



## **NOTICE OF MEETING**

Notice is hereby given of  
A MEETING OF FLEET TOWN COUNCIL

On

**Wednesday 3<sup>rd</sup> November 2021 at 7pm**

in

**The Harlington**

All members are summoned to attend

### **To Councillors:**

R. Schofield (Chairman), G. Carpenter, 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: 27<sup>th</sup> October 2021

## **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 of the Council Meeting held on Wednesday 6<sup>th</sup> October 2021(*copies attached*).

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

Policy & Finance	20 <sup>th</sup> October 2021
Development Control	27 <sup>th</sup> September 2021
	11 <sup>th</sup> October 2021

### **Part 1 – ITEMS FOR DECISION**

#### **5. BUDGET AND PRECEPT**

Members are asked for direction on the way forward so that a formal recommendation from the Policy and Finance Committee could be brought forward to the December Council Meeting.

- a) The allocation of reserves
- b) The precept increase between
  - 0% increase but drawing down on reserves
  - 4% increase to reflect the cost of living, but still drawing on reserves or
  - 13% which would deliver a balanced budget without reliance on reserves.

#### **RECOMMENDATION**

To give direction to the Policy and Finance Committee to enable them to bring a formal recommendation to the Policy and Finance Committee on the way forward

#### **6. GURKHA SQUARE MARKET, FLEET**

Members to receive a report on the Gurkha Square Market, consider the options and to determine the way forward.

#### **RECOMMENDATION**

To determine the future of Fleet Gurkha Square market

#### **7. DIVISION GUIDE HALL – BASINGBOURNE PARK**

Members to consider a request from the Fleet Division Guides to install a canopy over the paved area between the kitchen hall and the shed. (*copy documents attached*).

#### **RECOMMENDATION**

To approve the installation of a canopy over the paved area between the kitchen and the shed at the Guide Hall in Basingbourne Park

## **Part 2 – ITEMS TO NOTE**

### **8. CIVIC QUARTER AND MULTI-FUNCTIONAL COMMUNITY VENUE**

Members to receive an update report from Councillor Schofield on HDC's next steps with the Civic Regeneration project.

### **9. COMPLAINTS**

There are no complaints

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

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

### **11. HCC/HDC**

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

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

The next meeting of the Council is scheduled to be held on Wednesday 1<sup>st</sup> December 2021 at 7pm in the Harlington.

## **Part 3 CONFIDENTIAL ITEMS**

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

**The following types of business will be treated as confidential:**

- a. Engagement, terms of service, conduct and dismissal of employees**
- b. Terms of tenders, and proposals and counter-proposals in negotiations for contracts**
- c. Receipt of professional legal advice and preparation of cases in legal proceedings**
- d. The early stages of any dispute**
- e. Matters of a Commercial nature**

There are no confidential items.

**FLEET TOWN COUNCIL**

**MINUTES OF THE FULL COUNCIL MEETING**

held on

Wednesday 6<sup>th</sup> October 2021

in the Harlington

**PRESENT**

**Councillors:**

R. Schofield (Chairman), P. Einchcomb, R. Fang, L. Holt, A. Hope, K. Kuntikanamata, A. Oliver, R. Richmond, R. Robinson, S. Tilley, B. Willcocks, G. Woods, J. Wright.

**Also Present:**

Janet Stanton - Town Clerk  
Susanna Walker – Committee Clerk  
Councillor Davies – HDC  
1 member of the public

**FC Oct 2021 ITEM 1**

**APOLOGIES FOR ABSENCE**

Members received and accepted apologies of absence from; Councillor Chenery, due to health reasons, Councillor Wheale, due to health reasons and Councillor Jasper, due to a prior commitment.

**FC Oct 2021 ITEM 2**

**DECLARATIONS OF INTEREST**

There were no declarations of interest.

**FC Oct 2021 ITEM 3**

**QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were no questions from the public.

**FC Oct 2021 ITEM 4**

**MINUTES OF PREVIOUS MEETINGS**

Councillor Schofield took the opportunity to update members on the Community Bus Service. Both Councillor Schofield and Councillor Woods attended the meeting detailed below, and presented the following points:

- **Funders Virtual Meeting for Community Bus Service**
  - Fleet Link, compared with other Call & GO service across Hampshire, has the highest recovery rate for passengers post-COVID.
  - Central control of operators withdrawn.
  - Each operator has to produce their own risk assessments.
  - Electric buses recommended for any future vehicle replacement.
    - A new electric bus will cost £90-100,000.00.
    - Current bus cost £14,000.00.
  - HCC wish to establish a uniform fare across the whole county.
  - Kevin Ings has retired after 30 years of service. His replacement is Lisa Cook.

- Two virtual presentations to be held regarding the future of Community Transport.
  - Thursday 14<sup>th</sup> October 2021 at 0945-1315.
  - Monday 16<sup>th</sup> October 2021 at 1300-1515.

Councillor Schofield also shared with members that he and the Town Clerk had met with Mr Baker at the closing down of the family business, and sent him the Council's best wishes.

Members received and approved as a correct record the minutes and confidential minutes of the Council Meeting held on Wednesday 1<sup>st</sup> September 2021. Members also received and approved as a correct record the minutes of the Extraordinary Council meeting held on Wednesday 29<sup>th</sup> September 2021.

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

RLA	17 <sup>th</sup> March 2021
Development Control	13 <sup>th</sup> September 2021

## **FC Oct 2021 ITEM 5                      CIVIC QUARTER AND MULTI-FUNCTIONAL COMMUNITY VENUE**

Following on from the minutes of the Extraordinary Council meeting on Wednesday 29<sup>th</sup> September 2021, members discussed the way forward within HDC's Civic Quarter regeneration and a new Multi-Functional Community Centre. The following points were discussed:

- Public Engagement
- Resident's Meeting
- Civic Regeneration Meeting
- The Harlington
- Neighbourhood Plan

### **RESOLVED**

Members agreed to defer the way forward until the November Council Meeting, once HDC has identified their next steps with the Civic Regeneration.

## **FC Oct 2021 ITEM 6                      RISK MANAGEMENT WORKING GROUP**

Members received and noted the minutes, the Summary Risk Assessment Register and Action Plan of the Risk Management Working Group, held on Wednesday 22<sup>nd</sup> September 2021. Members noted the following:

- High risk to FTC is another pandemic, with no financial support from the government.
- FTC not covered by Business Continuity Insurance in the event of a pandemic.
- Item 31 on Risk Register – the risk rating to be reviewed

Subject to Item 31 being reviewed and amended, members

### **RESOLVED**

That FTC approves and adopts the Summary Risk Assessment Register and Action plan.

## **FC Oct 2021 ITEM 7                      COMPLAINTS**

Members noted that there was 1 complaint related to a Councillor which had been dealt with.

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

- Vaccination Delivery
- Chairman's Coffee Mornings
- Platinum Jubilee Report
- Remembrance Sunday
- Christmas Light's Switch On
- Christmas Day Lunch
- Action Day

**FC Oct 2021 ITEM 9****HCC/HDC**

Councillor Davies reported:

- HDC proposed amendment to Code of Conduct.
- HDC Civic Regeneration meeting.
  - FTC wants a clear idea of proposed regeneration.
  - Lease extension for the Harlington.

Councillor Oliver updated members on the following:

- **Green Waste**
  - Suspended for another 6 weeks from Monday 11<sup>th</sup> October 2021.
  - Extension to the current subscription as compensation.
- **Budget**
  - Potential savings of £1,000,000.00 to be made.
- **Hart Leisure Centre**
  - Swimming pool closed for 3 weeks from Monday 11<sup>th</sup> – Friday 29<sup>th</sup> October 2021, due to roof repairs.

**FC Oct 2021 ITEM 10****DATE AND TIME OF NEXT MEETING**

The date and time of the next meeting of the Council is on Wednesday 3<sup>rd</sup> November 2021 at 19.00 in the Harlington.

There being no further business the meeting closed at 20:18.

**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.**

There were no confidential items.

DRAFT



## **FLEET TOWN COUNCIL**

### **MINUTES OF THE POLICY AND FINANCE COMMITTEE**

**Monday 20<sup>th</sup> October 2021 at 7pm**

#### **PRESENT**

**Councillors:** P Einchomb, R Fang, L. Holt (Chairman), B. Schofield, S. Tilley, G. Woods.

**Also Present:** Janet Stanton - Town Clerk  
Mary Harris – Committee Clerk  
Wendy Allen - Office Manager  
Alex Robins - Harlington General Manager

#### **PF October 2021 ITEM 1 APOLOGIES**

Members received and accepted apologies for absence from Councillors Robinson and Kuntikanamata who had prior commitments.

#### **PF October 2021 ITEM 2 DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **PF October 2021 ITEM 3 QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were no questions from the public.

#### **PF October 2021 ITEM 4 MINUTES OF PREVIOUS MEETING**

Page 4, Item 9 - In response to a question Committee was advised that there having been no room in this Town Talk details of Grants would appear in the next issue. The minutes of the Policy and Finance Committee held on Monday 21<sup>st</sup> July 2021 were **APPROVED** and signed by the Chairman.

#### **PF October 2021 ITEM 5 QUARTERLY FINANCIAL MONITORING REPORT**

Members considered the commentary of the Town Clerk with an overview of the financial performance July 2021 – September 2021, together with the reports below.

- a. Quarterly Report
- b. Harlington Monthly Performance totals April – August 2021
- c. 2021-22 projections & draft 22-23 budget spreadsheet
- d. Balance sheet as at 30th September 2021
- e. Budget detail by Centre as at 30th September 2021
- f. Ear marked reserves as at 30th September 2021
- g. Income and expenditure detail - September 2021
- h. Bank Reconciliation – 31<sup>st</sup> August 2021
- i. Cash Book – September 2021



- j. List of Receipts – September 2021
- k. List of Payments - September 2021
- l. List of Debtors
- m. Q2 2021 – 2022 VAT return

The following matters were raised and discussed:

- Following prudent management, ongoing furlough payments and the use of the Harlington as a Vaccination Centre the estimated budget shortfall for 2021-21 had reduced and was now estimated at £43,000.
- Officers were thanked for their work on reducing the projected deficit.
- Following confirmation that the live streaming equipment is up and running, Members questioned whether this could be made available for Council meetings, however it learnt that it would not be practicable to do this with the current equipment.
- Following discussion on the necessity/desirability for live streaming of Council meetings, (given the limited interest by members of the public during lockdown streaming), the Clerk was requested to seek costings for suitable filming and audio equipment in time for potential inclusion in the 2022-23 budget.
- **Cemetery**
  - Cemetery income continues to exceed budget for 2021/22. It is anticipated this will continue until the end of the financial year but cannot be assumed to continue into the following year.
  - Confirmation has been received that, Section 106 contributions from Hartland Village may be used to fund a cemetery extension.
- **Harlington**
  - Ticket Sales are increasing but primarily for the new year. An element of caution by customers is still noticeable, however sales are in line with the most recent projections.
  - The policy on refunds is clear and there has been no customer backlash in this regard.
  - It is recognised that reduced audience numbers have a knock-on effect particularly on bar and ice cream sales etc.
  - The App for bar orders is now in use and audiences are encouraged to use it.
  - When not in use the main auditorium at the Harlington is used as a Vaccination Clinic bringing in additional revenue.
  - It was confirmed that the planned live streaming equipment has come in on budget, at £15,000 bar some minor additions. The equipment is in use, can be hired on an hourly basis and is being offered as an additional incentive to attract band bookings etc.
  - The coffee shop remains closed.
  - Hall hire at Ancells Farm is holding up with most users returning.
  - The ongoing maintenance costs burden for the Ancells car park was discussed. Members thanked officers for reducing the Year End shortfall to £43,000 and thanked the Harlington General Manager for keeping to the £15,000 budget for streaming.
  - Officers congratulated the Harlington Manager on his initiative in managing through a difficult time.

## RESOLVED

1. To receive and accept into the minutes

- 5a. Quarterly Report
- 5b. Harlington Monthly Performance totals April – August 2021
- 5c. 2021-22 projections & draft 22-23 budget spreadsheet
- 5d. Balance sheet as at 30 September 2021

- 5e. Budget detail by Centre as at 30th September 2021
- 5f. Ear marked reserves
- 5g. Income and expenditure detail - September 2021
- 5h. Bank Reconciliation – 31<sup>st</sup> August 2021
- 5i. Cash Book – September 2021
- 5j. List of Receipts – September 2021
- 5k. List of Payments - September 2021
- 5l. List of Debtors
- 5m. Q2 2021 – 2022 VAT return

2. Councillor Robinson had previously confirmed that the bank reconciliation for August 2021 equals zero, the bank statements match the reconciliation, and that he has signed the bank statements and payment schedules.

## **PF October 2021 ITEM 6**

## **RESERVES**

Members considered:

- 5d. Balance sheet as at 30th September 2021
- 5f. Ear-marked reserves as at 30th September 2021

Members noted the predicted deficit going forward and the current use of Reserves.

Prior to the meeting a working group had considered the requirement for General Reserves and had concluded the need for an additional General Reserve of £360,000 based upon the impact of another pandemic causing total closure of the Harlington calculated on the basis £20,000 per month for a period of 18 months. It was noted that at the present time the Council's Reserves stand at £2,310,408, of which £2,020,099 is ring fenced to the Harlington Development Fund. It was suggested that until Council was in a position to set aside an additional £360,000 in General Reserves that the Harlington Reserves could be utilised to cover this requirement in the short term. There was extensive discussion on whether this strategy was likely to meet approval and it was agreed to refer the matter to Full Council.

The list of Ear-marked Reserves was considered for revision. The monies set aside for committed obligations included:

- Pension Obligations £30,000
- , Tennis Sinking Fund (agreement), £37,563
- Calthorpe Park Playground (contract) £20,009and
- the Sensory Garden (s106 money)
- Total £139,000

The remaining £151,000 currently allocated to Ear Marked Reserves would for the time-being be transferred into General Reserves. The Clerk advised that included in this was £10,000 for Website Development scheduled for use in the 2022-23 financial year.

## **RESOLVED**

To recommend that Full Council consider in the light of budget setting for 2022-23

1. The creation of a General Reserve to cope with a future pandemic of £360,000
2. Amendment of the ear-marked Reserves List as detailed above
3. Inclusion of £10,000 into the list of committed obligations for website development

## **PF October 2021 ITEM 7**

## **THE BUDGET**

Members received and considered the proposed budget and explanatory budget notes. It was noted that the budget under consideration was a 'maintenance budget', No monies had been set aside for projects. It was suggested ~~by one member~~ that with elections in 2022, new projects would be for

the 'new' Council to agree. It was agreed that the budget could not be resolved without first considering the Council's Precept request for 2022-23.

Currently the Tax Base for 2022-23 is not confirmed. However, based on the 2020/2021 tax base of 10560 it was noted that a Precept increase of:

- 13% would result in no requirement to draw on Reserves
- 4% (assessed as inflation) would require £93,607 from reserves
- 0% increase would require a £137,200.00 call on Reserves

In considering the Precept decision members were particularly concerned about the impact on residents. It was pointed out that any increase in monetary terms would be small, but the Council Tax statement would highlight the percentage increase. Some members felt that the coming year (given the difficulties and losses experienced due to the pandemic), would be an opportunity to engage the public with a 'one-off' larger increase, whilst other members wished to see no increase in the precept, leaving future decisions on projects and the way forward to a 'new' Council.

A wide variety of views and suggestions on the way forward were made and discussed. The effects on the predicted budget deficit of a range of percentage increases in precept from 0% to 15% were considered. Given the uncertainty with regard to the future of the Harlington / Civic Quarter project the wisdom of continuing to accumulate ear-marked reserves for the Harlington replacement was questioned, but reference was made to Council's commitment in 2016 to ring fence this reserve. It was suggested that past decisions to keep the Town Council's element of the council tax increase to 0% had placed the Council's operational budget under considerable strain. Between 2016/17 and 2021/22 Fleet Town Council's element of Council Tax had only increased by 2.5% per annum.

There was some consensus around a proposed percentage increase in line with inflation – say 4% however there were also members who were keen to delay any decision as long as possible citing the constantly changing pandemic / economic situation and the uncertainty around the Tax Base. Some members felt that a large increase might be acceptable if it could be linked to a tangible project, but the proposed increases were against a maintenance budget only

There being no vote taken or clear consensus of opinion it was

## **RESOLVED**

To ask for direction from Full Council on the way forward, so that a formal recommendation from Policy and Finance Committee could be brought forward to the December Council Meeting. The following direction will be sought from Full Council's November meeting

1. The allocation of Reserves as listed under item 6,
2. The Precept increase between
  3. 0% increase but drawing down reserves
  4. 4% increase to reflect the cost of living, but still drawing on reserves or
  5. 13% which would deliver a balanced budget without reliance on reserves.

## **PF October 2021 ITEM 8**

## **INVESTMENT REPORT**

Members received and considered the quarterly investment report. The Clerk confirmed that the transfer of funds will take place via a cheque.

## **RESOLVED**

To note the balances held in the Fleet Town Council Accounts and progress the transfer of £400,000 as agreed at the previous P&F meeting.

## **PF October 2021 ITEM 9**

## **INTERNAL AUDIT REPORT**

Members received the Internal Auditor's report for the 7<sup>th</sup> October 2021 visit and considered the actions required.

## **RESOLVED**

To note receipt of the Internal Auditor's report and approve the Action Plan.

### **PF October 2021 ITEM 10**

### **GRANTS**

1. Members considered an application from 1<sup>st</sup> Crookham Scouts for a grant of £380 to enable them to put on a community Christmas event. After a brief discussion and further clarification from the Clerk the grant was **APPROVED**.
2. Members welcomed the report from Sacha's Project but asked to see further information on numbers of users and where they originated from. The Clerk was also asked to establish whether the project had received funding from other parishes. It was noted that the project is planning additional opening on Friday's and it is hoped FTC can facilitate this.

## **RESOLVED**

- a. To approve the grant for £380 to 1<sup>st</sup> Crookham Scouts to stage an event within the annual Christmas Festival in Fleet.
- b. To note receipt of the 'record of grants awarded to date' which it was confirmed would be published in the next Town Talk
- c. To note a report from Sacha's Project and request follow up on the additional information.

### **PF October 2021 ITEM 11**

### **POLICIES**

Further to the review timetable agreed at the meeting of the P&F Committee on 22<sup>nd</sup> May 2017, members received and reviewed the following policies:

**a. Code of Conduct**

Members were advised that in the past FTC has resolved to adopt Hart DC's Code of Conduct. HDC's code has now been updated. Members acknowledged the sensible changes to the Code and in particular the focus on 'not bringing the Council into disrepute'. Members were heartened to hear that nationally representations are being made to government pointing out that without sanctions the Code has little value. Members **APPROVED** the updated Code of Conduct.

**b. Complaints**

Members reviewed the Complaints Policy and suggested a small number of minor changes which were accepted. Members **APPROVED** the Complaints Policy.

**c. Computer**

Members reviewed the Computer Policy and suggested a small number of minor changes which were accepted. Members **APPROVED** the Computer Policy.

**d. Disciplinary**

Following a brief discussion regarding understanding of the word 'serious' members **APPROVED** the Disciplinary Policy

**e. Equality and Diversity**

Members reviewed the Equality and Diversity Policy; they corrected a number of typos and removed all references to monitoring. Following this and the removal of the last two paragraphs the Equality and Diversity Policy was **APPROVED**.

**f. Grievance**

Members reviewed the Grievance Policy and had some concerns regarding the understanding and place of mediation in the process. They were unable to resolve their concerns at the meeting.

Members agreed to bring the Grievance Policy back to the next P&F Committee meeting in February 2022.

**g. Drugs and Alcohol**

- h. Members reviewed the Drugs and Alcohol Computer Policy and suggested a small number of minor changes which were accepted. Members **APPROVED** the Drugs and Alcohol Policy.

**RESOLVED**

1. Members agreed to approve the following policies with a review date of October 2024:
  - a. Code of Conduct
  - b. Complaints
  - c. Computer
  - d. Disciplinary
  - e. Equality and Diversity
2. To bring the following policies back for review to P&F Committee meeting on 16<sup>th</sup> February 2022:
  - Grievance

**PF October 2021 ITEM 12 CLERKS REPORT**

Members received and noted the report from the Town Clerk.

**PF October 2021 ITEM 13 DATE AND TIME OF NEXT MEETING**

The next meeting of the Policy and Finance Committee will be held on Wednesday 16<sup>th</sup> February 2022 at 7pm at the Harlington.

There being no further business the meeting closed at 9.59pm.

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

**Chairman**



## MINUTES OF DEVELOPMENT CONTROL COMMITTEE

### DEVELOPMENT CONTROL COMMITTEE

**Meeting held on Monday 27 September  
at 7pm in The Function Room , The Harlington**

**Present:**

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

**Absent:**

Cllr Carpenter  
Cllr Holt

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

1	<b>Apologies</b>  None
2	<b>Declarations of interest to any item on the agenda</b>  None declared
3.	<b>Public Session</b>  None
4	<b>Approval of the Notes</b>  The notes of the development and control advisory group meeting held on Monday 13 September were accepted as a correct record of the meeting.
6	21/02023/HOU 166 Clarence Road Fleet Hampshire GU51 3XR <a href="#">Erection of a single storey side extension and covered patio</a> Comment required by 29 September  NO OBJECTION in principle, but a patio is normally an open space, covering it is understandable, but putting cedar cladding in the outside wall creates a room rather than a patio

21/02221/HOU

7 The Lea Fleet GU51 5AX

Erection of a single storey side extension, first floor rear extension, front porch, alterations to fenestration to ground floor rear and insertion of window to first floor side

Comments required by 30 September

NO OBJECTION

But note they have gravelled over the entire front garden for parking – in contravention of Fleet Neighbourhood Plan Policy 15.

21/02183/HOU

4 Pondtail Close Fleet GU51 3JR

Erection of a single storey front extension, two storey side extension following partial demolition of dwelling, single storey rear extension following demolition of existing garage, dormer window with rooflight to the rear and insertion of three rooflights to the front to facilitate the conversion of the loft to habitable accommodation and creation of patio

Comments required by 1 October

OBJECTION

- Overdevelopment of the plot.
- 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?
- 
- Front elevation is not too dominating but the rear major dormer overpowers the neighbouring properties – loss of light
- Wouldn't class as an extension as the majority of the downstairs existing building is demolished
- Converts a bungalow into a chalet bungalow against Fleet Neighbourhood Plan Policy 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
- Imbalances 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

21/02267/HOU

5 Glen Road Fleet Hampshire GU51 3QS

Erection of an external porch canopy, changes to window sizes and materials with two rooflights to rear

Comments required by 1 October

Dressed the whole frontage in timber cladding and changed the roof edge detail by setting window back into roof , but there is no settled style to the front elevations of the adjacent buildings so NO OBJECTION

21/02278/HOU

<p>2 Sycamore Crescent Church Crookham Fleet GU51 5NN  <a href="#">Erection of a front porch</a>  Comments required by 4 October</p> <p>NO OBJECTION – an improvement</p> <p>21/02262/HOU  3 Heathland Close Fleet GU51 3FH  <a href="#">Erection of a porch, single storey rear extension, one dormer window to front and two dormer windows to rear and insertion of two rooflights to front to facilitate the conversion of the loft to habitable accommodation and alterations to doors and windows to ground floor side</a>  Comments required by 28 September</p> <p>A crowded back garden development. Adding the dormers to the roof completely changes the apparent dimensions of the property and make it appear much taller than before but as it has no impact on an established street scene NO OBJECTION subject to protection of trees - protection of oak trees is significant issue, there is a tree plan, but there needs to be a condition that the plan is followed and HDC tree officer satisfied with the protection works before any construction work begins.</p> <p>21/02194/AMCON  Pound Ridge Stockton Avenue Fleet GU51 4NH  <a href="#">Variation of Condition 2 attached to Planning Permission 20/03089/HOU dated 07/04/2021 - variation to approved front elevation drawing. Rearrange window layout, remove the chimney and widen the approved garage door to a standard double garage door width to ease access.</a>  Comments required by 6 October</p> <p>OBJECTION in principle  Upstairs window arrangement is better balanced, but the widening of the garage negatively impacts the balance of the front elevation and makes the garage door a dominant feature – suggest using garage design from previous submitted application</p> <p>21/01978/FUL  50 Elvetham Road Fleet Hampshire GU51 4QE  <a href="#">Erection of an extension to the existing commercial building and hard surfacing to facilitate car parking and turning</a>  Comments required by 30 September</p> <p>The properties on the railway side of Elvetham road fall outside the NFCA.  NO OBJECTION subject to area of root zone protection being extended to cover the proposed storage area and a condition that the compensation planting must be done (replace loss of 2 trees)</p> <p>21/02234/HOU  Selborne Broomrigg Road Fleet GU51 4LR  <a href="#">Conversion of loft into habitable accommodation with glazed gable end and internal balcony, insertion of 3 velux roof windows on front roof slope and 3 velux roof windows on rear roofslope and removal of chimney stack.</a></p>
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Comments required by 30 September

**OBJECTION**

- Removal of the barn hip end to a gable end exaggerates the difference with the catslide pitch at the other end of the building and unbalances the whole mass of the building just for addition of a balcony
- NFCA Management Plan at para 7.2 states “The need to prevent unsympathetic changes to the existing houses such as oversize extensions or changes to the elevations and details.
- Fleet neighbourhood Plan Policy 16 states “development shall retain the architectural features of the existing building and extensions shall compliment and reinforce the character of the principal building. The proposal does neither.

21/01894/HOU

4 Hermes Close Fleet Hampshire GU51 3ET

[Demolition of conservatory and garage and erection of a two storey side and rear extension to include replacement garage. Alterations to windows and doors.](#)

Comments required by 5 October

NO OBJECTION – well planned

21/02282/FUL

Richmond Surgery Richmond Close Fleet GU52 7US

[Erection of a two storey side and rear wraparound extension, removal and raising of roof to allow first floor extensions and the creation of a second floor, installation of external rear staircase and replacement of two windows to ground floor front with double doors](#)

Comments required by 5 October

NO OBJECTION subject to the parking and fire escape issues being resolved.

- The revised building outline is an improvement on the last rectangular proposal. However the use of the perforated steel sheeting to the fire escape looks completely out of character with the rest of the building; It dominates the rear elevation. Suggest submission of a different design/materials before approval
- The parking issue is resolved by stating that the staff parking, which is significant, will be moved off site with no details – This is not part of the planning application and therefore unenforceable - would need to be a planning condition. Where will they be parking, on the road or another site? Needs clarification.
- With 10 consulting rooms, 8 nurses rooms, a mental health room a phlebotomist and a physio along with phone consulting rooms. Going up from 11 to 21 patient servicing rooms - if all 21 patient rooms were in use and people were waiting for their appointments, it would be very easy to occupy 32 parking spaces.

21/02362/ADV

Police Station 13 Crookham Road Fleet Hampshire GU51 5QQ

[Erection of 2 no. Monolith Boards and 3 no. Flags](#)

Comments required by 5 October

OBJECTION to the inclusion of flag poles. Why do we need flags to advertise a supported living development, 2 monolith boards and a vast length of hoarding should be enough advertising in a predominantly established residential area

7	<b>Noted:</b> Planning Enforcement notices
8	<b>Noted:</b> Weekly List
9	<b>Noted:</b>  <b>Hart Planning Meeting Dates</b>  13 <sup>th</sup> October 2021
10	<b>Date of Next Advisory Group Meeting</b>  11 <sup>th</sup> October at 7pm

**Meeting closed: 8pm**

**Signed:**.....

**Date:** .....



## MINUTES OF DEVELOPMENT CONTROL COMMITTEE

### DEVELOPMENT CONTROL COMMITTEE

Meeting held on Monday 11 October  
at 7pm in The Function Room , The Harlington

**Present:**

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

**Absent:**

Cllr Carpenter

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

1	<b>Apologies</b>  None
2	<b>Declarations of interest to any item on the agenda</b>  None declared
3.	<b>Public Session</b>  None
4	<b>Approval of the Notes</b>  The notes of the development and control advisory group meeting held on Monday 27 September were accepted as a correct record of the meeting.
6	21/02394/AMCON 16 Little Copse Fleet GU52 7UQ <a href="#">Variation of Conditions 2 and 3 attached to Planning Permission 20/00702/HOU dated 26/03/2021 to allow an alteration to the design of the rear extension</a> Comments required by 12 October  Drawings do not highlight proposed changes. This is a great simplification of the rear extension to just a single height flat roofed box compared with the large full height extension approved therefore NO OBJECTION

21/02393/HOU

4 Frere Avenue Fleet Hampshire GU51 5AP

Demolition of garage and garden wall and erection of a two storey side extension.

Comments required by 12 October

#### OBJECTION

- There has been no attempt to subordinate the extension from the main dwelling which has a significant terracing effect with the adjoining semi-detached property. The general character of the area is detached or semi detached properties and so the proposed development creates an uncharacteristic and dominating appearance.
- HCC Highways have placed an holding objection subject to a more detailed parking plan. The parking plan appears to ignore the front porch which protrudes from the front elevation of the building and therefore restricts the parking depth. No dimensions given on parking plan.
- Without an extended dropped kerb the most likely parking arrangement would be 2 cars perpendicular to the kerb and 1 near parallel to the kerb which would mean a significant loss of front garden in breach Fleet Neighbourhood Plan Policy 15.

21/02458/FUL

Base Station, Brickyard Plantation, Pale Lane, Elvetham, Hook Hampshire

Removal of the existing 25m lattice tower supporting 3 no. antennas, 3 no. transmission dishes and 2 no. equipment cabinets and the installation of a replacement 28.7m lattice tower supporting 6 no. antenna apertures, 3 no. relocated transmission dishes, 1 no. new transmission dish, 6 no. equipment cabinets at ground level and ancillary development thereto including 24 Remote Radio Units (RRUs) and 2 no. GPS Modules within the existing compound (resubmission of 19/00924/FUL).

Comments required by 20 October

Outside of FTC area but NO OBJECTION in principle.

21/02467/HOU

6 Fairland Close Fleet Hampshire GU52 7LU

Erection of a part two storey part first floor front extension following demolition of existing porch, replace one window to ground floor front with two windows, alter the dormer window to the rear and insert two rooflights to front roof slope

Comments required by 21 October

#### OBJECTION

- The whole of Fairlands close is dominated by circa 1960s bungalows generally of red brick under red concrete tiles. No 6 stands out being rendered and painted white with an open frontage and very visible from the road.
- The proposal changes the appearance of the front elevation from a traditional bungalow to a house with a palette of materials that is totally out of keeping with local character; synthetic grey slate tiles, grey window frames, black brickwork etc and galvanised sheeting to the rear elevation dormer.
- The whole design statement attempts to defend the change in character by illustrating examples of non-traditional architecture around Fleet. There is no precedent in planning and each application has to be judged on its individual merit so this is not relevant.

	<ul style="list-style-type: none"> <li>The national Design Guide at para 30 Materials states “The scale form and appearance of a building influences what materials may be appropriate for its construction. Materials should be practical, durable affordable and attractive. <b>Choosing the right materials can greatly help new development to fit harmoniously into its surroundings.</b>” This proposal is not harmonious.</li> <li>Fleet Neighbourhood Plan Policy 10 General Design Management states:  Development shall complement and be well integrated with neighbouring properties in the immediate locality in terms of scale, density, massing separation layout materials and access  Architectural design shall reflect high quality local design references in both the natural and build environment and <b>reflect and reinforce local distinctiveness.</b>  “<b>Applicants shall respect neighbouring buildings and demonstrate how heights of development will not be overbearing or dominant in the existing street scene.</b>” Bringing a two storey element to the front of the development will totally dominate the local street scene.</li> <li>Both Hart and Fleet Town Council make reference to Hart’s Urbanisation Character Study 2010 and Fleet Neighbourhood Plan Policy 10A specifically states that development will be supported where they have appropriate regard to the design characteristic for the relevant and use in that character area.</li> </ul> <p>21/02176/HOU 79 Westover Road Fleet GU51 3DE <u>Erection of a single storey side and rear extension, hip to gable roof extension, insertion of rooflight to front and erection dormer window to the rear to facilitate the conversion of the loft to habitable accommodation, insertion of window to ground floor side, alteration of position of window to first floor side and removal of shed</u> Comments required by 21 October</p> <p><b>OBJECTION</b></p> <ul style="list-style-type: none"> <li>Classic hip to gable end which unbalances the overall appearance of a pair of semis.</li> <li>The rear extension must infringe the 45° rule taking light off the rear of the adjoining property.</li> <li>The large window to the proposed rear dormer extension will overlook neighbouring gardens and create a loss of privacy</li> <li>Changes to the front windows impacts the front elevation and creates an imbalance with the adjoining property.</li> </ul>
7	<p>21/00492/LAPRE Kosu Mosu 240 Fleet Road Fleet Hampshire GU51 4BX To permit the sale of alcohol for consumption on and off the premises every day from 11.00 to 23.00hrs. To be open to the public every day from 11.00 to 23.00hrs. Comments by 29 October</p> <p><b>NO OBJECTION – presume off premises sales for takeout?</b></p>

8	<b>Noted:</b> Weekly List
9	<b>Noted:</b>  <b>Hart Planning Meeting Dates</b>  13 <sup>th</sup> October 2021
10	<b>Date of Next Advisory Group Meeting</b>  25 <sup>th</sup> October at 7pm

**Meeting closed: 7.25pm**

**Signed:**.....

**Date:** .....

# Fleet Town Council

## Reserves as at 30th September 2021

	Account	Opening Balance	Net Transfers	Closing Balance
321	EMR - Pension Obligation	£30,000.00		£30,000.00
322	EMR - Website Development	£10,000.00		£10,000.00
323	EMR - Cemetery Ext/Rem Gdn	£3,935.00		£3,935.00
324	EMR - Park Improvements	£12,000.00		£12,000.00
325	EMR - Community Pk Building 25	£100,853.00		£100,853.00
326	EMR - Office Refurbishment	£238.00		£238.00
327	EMR - Ancells Farm Rep/Dec	£3,630.00		£3,630.00
328	EMR - Paths	£992.00		£992.00
329	EMR - Cemetery Mem Test 2021	£3,300.00		£3,300.00
330	EMR - CP Tennis Sinking 2026	£37,563.00		£37,563.00
331	EMR - Community Buis Service	£13,000.00		£13,000.00
333	EMR - Sustainable Ops Projects	£2,611.10		£2,611.10
334	EMR-Calthorpe Park Playground	£23,709.54	-£3,700.60	£20,008.94
335	EMR - Climate Change LEDs	£600.00		£600.00
	<b>TOTAL</b>	<b>£242,431.64</b>	<b>-£3,700.60</b>	<b>£238,731.04</b>
315	FTC Reserve	£0.00		£0.00
332	EMR - S106 Sensory Garden	£51,579.00		£51,579.00
360	Harlington Development Fund	£1,608,081.76	£412,017.00	£2,020,098.76
	<b>TOTAL</b>	<b>£1,902,092.40</b>	<b>£408,316.40</b>	<b>£2,310,408.80</b>

**V7 - 2022-2023 BUDGET AND PROJECTIONS**  
**6 month COVID restrictions and 6 month normal operation**  
**AS AT 11.10.2021**

Item 5b

Cost Centre	Item Description			Actual 2017 - 18	Adjusted Actual 17-18 incs transfers to EMR	Actual - 2018-2019	Actual 2019-2020	Actual 2020-2021	Agreed Budget 2021/2022. Tax base amended by HDC in March 2021 from 10,601.11 to 10,560. The cost per house hold is £1,089,794 (the precept) divided by 10560 (tax base) = £103.20 av band D equivalent	Actual to 30.09.2021	2021-2022 Year End Projection as at 08.10.21.	2022-2023 Budget	Comments	
COUNCIL OPERATIONS														
115	Precept Operations			£599,277.00	£ 599,277.00	£619,567.26	£631,819.00	£672,341.04	£677,777.10	£677,777.10	£677,777.10	£721,368.00	Budger 22/23 Based on tax base for 21/22 plus 4% increase ie £1,089,794 = £1,133,385 less £412,017 =£721,368 - Harlington dev	Operating costs
101	Central Admin			£134,460.00	£ 149,960.00	£167,868.00	£172,785.00	£118,736.00	£197,589.00	£90,716.00	£198,612.00	£227,483.00		£227,483.00
105	Civic & Democratic			£3,947.00	£ 3,947.00	£15,007.00	£2,609.00	£3,736.00	£7,002.00	£185.00	£7,002.00	£33,170.00		£33,170.00
110	Grants and contributions			£49,055.00	£49,055	£43,698.00	£39,373.00	£30,583.00	£44,787.00	£32,506.00	£41,768.00	£48,435.00		£48,435.00
110	Committed Grants													
110	Civic Grants													
150	Events,town centre and climae change			£42,143.00	£ 42,143.00	£39,240.00	£36,002.00	£35,732.00	£45,164.00	£22,118.00	£45,864.00	£47,711.00		£47,711.00
301	Open Spaces			£33,638.00	£ 34,303.00	£29,157.00	£31,649.00	£31,301.00	£37,522.00	£13,458.00	£37,522.00	£38,950.00		£38,950.00
208	Ancells Farm Park			£30,191.00	£ 30,191.00	£31,298.00	£31,986.00	£32,624.00	£37,631.00	£13,863.00	£37,946.00	£39,979.00		£39,979.00
310	Calthorpe Park			£21,492.00	£ 28,492.00	£33,575.00	£37,109.00	£67,689.00	£49,793.00	£4,754.00	£49,295.00	£53,970.00		£53,970.00
315	Oakley Park			£16,200.00	£ 16,200.00	£21,099.00	£22,216.00	£25,508.00	£26,760.00	£9,439.00	£26,859.00	£28,080.00		£28,080.00
320	Basingbourne Park			£19,257.00	£ 19,257.00	£25,536.00	£28,807.00	£22,583.00	£23,501.00	£9,056.00	£24,386.00	£24,486.00		£24,486.00
325	The Views			£12,160.00	£ 12,160.00	£5,909.00	£9,281.00	£8,769.00	£11,475.00	£4,236.00	£11,475.00	£12,026.00		£12,026.00
330	Edenbrook			£9,794.00	£ 9,794.00	£3,112.00	£3,300.00	£4,175.00	£5,375.00	£1,514.00	£5,375.00	£5,585.00		£5,585.00
350	Cemetery			£41,789.00	£ 38,989.00	£9,764.00	£28,987.00	£65,345.00	£24,484.00	£22,191.00	£35,288.00	£21,900.00		£21,900.00
475	Lengthsman			£100.00	£ 100.00	£3,300.00	£530.00	£0.00	£0.00	£3,300.00	£0.00	£0.00		£0.00
SUB TOTAL	COUNCIL OPERATIONS			£268,829.00	£ 242,864.00	£217,132.26	£245,159.00	£356,250.04	£215,662.10	£501,423.10	£226,961.10	£183,393.00		£537,975.00

HARLINGTON DEVELOPMENT		Actual to 31.03.17	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Actual 2020-2021	Actual as at 30.09.2021			Cumulative 2021-2022 Year end Projection	Comments
	Brought forward	£0.00	-£285,435.00	-£511,052.00	-£879,793.00	-£1,216,717.00	-£1,608,082.00			-£2,019,399.00	
115	Precept	-£390,339.00	-£412,017.00	-£412,017.00	-£412,017.00	-£412,017.00	-£412,017.00				
160	Interest				-£5,957.00						
160	Expenditure	£104,904.00	£186,377.00	£43,276.00	£81,050.00	£20,652.00	£700.00			£26,780.00	
TOTAL	FUNDS AVAILABLE	-£285,435.00	-£511,075.00	-£879,793.00	-£1,216,717.00	-£1,608,082.00	-£2,019,399.00			-£1,992,619.00	

Available S106 Funding as at 19.04.2021		Available funds as at 11.05.19	Funds received a at 31.01.2020	Funds allocated but not paid as at 31.01.2020	Balance available as at 19.04.2021					Comments
	Recreation & Leisure projects	£392,214.00		£24,789.00	£244,211.00	£150,733.00				
	TOTAL	£392,214.00		£24,789.00	£244,211.00	£150,733.00				

FTC RESERVES AS AT 31 MARCH 2021			
Total Equity as at 31.03.2021	£2,025,936.00	General Fund	£123,844.00
		FTC Reserves	£0.00
		General EMR	£294,010.00
		Harlington EMR	£1,608,082.00
			£2,025,936.00

FTC RESERVES AS AT 4 October 2021			
Total Equity as at 04.10.2021	£2,817,028	General Fund	£506,620.00
		FTC Reserves	
		General EMR	£290,309.00
		Harlington EMR	£2,020,099.00
			£2,817,028.00



## 22/23 Budget implications

Item 5c

Cautious tax base	10560
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Assume Budget projections

1	Council Ops Budget 22/23	£ 814,975.00	Recovering Projected OPS budget total
	Harlington Fund	£ 412,017	No increase
	Total Precept	£ 1,226,992.00	
	Band D Equivalent	£ 116.19	
	Current Band D	£ 103.20	
	Increase	13%	
	Budget Deficit	Zero	No draw on Reserves

OR

2	We set the Ops precept at	£ 721,368.00	Based on 4% adjustment to total 21/22 Budget
	Harlington Fund	£ 412,017	No increase
	Total Precept	£ 1,133,385.00	
	BAND D Equivalent	£ 107.33	
	Increase	4%	
	AND	£ 93,607.00	Comes from reserves

OR

3	Ops precept budget	£ 814,975	Recovering projected ops budget total
	Harlington Fund	£ 412,017	No increase
	Total Budget cost	£ 1,226,992	
	Precept	£ 1,089,792	
	Band D Equivalent	£103.20	
	Increase	0%	
	AND	£ 137,200.00	Comes from reserves

For comparison

Tax reset at 2016/17

Council Ops Band D	£ 60.44
Harlington Fund	£ 39.37
Total Band D	£ 99.81

Compare with Proposed 22/23 116% Equivalent to 2.5% per annum compound

OR somewhere in between, but need to define the split Precept/Reserves

2021/22 PRECEPT		PRECEPT INCOME	INCREASE	PROJECTED BUDGET	DEFICIT FROM RESERVES	TAX BASE	IMPACT EXTRA HOUSES
£ 1,089,794				£ 1,226,992		10560	10660
Increase						BAND D EQUIV	
0%		£ 1,089,794	£ -		£ 137,198	£ 103.20	£ 102.23
1%		£ 1,100,692	£ 10,898		£ 126,300	£ 104.23	£ 103.25
2%		£ 1,111,590	£ 21,796		£ 115,402	£ 105.26	£ 104.28
3%		£ 1,122,488	£ 32,694		£ 104,504	£ 106.30	£ 105.30
4%		£ 1,133,386	£ 43,592		£ 93,606	£ 107.33	£ 106.32
5%		£ 1,144,284	£ 54,490		£ 82,708	£ 108.36	£ 107.34
6%		£ 1,155,182	£ 65,388		£ 71,810	£ 109.39	£ 108.37
7%		£ 1,166,080	£ 76,286		£ 60,912	£ 110.42	£ 109.39
8%		£ 1,176,978	£ 87,184		£ 50,014	£ 111.46	£ 110.41
9%		£ 1,187,875	£ 98,081		£ 39,117	£ 112.49	£ 111.43
10%		£ 1,198,773	£ 108,979		£ 28,219	£ 113.52	£ 112.46
11%		£ 1,209,671	£ 119,877		£ 17,321	£ 114.55	£ 113.48
12%		£ 1,220,569	£ 130,775		£ 6,423	£ 115.58	£ 114.50
13%		£ 1,231,467	£ 141,673		-£ 4,475	£ 116.62	£ 115.52
14%		£ 1,242,365	£ 152,571		-£ 15,373	£ 117.65	£ 116.54
15%		£ 1,253,263	£ 163,469		-£ 26,271	£ 118.68	£ 117.57

## NOTE

Projected Reserves at end of 21/22

General Reserves £ 221,768

Essential EMRs £ 139,151

Harlington Fund £ 2,381,018

**COUNCIL MEETING**  
**Wednesday 3 November 2021**

**OFFICER:** Janet Stanton  
**DATE:** 19 October, 2021  
**SUBJECT:** Gurkha Square Market Report

Members have asked to review the future of the Market in Gurkha Square and to determine the way forward.

**BACKGROUND**

Attitudes to markets has changed over the past decade, particularly weekly markets, which have become less popular although specialist less frequent markets have proved more successful. Much of the success of a market also depends on its location and it is acknowledged that street markets have more appeal to the shopper than a market in a carpark.

The Fleet market in Gurkha Square has suffered and unfortunately it has been failing for at least the last 10 years. This hasn't been helped by the changing shape of the high street. In Fleet, the night time economy businesses now take up most of the retail space at the Gurkha Square end of Fleet Road. This has had a detrimental effect on the daytime footfall of the market as most of the shops are at the opposite end of the high street. Footfall is key and markets such as Elvetham Heath will always flourish as it is just 20 paces from the busiest supermarket in Fleet with thousands of shoppers every Saturday.

It was acknowledged that invigoration of the market was required and in 2015/16 HDC went out to tender for a new market operator and it is understood that only the existing tenderer came forward at the time. This existing operator continued to run the market. However, after a few years (2018/19?), this market operator moved away and left the Fruit/Vegetable stall holder to run the market.

With the market continuing to fail, Fleet Town Council Members resolved in April 2019 to approach HDC *with a view to entering into an agreement to lease Gurkha Square car park each Saturday for the purpose of establishing a high quality general market to be operated by a professional market operator under a Street Trading Agreement to be signed by FTC and the Market Operator.*

In August 2019, HDC agreed to this proposal and FTC issued a tender brief for a new market operator to run the Gurkha Square market. At the same time negotiations started with HDC to put a lease in place for Gurkha Square and a licence for the market operator.

Just one company replied to the tender – a company that had run other successful markets in the south / south east. The contract was awarded to this operator.

It was not until COVID lockdown was in place in 2020 that the lease and licence were agreed by HDC and the documents were signed by all parties at the end of June 2020.

The new market operator took over in mid-July, still during lockdown, and by 8 August there were 17 stalls on the market at what was still a very difficult trading time.

On 25 August, Pedestrianisation was introduced into Fleet Road with a road closure from Victoria Road to Church Road. Gurkha Square was not included in the pedestrianisation.

A market was one of the first activities organised by the BID in the pedestrian area and it is understood by the Gurkha Square stall holders that the BID did not initially charge rent. Many of the new Gurkha

Square stall holders were very upset about this as the limited footfall was now concentrated up the other end of town. The Gurkha Square market was also not initially included in the Bid's marketing for the town. Unfortunately, this all had an adverse effect on the Gurkha Square market and traders lost confidence in the market and did not return.

The market organisers did introduce a monthly Vegan market within Gurkha Square but after three months (May, June and July 2021) the Vegan market traders did not return through lack of footfall.

Promotion of the market and advertising for new stall holders has taken place on social media, included in the Town Talk newsletter and delivered to 10,800 houses/businesses in Fleet, emailed out to the FTC database and stallholders at other markets have been approached. There is a reluctance to come to Fleet market for all of the above reasons.

#### **CURRENTLY**

There are currently, 5 stalls on the Gurkha Square market.

The market operator has asked to invoke the break clause in their licence and hand the market back to FTC

#### **FINANCIAL/CONTRACTUAL**

- Fleet has a 3 year lease with HDC with an annual fee payable
- The market operator has a licence with FTC with an annual fee paid monthly.
- The fee received from the Market Operator covers the cost of the fee FTC has to pay to HDC.

#### **OPTIONS AVAILABLE TO THE COUNCIL IF THERE IS NO MARKET OPERATOR**

1. FTC To try and find another market operator.
2. FTC to ask HDC if they will take back the market on Gurkha Square either at no cost to FTC or to pay HDC the outstanding fees to the end of the Lease.
3. FTC to put adequate resources in place to run the market itself
4. FTC to discuss with the BID the opportunity to take over the market if they are returned in April 2022.

#### **RECOMMENDATION**

To determine the future of the Fleet Gurkha Square Market.

**COUNCIL MEETING**  
**Wednesday 3 November, 2021**

**OFFICER:** Janet Stanton  
**DATE:** 26 October 2021  
**SUBJECT:** Clerk's Report

**1. Action Day**

The Acton Day this year was concentrated on Calthorpe Park and took place on Saturday 23 October where there was the opportunity for volunteers to litter pick, plant thousands of Crocus bulbs as part of the Rotary International World Polio Event and paint the doors to the pavilion. As Members recall, in previous years the Action Day had taken place towards the end of May when the weather was more predictable and possibly because of the later date in the year, regrettably the numbers were very much lower than in past years.

More crocus bulbs will be planted in the new Garden of Remembrance in the Cemetery, on a Saturday in November to be confirmed, and as soon as this date has been confirmed I will let Members know in case they would like to join the Friends of Fleet Cemetery with this task.



**2. Remembrance Sunday**

A reminder to Members that the Remembrance Day Service and Parade will take place on Sunday 14 November and the arrangements are the same as in previous years ie

- |         |   |
|---------|---|
| 11.00am | Two Minutes Silence at The War Memorial, Gurkha Square, Fleet.  |
| 2.30pm  | Civic Service of Remembrance in The Harlington, Fleet, followed by the Parade which will form up on North side of Church Road Car Park as usual.  |
| 3.20pm  | Parade from Church Road Car Park to Gurkha Square, Fleet for Act of Remembrance and laying of wreaths. Hampshire County Deputy Lieutenant and civic leaders take the salute on Fleet Road before the Parade enters Gurkha Square. |

After the Parade and laying of the wreaths, Fleet Town Council will once again host refreshments in The Harlington, for those on parade and the general public.

### **3. Chirstmas lights Switch-on and Christmas Festival**

The Christmas Festival and Christmas Lights Switch-on will take place on Wednesday 24 November. A reminder that more volunteers are required from 6pm (for about 45 minutes) on Wednesday to assist with the switching of the Christmas lights.

Can you please let Charlotte Benham know if you or any of your adult friends/relatives are able to help with this very important task!

### **4. Christmas Day Lunch**

The Annual Christmas Day Lunch *for people who would otherwise spend Christmas Day on their own*, will resume after a year's break due to COVID. It is expected that approximately 70 people (guests and volunteers) will be catered for on Christmas day.

The arrangements for the event are progressing well although there were initially some difficulties with the ordering of the turkeys and some other festive food.

If any Members would like to volunteer to help with the either of the following, please let Charlotte Benham know. .

- the preparation of the food on Christmas Eve or
- the actual event on Christmas Day or

Also if you would like to contribute, the following items would be very welcome:

Botles of Pinot Grigio, Shiraz and Prosecco, mince pies or after dinner mints, again please let Charlotte Benham know.

### **5. SIDS – Update**

The enforcement Officer at HDC has advised that he has now received some insight on how to set up the SID equipment. However, there is now a further delay as it has been found that replacement batteries are required. As soon as FTC is informed when the SIDs will be ready for installation, arrangements will be made with the contractor.

### **6. Vaccination delivery**

Vaccination delivery until the end of November continues with booster jabs being offered to those over 50 as well as the vulnerable and extremely vulnerable section of the local population.

It is understood that vaccination delivery is required in December, and are currently awaiting a list of the dates.