road South								
Location .7	Lamp column 14, Hitches Lane								
Location .8	Lamp column 20, Hitches Lane								
Location .9	Lamp column 25, Ancells Road								
Location .10	Lamp column 26, Ancells Road								





**COUNCIL MEETING**  
**Wednesday 2 March 2022**

**OFFICER:** Janet Stanton  
**DATE:** 23 March 2022  
**SUBJECT:** Clerk's Report

**1. New Members of Staff**

We are delighted to welcome two new officers to Fleet Town Council:

- Ruairi McNulty - The Harlington's new Technical Manager, responsible for the technical side of all the shows to include stage, sound and lighting
- Vicky Stevens – Part time - Finance Assistant, responsible for the day-to-day finance to include purchase and sales ledger, bank reconciliation and payments

**2. Office Manager / Deputy Town Clerk**

Wendy Allen, the Office Manager, was originally planned to retire at the end of March but has kindly offered to stay until mid-April to see the year end accounts closed down. Wendy will be missed by all her colleagues and our thanks go to her for her contribution to the smooth running of the office during the last 5 years. We wish her a long and happy retirement.

Advertising for the post of a full time Office Manager/Deputy Clerk started back in January with a closing date of 16 February. Unfortunately, as there was so little response, the advertising was reviewed and continues with a closing date of 3 March. It is hoped that we will find a suitable candidate in time for a short handover with Wendy.

**3. Christmas Lights**

The Christmas Lights contract has now ended. A new contract is in the process of being written and will be put out to tender on Contract Finder in the next few weeks.

**4. Chairman's Coffee Morning**

The Calthorpe Ward Chairman's Coffee Morning took place on 19 February and 8 randomly selected residents attended. Topics discussed included: youth facilities, speeding along Elvetham Road, not enough cycle paths, Council and business tax, the various tiers of councils working together for the benefit of Fleet residents, fly-tipping and litter, the excellent playground facilities in Calthorpe Park. However, the topic which was of most concern to the residents was the safety of the pedestrian route from Elvetham Heath to Calthorpe Park School e.g. a pedestrian crossing and improvements to the footpaths along Hitches Lane.

The next Chairman's Coffee Morning will take place on Saturday 5 March for the Courtmoor Ward.

**5. Vaccinations**

FTC continues to work with the local PCN who are delivering COVID vaccinations to the local population from The Harlington.

## 6. The Platinum Jubilee

FTC continues to co-ordinate the plans for Platinum Jubilee events 2 – 5 June 2022 under the Chairmanship of Cllr Tilley. However, this is proving to be a much larger and difficult task than was originally envisaged. However, plans are progressing well.

Although still to be finalised, the programme of events is as follows:

<b>Thursday 2 June</b>	Evening - Lighting the Jubilee Beacon event to also include a lantern parade (All Saints School), a short firework display, refreshments and fun fair
<b>Friday 3 June</b>	Daytime/early evening – a day of sport in Calthorpe park (for all ages!), Family bike ride, community stalls, refreshments, fun fair. Basingstoke Canal – Boat rally, paddleboarding and entertainment and a hog-roast to the rear of The Fox and Hounds.
<b>Saturday 4 June</b>	Daytime/early evening –Parade of vehicles from the 7 decades followed by the Jubilee Parade, to include but not limited to, uniformed organisations and marching bands. The parade will formally finish in Calthorpe Park with the National Anthem and “Three Cheers for the Queen”. Community stalls, refreshments and the fun fair will be located in Calthorpe Park.
<b>Sunday 5 June</b>	Daytime/early evening – Morning Family Act of Worship in Gurkha Square with craft activities for children, a Giant Street Party in Fleet Road with food stalls and entertainment. Entertainment to be relayed down the high street and into The Views for those families that are picnicking. Second Act of Worship in the Harlington. The Fun Fair in Calthorpe Park.

A souvenir programme is being produced by Christians Together and they are organising a Jubilee artwork competition for all the local schools. The winners artwork will be included in the souvenir brochure.

A Jubilee website and Facebook page has also been set up.