



**Notice is hereby given of  
A MEETING OF FLEET TOWN COUNCIL**

**Wednesday 5<sup>th</sup> April 2023 at 7pm at The Harlington**

All members are summoned to attend

**To Councillors:**

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

Rochelle Halliday, Executive Officer  
29<sup>th</sup> March 2023

**AGENDA**

<b>1.</b>	<b>APOLOGIES</b> 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.
<b>2.</b>	<b>DECLARATIONS OF INTEREST</b> 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.
<b>3.</b>	<b>QUESTIONS FROM THE PUBLIC</b> (3 min per person maximum 15 minutes) To receive questions and statements from members of the public.
<b>4.</b>	<b>CHAIRMAN'S ANNOUNCEMENTS</b> To receive any updates from the Chairman of Fleet Town Council.
<b>5.</b>	<b>HCC/HDC</b> (3 mins per person – max 15 mins) To receive any update on HDC/HCC matters concerning FTC which are not included within the agenda.
<b>6.</b>	<b>MINUTES OF PREVIOUS MEETINGS</b> To receive and approve as a correct record the main and confidential minutes of the Council Meeting held on 1 <sup>st</sup> March 2023 ( <i>copies attached</i> ).  To receive resolutions and consider approval of recommendations from the following committees and to return to committees any issues for reconsideration: <ul style="list-style-type: none"><li>• Development Control                      27<sup>th</sup> February &amp; 13<sup>th</sup> March</li><li>• RLA    15<sup>th</sup> March 2023</li></ul>

<b>Part 1 – ITEMS FOR DECISION</b>	
<b>7.</b>	<p><b>FINANCIAL MONITORING REPORT</b></p> <p>a) To receive the bank reconciliation and list of payments for February 2023 (<i>documents available on the FTC portal and website</i>).</p> <p>b) To receive a statement from Councillor Robinson that the bank reconciliation and list of payments for February 2023 have been verified and signed off against the original bank statement.</p> <p><b>RECOMMENDATIONS</b></p> <p>a) To receive and accept the bank reconciliation and list of payments for February 2023.</p> <p>b) To accept the statement from Councillor Robinson that the bank reconciliation and list of payments for February 2023 have been verified and signed.</p>
<b>8.</b>	<p><b>CONTRACTED HYGIENE SERVICES FOR THE HARLINGTON AND ANCELLS FARM COMMUNITY CENTRE</b></p> <p>To consider and agree a new contract for the provision of various hygiene services at The Harlington and Ancells Farm Community Centre (<i>see Executive Officer's report and supporting documents on the FTC portal</i>).</p> <p><b>RECOMMENDATION</b></p> <p>To approve a new twelve month hygiene contract at Ancells Farm Community Centre and The Harlington with Contractor C.</p>
<b>9.</b>	<p><b>GRANT APPLICATION – SASHA'S PROJECT</b></p> <p>To consider and agree a grant application for the waiver of rent at The Point for the Sasha's Project service (<i>copy attached and supporting documents on the FTC portal</i>).</p> <p><b>RECOMMENDATION</b></p> <p>To approve the grant application from Sasha's Project for use of The Point free of charge for the stated services, subject to the subsequent provision of the annual accounts (which were being finalised at the time of the application).</p>
<b>10.</b>	<p><b>STUDENT WORK PLACEMENTS</b></p> <p>To consider and agree to the Council hosting student work placements from Farnborough College of Technology (<i>see Executive Officer's report</i>).</p> <p><b>RECOMMENDATION</b></p> <p>To approve the hosting of student work placements from Farnborough College of Technology.</p>
<b>Part 2 – ITEMS TO NOTE</b>	
<b>11.</b>	<p><b>CONTRACTUAL MATTERS</b></p> <p>To receive an update on the following:</p> <p>a) Fleet Town Football Club lease</p> <p>b) The Harlington draft lease</p>
<b>12.</b>	<p><b>COMPLAINTS</b></p> <p>No complaints received.</p>
<b>13.</b>	<p><b>EXECUTIVE OFFICER'S REPORT</b></p> <p>To receive and note the update report from the Executive Officer.</p>
<b>14.</b>	<p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>The next meeting of the Council is scheduled to be held on Wednesday 10<sup>th</sup> May 2023 (Annual Meeting of the Town Council) at 7pm in the Harlington.</p>

### **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

#### **15. CONTRACTUAL MATTER**

## **FLEET TOWN COUNCIL**

### **MINUTES OF THE COUNCIL MEETING**

held on

Wednesday 1<sup>st</sup> March 2023 at 7pm

#### **PRESENT**

**Councillors:** R. Schofield (Chairman), G. Chenery, K. Cottrell, P. Einchcomb, S. Engström, R. Fang, L. Holt, A. Hope, E. May, A. Oliver, R. Richmond, R. Robinson, S. Sharma Krishnamurthy (left after Item 11), S. Tilley, P. Wildsmith (arrived during Item 5), B. Willcocks and G. Woods.

**Also Present:** Rochelle Halliday – Executive Officer  
Councillor Stephen Parker – HCC  
Representative of Friends of Oakley Park  
2 members of the public for co-option

#### **FC MARCH 2023 ITEM 1**

#### **APOLOGIES FOR ABSENCE**

Apologies for absence were received from HCC Cllrs Collett and Forster. Cllr Wildsmith notified his late arrival.

Cllr Schofield informed Members that for Item 11 – Councillor Co-option, one of the applicants, Mr Hawton, had withdrawn on health grounds. The Council thanked him for his interest and wished him well.

It was also agreed to consider Item 11 after item 6.

#### **FC MARCH 2023 ITEM 2**

#### **DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

Cllr Engström and Einchcomb declared a personal interest for Item 11 – Councillor Co-option.

#### **FC MARCH 2023 ITEM 3**

#### **QUESTIONS FROM THE PUBLIC**

There were no questions from the public.

#### **FC MARCH 2023 ITEM 4**

#### **CHAIRMAN'S ANNOUNCEMENTS**

Cllr Schofield reported his attendance during the period as follows:

- Fleet BID meeting, where anti-social behaviour was discussed.
- 13/2 – met with solicitor regarding leases.
- Met with FTFC regarding their lease.
- Met with further solicitors regarding leases.
- NALC – super councils meeting. Topics: councillor training becoming mandatory, markets, trading conditions and decline in markets.
- Skelly & Couch – M&E contractors met with Executive Officer to assess potential for low carbon heating systems and report received.
- A meeting is to take place later this month on the decarbonisation of public buildings; Cllr Schofield will circulate the details.

- Reminder that Annual Residents Meeting takes place on 21<sup>st</sup> March.

## **FC MARCH 2023 ITEM 5**

## **HCC/HDC ANNOUNCEMENTS**

Update from Cllr Parker:

- HCC budget increase 2.99% on general and 2% for adult social care so a total increase of 4.99% to the council tax.
- Road resurfacing /pot holes – the County is prioritising dangerous pot holes and the stolen drain covers.

Cllr Wildsmith arrived at 7.15pm.

- Secondary school admission – big increase in pupil numbers in the area. Most have received their first choice place.
- Road works by Fleet Station- concrete is curing in this location, hence the temporary traffic lights are still in place.
- Hitches Lane – works to start in Easter to facilitate safer route to school.
- Dukes Mead / Tavistock – obstruction raised by a Member and noted by Cllr Parker.
- Members discussed the council tax increase in monetary terms.

Update from Cllr Oliver:

- 2.99% increase for the Hart District Council budget.
- Money ringfenced for climate projects.
- Extended council tax relief for social care/carers.
- Free parking in Hart District Council car parks on 8<sup>th</sup> May for the Coronation.
- Victoria Road car park to have touchscreen parking machine trial this year.
- CCTV contract has moved to Runnymede – doing a full review of camera technology and positioning of cameras with stakeholder consultation.
- Cllr Richmond thanked Hart District Council for waiving market fees next financial year – requested looking into restricting the Gurkha Square car park ticket machine on market day to stop being able to pay for parking when the car park is out of use.

## **FC MARCH 2023 ITEM 6**

## **MINUTES OF PREVIOUS MEETINGS**

The main and confidential minutes of the Council held on 1<sup>st</sup> February 2023 were approved and signed by the Chairman.

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

- |                       |                                |                             |
|-----------------------|--------------------------------|-----------------------------|
| • Establishment       | 8 <sup>th</sup> February 2023  |                             |
| • Development Control | 13 <sup>th</sup> February 2023 |                             |
| • Policy and Finance  | 15 <sup>th</sup> February 2023 | *Subject to amendment below |

\* Policy & Finance – 2<sup>nd</sup> bullet point to be reworded.

Item 11 was considered next.

## **FC MARCH 2023 ITEM 7**

## **FINANCIAL MONITORING REPORT**

Members noted receipt of:

- a) The bank reconciliation and a list of payments for January 2023.
- b) A statement from Councillor Robinson that the bank reconciliation and list of payments for January 2023 have been verified and signed off against the original bank statement.
- c) A year-to-date balance sheet.

**RESOLVED**

- a) To receive and accept the bank reconciliation and list of payments for January 2023.
- b) To accept the statement from Councillor Robinson that the bank reconciliation and list of payments for January 2023 have been verified and signed.
- c) To note the year-to-date balance sheet.

Members discussed ensuring the control accounts for past shows are released into the accounts – **Action: Executive** Officer to request this is actioned by the Harlington General Manager.

**FC MARCH 2023 ITEM 8                      CONTRACT RENEWAL FOR FLEET LINK SERVICE**

Members discussed extending the community transport contract for Fleet Link for a further year to run from 1 April 2023 until the 31 March 2024.

Members noted at some point there should be investigation as to whether there is a better way to provide the service.

**RESOLVED**

To extend the Fleet Link community transport contract for the period 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024.

**FC MARCH 2023 ITEM 9                      COUNCIL INSURANCE**

Members agreed to suspend Financial Regulations 11.1.g to consider this item because only two quotes had been received.

The two quotes were reviewed. There was a significant price difference between suppliers.

Members also discussed insuring the Coronation event. It is proposed to add the event to the Council's public liability cover, the cost of which will be funded from the ringfenced funds for the Coronation.

**RESOLVED**

- a) Members agreed to award the Council's insurance contract to Zurich for a three year period starting 1<sup>st</sup> April 2023, at a value of £9,171.46 (including IPT) per year.
- b) Members agreed to provide insurance cover for the Coronation event to take place on Sunday 7<sup>th</sup> May 2023.

**FC MARCH 2023 ITEM 10                      INTERIM INTERNAL AUDIT REPORT**

Members received the interim audit report from the Internal Auditor's visit in January 2023.

Members discussed and agreed the actions proposed following the interim internal audit.

**RESOLVED**

- a) To note the interim internal audit report from January 2023.
- b) To note and approve the proposed actions in response to the interim audit in January 2023.

**FC MARCH 2023 ITEM 11****COUNCILLOR CO-OPTION TO FILL A CASUAL VACANCY**

Further to the casual vacancy for the Fleet Central Ward having been advertised and 10 registered voters not coming forward to request a by-election, Council Members were given the option to co-opt a Councillor. In line with The Representation of the People Act 1985, Members were asked to consider valid applications for co-option to Fleet Town Council from the following applicants:

- Daniel Taylor
- David Munn
- Peter Hawton – withdrawn prior to the meeting.

The candidates were given the opportunity to give a short presentation to elaborate on their application submission, with questions from members following each presentation.

Mr Munn left the room at 8.05pm during Mr Taylor's presentation.

Mr Munn returned to the meeting for his presentation and Mr Taylor left the room at 8.12pm.

Members of the public and all external guests were asked to leave the meeting at 8.20pm, to allow the Council to discuss the applications.

**RESOLVED**

To co-opt Mr Daniel Taylor as the Member for the Fleet Central Ward. Cllrs Einchcomb and Engström did not take part in the discussion or vote.

The members of the public and external guests returned to the room at 8.30pm.

Both candidates were thanked for their presentations, their enthusiasm and passion in standing for Councillor. It was unfortunate that there was only one vacancy to be filled.

Cllr Sharma Krishnmurthy left the meeting at 8.30pm.

**FC MARCH 2023 ITEM 12****GRANT APPLICATION – HVA FOR ODIHAM DISTRICT SCOUTS**

Members considered a grant application for £200 from Hart Voluntary Action on behalf of Odiham District Scouts towards transport for a Duke of Edinburgh expedition in March 2023. Members opted to approve the application on this occasion, but alternative travel arrangements should be made for future expeditions.

**RESOLVED**

To award a £200 grant to Hart Voluntary Action on behalf of Odiham District Scouts towards transport for a Duke of Edinburgh expedition in March 2023.

**FC MARCH 2023 ITEM 13****CCTV MONITORING – DATA PROCESSING AGREEMENT**

Members discussed the Data Processing Agreement for the transferal of the Hart District Council CCTV Monitoring Service from Rushmoor Borough Council to Runnymede Borough Council. The Council has three cameras that are monitored externally via Hart District Council.

Members noted that some items in the agreement need to be confirmed and, therefore, the finalisation and signing of the document will need to be completed after the meeting.

## **RESOLVED**

To delegate to the Executive Officer final approval of the draft Data Protection Agreement for the transfer of the CCTV monitoring service to Runnymede Borough Council. The agreement is to be signed by two Council Members when complete.

## **FC MARCH 2023 ITEM 14**

## **COUNCIL MEETING DATES**

Members discussed the need for an additional Establishment Committee meeting. This additional meeting in July may be held instead of the September meeting.

## **RESOLVED**

Members approved an additional meeting date for the Establishment Committee to be held on 12<sup>th</sup> July 2023.

## **FC MARCH 2023 ITEM 15**

## **ANNUAL RESIDENTS' MEETING**

Members noted the final agenda for the Annual Residents' meeting to take place on 21<sup>st</sup> March 2023.

- It was suggested as the Rock Choir is unable to attend that Shuffle Tunes be asked instead.
- Hart Police Inspector – ask to include information on anti-social behaviour in the Police presentation.
- Councillors to let the Council office know if they don't have a name badge.

## **FC MARCH 2023 ITEM 16**

## **VISION DAY – SESSION 2**

Members received an update following the final Vision Day session.

The following points were discussed from the meeting:

- The Council's values and identification of the top six.
- The key emerging themes from the last meeting covering community facilities, supporting youth, supporting wellbeing, supporting the community, being environmentally conscious, supporting sustainability and supporting the High Street.
- Other themes that were discussed to be integrated into the plan.
- The Harlington operation, present and future, crosses over all of the key themes.
- Delivering more through partnership working and engaging with the volunteer community.
- The draft outline of areas to include in the strategic plan.

It was noted that the full notes from the meeting will be shared with Members when ready, along with the first draft of the strategic plan.

It was noted that there will be another informal review meeting prior to the draft strategic plan being issued for formal approval.

## **FC MARCH 2023 ITEM 17**

## **COMPLAINTS**

At the time of the meeting no new information had been received regarding the Code of Conduct complaint referred to the Hart District Council Monitoring Officer on 17th January 2023. The Council has submitted a response to the complaint.

No new complaints have been received since the last meeting.



**FC MARCH 2023 ITEM 18**

**EXECUTIVE OFFICER’S REPORT**

Members noted the Executive Officers report.

- Action Day to go ahead but with political sensitivity – no photos to be released until after the elections and limited involvement for anyone involved in the local elections in May.
- Oakley Park Right of Way – there is a proposal planned to dedicate a Right of Way through Oakley Park. If formalised, a public consultation will take place. Members had no specific comments at this stage.

**FC MARCH 2023 ITEM 19**

**DATE AND TIME OF NEXT MEETING**

Members noted the time and date of the next meeting to be held on Wednesday 5th April 2023 at 7pm in The Harlington.

**FC MARCH 2023 ITEM 20**

**CONTRACTUAL MATTERS**

The Chairman stated the reasons that this item needed to be confidential.

**RESOLVED**

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

All members of the public left and the remainder of the meeting was conducted in confidential session.

The meeting closed at 9.45pm.

**Signed**.....

**Date:**.....

**Chairman**



## MINUTES OF DEVELOPMENT CONTROL COMMITTEE

### DEVELOPMENT CONTROL COMMITTEE

Meeting held on Monday 27<sup>th</sup> February 2023  
at 7pm in The Meeting Room, The Harlington

**Present:**

Cllr Schofield  
Cllr Robinson  
Cllr Holt  
Cllr Hope

**Officers:** Charlotte Benham

1	<p><b>Apologies</b></p> <p>Cllr May</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 13<sup>th</sup> March were accepted as a correct record of the meeting.</p>
5	<p>22/02743/FUL Brooklands, Reading Road North, Fleet, Hampshire, GU51 4AB <a href="#"><u>Erection of single storey side extension in the form of a false outbuilding facade and redevelopment of part of existing carpark to form an outdoor showroom with associated hard surfacing for the siting/display of 4 example cabin/outbuildings</u></a> Amended Plans: 1 Amended parking layout Comments required by 21 February</p> <p>NO OBJECTION in principle</p> <ul style="list-style-type: none"> <li>Have attempted to address the parking issue but not sure of the practicality of getting a vehicle out of 2 out of 3 of the skewed parking spaces. Would chevroning spaces be better?</li> </ul>

- Practical issue is how many visitors would there likely be at any one time? Unlikely all spaces will be in use at once

23/00229/HOU

13 Kenilworth Road Fleet Hampshire GU51 3AT

[Erection of a single storey side and rear extension with rooflight, provision of Juliette balcony to first floor, alterations to fenestration and conversion of the existing garage to studio](#)

Comments required by 24 February

- Design summary shows extensive deciduous tree cover between No.11
- There is no tree survey and the footings to the proposed extension would intercept the tree root zone
- Juliet balcony reduces the privacy of both adjoining neighbours

OBJECTION until a tree report is submitted with tree protection measures. Also suggest removal of Juliet balcony to prevent loss of privacy to neighbours

23/00264/HOU

24 Burnside Fleet Hampshire GU51 3RE

[Replacement of existing roof with new raised roof with dormer windows to front and rear, removal of chimneys, replacement and reconfiguration of all windows, internal reconfigurations, driveway widening to include bridge](#)

Comments required by 28 February

- Supported by local neighbours despite being out of keeping with local character. It is neither a house nor a bungalow and the front elevation is a mix of designs
- The proposal creates 5 double bedrooms. The single garage no longer counts as a parking space (para 5.12 Hart Technical Advice note) as Hart suggests 5 bed homes have 3 parking spaces and 1 unallocated. Practically there could be significant parking on this site but two spaces are on land not owned by the householder - they are on a bridge over the stream. Inadequate parking.
- Neighbours appear not to be concerned about the extensive rear glazing with Juliet balcony so assume unconcerned about overlooking

OBJECTION – design is out of keeping with the local character and parking plan as shown on current plan is inadequate.

23/00289/HOU

123 Clarence Road Fleet Hampshire GU51 3RR

[Proposed raised patio and boundary wall](#)

Comments required by 3 March

- Application makes no mention of alterations to rear façade.
- Principal concern is that the proposed wall will be 3.2m high adjacent to the pavement. This is a significant structure adjacent to the public highway.

NO OBJECTION in principle but suggest a wooden trellis top or fence and some greenery would improve design, rather than increase the height of the brick wall so close to public highway.

23/00293/HOU

9 Nursery Close Fleet Hampshire GU51 3JE

[Demolition of existing garage and shed and erection of a two storey side extension](#)

Comments required by 3 March

- 3 bedrooms and a “room” which could become a 4<sup>th</sup> bedroom so 3 parking spaces required but only 2 parking spaces available by covering the whole of the front garden which would then breach Fleet Neighbourhood Plan Policy 15 Front Gardens, that 50% of frontage be retained as soft landscaping. Therefore, inadequate parking
- Impact on No.7 - by moving a two storey end wall much closer to the common boundary will it take light off the adjoining property?

Overall design is good but **OBJECTION** due to parking issues/inadequate parking and impact on immediate neighbour.

23/00301/HOU

76A Kings Road Fleet Hampshire GU51 3AP

[Erection of a single storey rear extension and insertion of two windows ground floor side](#)

Comments required by 3 March

- Unusual to have a shower room leading off a lounge
- Side facing windows appear to look onto a path, assume 6ft high boundary fence.

**NO OBJECTION**

23/00251/AMCON

Hartland Park Ively Road Fleet Hampshire

[Variation of Condition 2 attached to Planning Permission 21/00420/AMCON dated 06/05/2021 to allow: - amendments to elevations - amendments to roofs - amendments to frontages to create a path - raising of roof height - extension to create a sun lounge](#)

Comments required by 7 March

- Looks like the whole of Phase 2 of Hartland Park aka Pyestock
- Some ridges being raised 225mm on 3 storey town houses which are already out of keeping.
- Design totally out of character except for Edenbrook and Hares Hatch which are equally out of local character
- As single garages are not to be considered as parking spaces under Hart’s standards all houses have inadequate on-site parking which is going to lead to future problems like Edenbrook
- Proposed changes do not improve the overall poor character of the site
- Amendments not clear

**OBJECTION**

	<p>22/03054/HOU  The Point Reading Road North Fleet Hampshire GU51 4HP  <a href="#">Retention of electric gate and fence</a>  Comments required by 9 March</p> <ul style="list-style-type: none"> <li>• The original 5 bar gate was in keeping with the character of the NFCA. The proposed wrought iron gate and tall close boarded fencing is out of keeping and contrary to the NFCA Management Report.</li> <li>• Para 7.2 of Management Proposals  "Need to preserve and protect existing front boundaries and ensure that new works do not detract from the sylvan character of the Conservation Area".  "Use of timber fencing"</li> <li>• Para 9.2 repeats these conditions and adds  "The District Council will enforce against owners who carry out unauthorised works to their frontages"</li> </ul> <p>OBJECTION – out of keeping with NFCA – Para 9.2 above should be enforced. Suggest gate be replaced with 5 bar wooden gate similar to previous.</p>
6	<p><b>To Note:</b></p> <p>Review of weekly lists</p>
7	<p><b>Noted:</b></p> <p><b>Hart Planning Meeting Dates</b></p> <p>22<sup>nd</sup> March</p>
8	<p><b>Date of Next Advisory Group Meeting</b></p> <p>13<sup>th</sup> March</p>

**Meeting closed: 8pm**

**Signed:**.....

**Date:** .....



## MINUTES OF DEVELOPMENT CONTROL COMMITTEE

### DEVELOPMENT CONTROL COMMITTEE

Meeting held on Monday 13<sup>th</sup> March 2023  
at 7pm in The Meeting Room, The Harlington

**Present:**

Cllr Schofield  
Cllr Holt  
Cllr Hope  
Cllr May

**Officers:** Charlotte Benham

1	<p><b>Apologies</b></p> <p>Cllr Robinson</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 27<sup>th</sup> February were accepted as a correct record of the meeting.</p>
	<p><b>To Note:</b></p> <p><b>Hampshire County Council new draft Guidance on Planning Obligations and Infrastructure Guidance – Public Consultation</b></p> <p><a href="https://documents.hants.gov.uk/consultation/DraftGuidance-PlanningObligations-Infrastructure.pdf">https://documents.hants.gov.uk/consultation/DraftGuidance-PlanningObligations-Infrastructure.pdf</a></p> <p>Consultation being held between 17 February and 31 March 2023</p> <p>Any members wishing to submit comments should send them to Email: <a href="mailto:spatial.planning@hants.gov.uk">spatial.planning@hants.gov.uk</a>.</p>

23/00332/HOU

58 Albany Road Fleet Hampshire GU51 3PT

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

Comments required by 14 March

#### OBJECTION

- Remains as 4 bedrooms but need a parking plan for at least 3 vehicles that meets Harts TAN. To accommodate 3 cars it looks as if a loss of green area to the front would be required in contravention of Fleet Neighbourhood Plan Policy 15, front gardens, which seeks to protect loss of green space to support climate change and biodiversity.
- Very large extension with significant increase in footprint. Could easily become a 5 or 6 bedroom house from floor plans.
- Out of keeping with local street scene by mass/bulk
- Design looks to maintain the general character of the house, but the potential impact is on No.60 - by building right onto the boundary they are taking away light from the side of the house. There are windows to this side – it is not apparent which rooms will be impacted but they will suffer a significant loss of light.
- Breaches 45 degree rule.

23/00394/HOU

57 Avondale Road Fleet Hampshire GU51 3BS

[Conversion of loft into habitable accommodation with rear dormer](#)

Comments required by 20 March

#### OBJECTION

- This was an inevitable extension following an application for raised ridge and roof lights to the front of the property. It is a modest house that has been extensively extended to the rear and the side.
- Proposed parking plan is unacceptable as effectively 3 in a row which is against Harts TAN and requires significant vehicle movement to exit a number of the proposed spaces.
- Complete loss of soft landscaping to front garden contrary to Fleet Neighbourhood Plan Policy 15 Front Gardens – would have a negative impact on climate change and biodiversity.
- Potential for more intrusive overlooking of neighbours gardens No. 55 and 59 Avondale and 1A Brookly Gardens – loss of privacy

23/00396/HOU

18 Connaught Road Fleet Hampshire GU51 3RA

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

Comments required by 20 March

**OBJECTION**

- This is a resubmission. The rear elevation includes three full height windows with “paris balconies (Juliet balcony) which will create overlooking of the adjacent neighbouring gardens and loss of privacy.
- Increase in the number of bedrooms means 3 allocated parking spaces are now required. Three in a row proposal is not accepted by HDC’s Technical Advice Note.
- The two storey extension over garage will infringe the 45° rule for No.20
- Change in style of window frames and finishes will be out of character with the surrounding properties. FNP Policy 10A
- The attached daylight report has little validity as the extent of the proposed extension (computer model) is incorrect in that the first floor extension goes to the rear of the existing garage. The analysed model is truncated.
- Rear elevation is poor design

23/00392/AMCON

102 - 104 Fleet Road Fleet Hampshire GU51 4PA

[Variation of Condition 2 attached to Planning Permission Application 22/00009/FUL dated 29/04/2022 to provide extra ceiling height in the top floor apartment, ridge height is raised by 400mm](#)

Comments required by 21 March

- Para 3 of the Design Statement which shows the change in ridge height is a misrepresentation, the adjustment shown is barely 100mm of the 400mm being requested
- The loss of living space was as a consequence of their design
- Design could be improved by replacing with similar materials/style to current building

Renovation of the building and removal of boarding/hoarding would be an improvement after being an eyesore for so long so on those grounds no objection

23/00457/HOU

12 Glen Road Fleet Hampshire GU51 3QR

[Conversion of garage to habitable accommodation to include the replacement of the garage door with a window and replacement side door and widening of the existing vehicle cross-over](#)

Comments required by 22 March

**OBJECTION**

The property lies in the Basingstoke Canal Conservation area.

This is an application relying on the use of public land (HCC) and the removal of some public green space to facilitate a parking arrangement that has existed for some time (see photo). Use of public land just to make parking more convenient should not be accepted. Implications for climate change, loss of biodiversity and negative impact on local character



6	<b>Noted:</b>  <b>Hart Planning Meeting Dates</b>  22 <sup>nd</sup> March
7	<b>Date of Next Advisory Group Meeting</b>  27 <sup>th</sup> March

**Meeting closed: 7.45pm**

**Signed:.....**

**Date: .....**



## FLEET TOWN COUNCIL

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

Wednesday 15<sup>th</sup> March 2023 at 7pm

#### PRESENT

**Councillors:** G. Chenery, P. Einchcomb (Chairman), L. Holt, E. May, A. Oliver, R. Schofield

**Absent:** P. Wildsmith, B. Willcocks

**Also Present:** Rochelle Halliday – Executive Officer  
Alex Robins – Harlington General Manager  
Ben Crane – Facilities and Open Spaces Manager  
Sian Taylor – Cemetery Clerk  
Cllr Daniel Taylor (new FTC Member)  
Brian Roberts - Environment Agency  
Mike Bye and one other member - Friends of Oakley Park  
Dave Harrison – Friends of Basingbourne Park

#### RLA MARCH 2023 ITEM 1                      APOLOGIES

Members received and accepted the apologies from Cllr Woods, Tilley, Cottrell and Fang.

Cllrs Willcocks and Wildsmith were absent.

#### RLA MARCH 2023 ITEM 2                      DECLARATIONS OF INTEREST

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

#### RLA MARCH 2023 ITEM 3                      PRESENTATION FROM THE ENVIRONMENT AGENCY

Members received a presentation from Brian Roberts of the Environment Agency regarding the draft Flood Alleviation Scheme in Fleet. The following was discussed:

- Stakeholder liaison.
- Project progress since 2020 with studies of modelling and appraisal of the proposed project.
- Catchments areas focusing on Fleet Brook and Sandy Lane ditch.
- Issues of flooding intensity and property flooding.
- Currently looking at shortlist of options for flood alleviation including flood resilience measures for approx. 160 properties, topographical changes and de-culverting watercourses.
- Draft plans cover over Oakley and Basingbourne Parks and Beacon Hill. Current thinking is to slow water down and spread it out.
- Next steps are completion of draft scheme, preparation of a business case and community engagement.
- The Environment Agency are not planning on leading the delivery of the flood alleviation scheme and it will need joint financial support and additional grant funding.

### Questions/Comments from Members

- Will people be reluctant to take on property level measures. The Environment Agency is projecting around 15 domestic properties likely to accept flood alleviation measures.
- Finding suitable land to take the water would be challenging in some locations especially Oakley Park.
- The draft schemes can be delivered in isolation.
- A site visit with the Environment Agency would be useful.

The full documentation discussed will be shared with the Council after the meeting.

Brian Roberts left the meeting at 7.40pm.

### **RLA MARCH 2023 ITEM 4**

### **QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were no questions from the public.

### **RLA MARCH 2023 ITEM 5**

### **MINUTES OF PREVIOUS MEETING**

Members received and approved as a correct record the main and confidential minutes of the Recreation, Leisure & Amenities Committee meeting held on 21<sup>st</sup> December 2022. The Chairman signed the minutes as a true record of the meeting.

### **RLA MARCH 2023 ITEM 6**

### **THE CEMETERY OFFICER'S REPORT**

Members discussed the additional expenditure for the maintenance work to the Cemetery paths, to account for inflation. The steep increase was not deemed acceptable. It was noted that the revised price was included on the prior quote issued for the last meeting.

Members agreed that due to the urgent need of the work, that the Executive Officer should negotiate the price if possible.

Members discussed the request for introducing a deposit arrangement for the kerb stone plots. After some discussion, it was agreed to introduce a deposit fee at 50% of the full cost. The permission is valid for twenty-five years.

The revised cemetery fees were discussed briefly. It was suggested that due to the limited space that the option and impact of making the cemetery for Fleet residents only should be explored. **Action: Cemetery Clerk** to investigate.

A discussion took place regarding whether the surplus funds in the Cemetery cost centre should be ringfenced into an earmarked reserve to cover future maintenance costs. Whilst the Council is in a budget deficit situation, it was agreed to leave the funds within the cost centre to offset expenditure elsewhere. A Council decision is not required for this.

### **RESOLVED**

- a) Members opted not to approve the revised cost of the cemetery paths work and to delegated to the Executive Officer to try and negotiate a lower price.
- b) To add to the cemetery fees the option of a 50% reservation deposit for the kerb blocks in the Garden of Remembrance.
- c) Members opted to approve the use of any surplus Cemetery income to reduce the overall year deficit until a balanced budget can be set.
- d) Members noted the Cemetery Officers Report.

**RLA MARCH 2023 ITEM 7****CEMETERY FEES 2023/24**

Members reviewed the proposed cemetery fees for next financial year. Some fees have increased to cover costs due to the effects of inflation. Other fees have been increased by a smaller percentage to remain competitive. The overall approach to fee setting was discussed.

**RESOLVED**

To approve of the proposed fees for Fleet Cemetery 2023/24 with effect from 1<sup>st</sup> April 2023.

**RLA MARCH 2023 ITEM 8****THE HARLINGTON AND ANCELLS FARM COMMUNITY CENTRE REPORT**

The report of the General Manager of the Harlington for the period December 2022 – February 2023 was presented. Members noted the following:

- Performances are going well and more shows are selling out this last quarter.
- More new customers are buying tickets likely as a result of the brochure drop and wider distribution.
- Income levels are good but they are being offset by the higher than expected costs for the building.
- Members commented that expenditure on the building should be closely monitored to ensure that repairs due for the landlord to pay are passed on.

It was agreed that the General Manager's report could be amended to highlight the shows that performed well and less well only, rather than narrative on every show in the period. The report on Ancells Farm Community Centre should remain.

**RESOLVED**

To note the report of the General Manager of The Harlington.

Harlington General Manager left at 8.35pm.

**RLA MARCH 2023 ITEM 9****FACILITIES AND OPEN SPACES MANAGER'S REPORT**

Members received and noted the report of the Facilities and Open Spaces Manager (FOSM) for December 2022 – March 2023 along with the repairs list and associated costs for the playground works.

The following matters were discussed:

ROSPA Playground Reports

- Dealing with unbudgeted repairs is difficult when the Council is running a deficit budget so careful consideration needs to be made when approaching repairs.
- Need to consider price vs lifespan when considering repairs – for example any matting that is replaced with an upgraded rubberised surface will likely last longer
- Rather than replacing a piece of equipment of a poor design with like-for-like, the Council would like to consider alternative options first.
- Once the ROSPA report is received it should be saved to the Council portal for Members to review. A summary schedule of works should then be prepared for the Committee to review before undertaking any Medium risk repairs. For High risks officers to repair, in in budget, or take out of use pending a Council decision if over budget.

Ancells Pavilion

- Insurance for remedial work - FOSM met with contracted for insurance company and can confirm all works to repair the pavilion after the water leak will be covered through insurance.

#### Calthorpe Park

- Members noted there has always been a flooding problem by the public toilets. Installing a soakaway as discussed is unlikely to be an adequate solution – other options need to be sought and considered.

#### Harlington

- Auditorium flooring – members noted that the auditorium flooring will need sanding and resealing soon.

### **RESOLVED**

Members noted the report of the FOSM.

#### **RLA MARCH 2023 ITEM 10**

#### **STUDENT WORK PLACEMENTS**

Members considered the option of hosting student work placements from Farnborough College of Technology to help map out a new website, redesign the newsletter and do some market research for the weekly market. The placements are for a period of 45 days and are likely to take place in May.

A meeting at Farnborough College of Technology to meet prospective placement students is to take place on 22<sup>nd</sup> March 2023.

### **RESOLVED**

To approve, in principle, the hosting of student work placements from Farnborough College of Technology with formal approval to be sought at the next Full Council meeting.

#### **RLA MARCH 2023 ITEM 11**

#### **TEMPORARY 4G NETWORK INSTALLATION ON CALTHORPE PARK**

Members considered granting permission in principle for the installation of a temporary 4G network in Calthorpe Park for the Coronation event and potentially for future events. Any installation will be carried out and paid for by a third party. The network signal in the Calthorpe Park area is very poor and makes taking card payments at events difficult.

### **RESOLVED**

To approve permission in principle for the installation of a temporary 4G network by an authorised third party in Calthorpe Park, subject to location and design being agreed by Officers.

#### **RLA MARCH 2023 ITEM 12**

#### **TEMPORARY INSTALLATION TO RAISE AWARENESS OF YOUTH SUICIDE**

Members noted a request from Hampshire Child and Adolescent Mental Health Service to host a sand timer that is being toured around Hampshire to raise awareness of youth suicide.

The 6ft sand timer revolves every 40 seconds to reflect that every 40 seconds across the world someone will end their life by suicide. Coloured balls pass through the timer to reflect on average how many young people end their life by suicide each year. There is also an information board detailing where people can get help.

The installation has been pencilled in for 11<sup>th</sup> September 2023 for a four week period.

Members noted that the installation would need to be placed somewhere within range of CCTV to ensure it is secure.

**RESOLVED**

To agree to the temporary installation of the youth suicide awareness sand timer in September, subject to deciding the best location for it.

1 member of the public left the meeting at 9.19pm.

**RLA MARCH 2023 ITEM 13 EXECUTIVE OFFICER’S REPORT**

Members noted the Executive Officer’s Report.

A donation has been received from the Friends of Ancells Farm as a contribution towards installing a new path. Since the cost of the originally proposed path now far exceeds budget, it was advised that the donation should be returned with a letter confirming that the Council would be willing to discuss any future projects with the group that they may wish to donate to.

**RLA MARCH 2023 ITEM 14 FUTURE EVENTS**

Members noted the list of future events.

**RLA MARCH 2023 ITEM 15 DATE AND TIME OF NEXT MEETING**

The next meeting of the Recreation, Leisure & Amenities Committee will be held on Wednesday 21<sup>st</sup> June 2023 at 7pm in The Harlington.

The meeting closed at 9.29pm

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

**Chairman**

**Fleet Town Council Current Year**

**Bank - Cash and Investment Reconciliation as at 28 February 2023**

item 7

		<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>			
1	28/02/2023	HSBC	822,746.53
2	31/03/2022	Petty Cash	100.00
			<b>822,846.53</b>
<u>Other Cash &amp; Bank Balances</u>			
		CCLA Pub Sector Deposit Fund	1,350,000.00
		CO-OP fixed term account	0.00
		Cambridge B.S Savings account	100,000.00
		Cash Floats	2,000.00
		Contra Cheque Account	0.00
		Deposit Bond a/c	0.00
		Nationwide deposit account	800,000.08
		Petty Cash - Harlington	120.00
		Unity Trust deposit account	0.00
			<b>2,252,120.08</b>
			<b>3,074,966.61</b>
<u>Receipts not on Bank Statement</u>			
0	28/02/2023	All Receipts Cleared	0.00
			<b>0.00</b>
<b>Closing Balance</b>			<b>3,074,966.61</b>
<u>All Cash &amp; Bank Accounts</u>			
1		Bank Current/Deposit Account	822,746.53
2		Petty Cash - FTC	100.00
		Other Cash & Bank Balances	2,252,120.08
<b>Total Cash &amp; Bank Balances</b>			<b>3,074,966.61</b>

## Bank Current/Deposit Account

Payments made between 01/02/2023 and 28/02/2023

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
09/02/2023	BACS P/L Pymnt Page 2117	BACS Pymnt	57,901.99	57,901.99		500			BACS P/L Pymnt Page 2117
13/02/2023	HSBC	DD122	13.19	13.19		500			BANK CHARGES
13/02/2023	HSBC	DD123	77.68	77.68		500			BANK CHARGES
13/02/2023	HSBC	DD137	1,877.62	1,877.62		500			Feb Credit Card
14/02/2023	Payment Sense Ltd	DD124	166.94	166.94		500			JAN CARD CHARGES
14/02/2023	Payment Sense Ltd	DD125	27.05	27.05		500			BANK CARD CHARGES
15/02/2023	Fleet Town Council	DD	3,165.44			516		3,165.44	Pension Feb 23
15/02/2023	NPower - Direct Debits	DD126	67.74	67.74		500			ELEC 1/12-31/12/22
15/02/2023	NPower - Direct Debits	DD127	33.10	33.10		500			ELEC 1/12-31/12/22
15/02/2023	NPower - Direct Debits	DD128	212.99	212.99		500			ELEC 1/12-31/12/22
15/02/2023	NPower - Direct Debits	DD129	290.57	290.57		500			ELEC 1/12-31/12/22
15/02/2023	NPower - Direct Debits	DD130	29.84	29.84		500			ELEC 1/12-31/12/22
16/02/2023	Global Payments - Direct Debit	DD131	745.12	745.12		500			CARD CHARGES JAN 23
20/02/2023	Central Computer Management Lt	DD132	74.40	74.40		500			PAYROLL JAN 23
20/02/2023	Fleet Town Council	DDR	24,441.34			516		110.74	Payroll Feb 2023
						520		24,330.60	Payroll Feb 2023
22/02/2023	Fleet Town Council	DDR	9,152.12			515		9,152.12	Inland rev Feb 23
24/02/2023	Payment Sense Ltd	DD133	113.94	113.94		500			CARD CHARGES JAN 23
24/02/2023	Payment Sense Ltd	DD134	17.88	17.88		500			CARD CHARGES JAN 23
24/02/2023	BOC Ltd	DD135	50.38	50.38		500			GAS
27/02/2023	Global Payments - Direct Debit	DD136	66.78	66.78		500			CARD CHARGES JAN 23
28/02/2023	BACS P/L Pymnt Page 2126	BACS Pymnt	-2,400.00	-2,400.00		500			BACS P/L Pymnt Page 2126
28/02/2023	Booker Limited	DD138	66.50	66.50		500			Bar supplies
Total Payments:			96,192.61	59,433.71	0.00			36,758.90	



Purchase Ledger for Month No 11

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
02/02/2023	2161		6THSENSE	6THSENSE	62.98	12.60	75.58	508	0	62.98	Domain website Jubilee
02/02/2023	INV-27012023		ACDC	ACDC	4,477.41	0.00	4,477.41	707	0	4,477.41	ACDC Show 27/1/23
03/02/2023	20942 3/2/23		BCE	BCE	2,000.00	400.00	2,400.00	642	0	2,000.00	STAYIN ALIVE
28/02/2023	20942 3/2/23 CR		BCE	BCE	-2,000.00	-400.00	-2,400.00	642	0	-2,000.00	Credit as invoice previously
21/02/2023	EXPS		BENCRANE	BENC	153.78	0.00	153.78	4041	301	30.20	7 Jan 23 to 25 Jan 23
								4041	301	41.27	28 nov 22 to 23 dec 22
								4041	301	39.56	3 nov 22 to 27 nov 22
								4041	301	42.75	6 oct 22 to 2 nov 22
28/02/2023	FEBEXP		BENCRANE	BENC	31.19	0.00	31.19	4041	301	31.19	Feb Expenses
24/02/2023	227T41353		BIFFA	BIFFA	799.55	159.91	959.46	4155	204	799.55	Gnrl Waste
24/02/2023	227T41354		BIFFA	BIFFA	143.80	28.76	172.56	4156	204	143.80	Mixed recycling
24/02/2023	227T41355		BIFFA	BIFFA	129.35	25.87	155.22	4155	205	129.35	General Waste
24/02/2023	227T41356		BIFFA	BIFFA	573.95	114.79	688.74	4155	350	573.95	General Waste
24/02/2023	227T41357		BIFFA	BIFFA	54.45	10.89	65.34	4156	204	54.45	Glass Waste
01/02/2023	3071707762		BOC	BOC	41.98	8.40	50.38	4700	201	41.98	GAS
15/02/2023	0297451		BOOKER	BOOKER	59.40	7.10	66.50	4700	201	45.42	Bar supplies
								4152	204	13.98	Bar supplies
15/02/2023	3117		BRANDPEST	BRAND	40.00	8.00	48.00	4187	204	40.00	Pest control
16/02/2023	M0569X		BT	BT	78.24	15.65	93.89	4487	204	78.24	Broadband Feb23
02/02/2023	19/1/23		CAPTURED MOMENT	CAPTUREDMO	26.00	0.00	26.00	4535	105	26.00	Slides to prints
09/02/2023	51901		CBS	CBS	824.00	164.80	988.80	4170	204	824.00	Contract 1/2-28/2
09/02/2023	51902		CBS	CBS	450.08	90.02	540.10	4170	204	450.08	Contract 1/2-28/2/23
01/02/2023	57689		CENTRAL COM LIVEPAY	CCMLPAY	62.00	12.40	74.40	4550	101	62.00	PAYROLL JAN 23
28/02/2023	57966		CENTRAL COM LIVEPAY	CCMLPAY	60.00	12.00	72.00	4550	101	60.00	Payroll Feb 23
10/02/2023	INV0088477		ODLINGS LTD	COLUMBARIA	278.00	55.60	333.60	4935	350	278.00	Santum tablet
10/02/2023	2619		CONNCOMPUT	CONNECT	360.00	72.00	432.00	4484	101	360.00	Monthly Support Feb 23
14/02/2023	10/02ALNEWTON		MOLSON COORS	COORS	1,045.00	209.00	1,254.00	4700	201	1,045.00	Bar Supplies
28/02/2023	24/02 EXSHAW		MOLSON COORS	COORS	578.35	115.67	694.02	4700	201	578.35	Bar supplies

Purchase Ledger for Month No 11

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
21/02/2023	906996575		MOLSON COORS	COORS	2,181.08	436.22	2,617.30	4700	201	2,181.08	Bar supplies
02/02/2023	1356		DTM CONTRACTORS LTD	DTM CONTR	180.00	36.00	216.00	4170	320	180.00	PROVIDE ELEC CERTS
02/02/2023	1357		DTM CONTRACTORS LTD	DTM CONTR	65.36	13.07	78.43	4170	205	65.36	REPAIR TOILET
08/02/2023	1361		DTM CONTRACTORS LTD	DTM CONTR	296.67	59.33	356.00	4170	320	296.67	EICR cert
11/02/2023	1363		DTM CONTRACTORS LTD	DTM CONTR	540.00	108.00	648.00	4170	320	540.00	EICR Certs
21/02/2023	1366		DTM CONTRACTORS LTD	DTM CONTR	501.96	100.39	602.35	4170	204	501.96	Install new circuits
21/02/2023	1367		DTM CONTRACTORS LTD	DTM CONTR	81.86	16.37	98.23	4170	204	81.86	Replace flush valve
21/02/2023	1369		DTM CONTRACTORS LTD	DTM CONTR	73.03	14.61	87.64	4170	205	73.03	Replace sink waste
28/02/2023	1373		DTM CONTRACTORS LTD	DTM CONTR	64.00	12.80	76.80	4170	205	64.00	Fix ceiling tile
28/02/2023	FEBEXP		PAUL EINCHCOMB	EINCHCOMB	121.92	17.02	138.94	4537	105	85.12	Ink Cartridge
								4537	105	4.40	Hart DC Car Park
								4041	105	32.40	Halc Meeting
01/02/2023	19894		FESTIVE LIGHTING	FESTIVELIG	1,726.40	345.28	2,071.68	4655	150	1,726.40	Festive lights
01/02/2023	SIN050486		FENLAND LEISURE	FLP	11,236.00	2,247.20	13,483.20	4185	320	11,236.00	Park purchases
01/02/2023	SIN050633		FENLAND LEISURE	FLP	440.00	88.00	528.00	4185	315	440.00	Post installation
05/02/2023	23/03		FLEETJAZZ	FLTJAZ	720.00	0.00	720.00	725	0	720.00	Advance March Concert
13/02/2023	15		GC LIGHTING	GC LIGHTNG	204.00	0.00	204.00	707	0	72.00	Lighting programming
								711	0	132.00	Lighting programming
24/02/2023	16		GC LIGHTING	GC LIGHTNG	72.00	0.00	72.00	712	0	72.00	ELO lighting
24/02/2023	28FEB23		GLOBAL PAYMENTS DD	GLOBALDD	589.87	0.00	589.87	4422	201	589.87	bank charges
01/02/2023	31JAN23		GLOBAL PAYMENTS DD	GLOBALDD	745.12	0.00	745.12	4422	201	745.12	CARD CHARGES JAN 23
01/02/2023	50365453		GLOBAL PAYMENTS DD	GLOBALDD	55.65	11.13	66.78	4422	201	55.65	CARD CHARGES JAN 23
22/02/2023	27063		GREENHOUSE G LTD	GREENHOUSE	1,710.00	0.00	1,710.00	4430	105	1,710.00	Newsletter
02/02/2023	701024783FEB		HDC	HDC	118.80	0.00	118.80	4110	204	118.80	Business Rate 22/23
15/02/2023	INV-16965		HOGS BACK	HOGSBACK	181.30	36.26	217.56	4700	201	181.30	Bar supplies
01/02/2023	10128627		HSBC	HSBC	77.68	0.00	77.68	4420	101	77.68	BANK CHARGES
01/02/2023	10164844		HSBC	HSBC	13.19	0.00	13.19	4420	101	13.19	BANK CHARGES
24/02/2023	10211132		HSBC	HSBC	64.00	0.00	64.00	4420	101	64.00	Bank charges
24/02/2023	10247786		HSBC	HSBC	63.74	0.00	63.74	4420	101	63.74	Bank Charges

Purchase Ledger for Month No 11

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
07/02/2023	BANKCHARGES		HSBC	HSBC	113.14	0.00	113.14	4420	101	113.14	Bank Charges
05/02/2023	FEBCREDITCARD		HSBC	HSBC	1,571.35	306.27	1,877.62	4481	204	8.33	AR/FEB23/SPOTIFY
								4030	204	75.00	AR/FEB23/GDPR TRAINING
								4433	201	108.32	AR/FEB23/SOFTWARE
								4433	201	108.32	AR/FEB23/SOFTWARE
								4400	204	15.98	AR/FEB23/OFFICE SUPPLIES
								4400	101	115.00	CB/FEB23/PURCHASE ORDERS
								4182	201	58.50	AR/FEB23/STAGE SUPPLIES
								4763	201	94.87	DD/FEB23/BAR SUPPLIES
								4445	101	6.00	CB/FEB23/SIM CARD
								4170	310	17.98	BC/FEB23/WATER PUMP
								4432	201	963.05	BC/FEB23/TICKET MACHINE PRINTE
07/02/2023	008		JAMIE BOND	JAMIEBOND	96.40	0.00	96.40	708	0	96.40	Oasish Sound Tech
22/02/2023	02		JOOLS WARREN	JOOLS	150.00	0.00	150.00	724	0	150.00	Sound Eng Jazz Club
11/02/2023	NOV22		MR KYPS POOLE	KYPS	250.00	0.00	250.00	669	0	250.00	bad manners nov 22
01/02/2023	280442		LAWMANS UK	LAWMANS UK	875.00	175.00	1,050.00	658	0	455.00	Security 2and3 dec
								659	0	420.00	Security 2and3 dec
10/02/2023	282954		LAWMANS UK	LAWMANS UK	420.00	84.00	504.00	708	0	420.00	Security 4 feb
08/02/2023	22751		LOOS	LOOS	605.00	121.00	726.00	508	0	605.00	Deposit for coronation
22/02/2023	INV-0101		MAINLYMAD	MAIMAN	3,436.35	0.00	3,436.35	658	0	3,436.35	Ticket split
07/02/2023	01231646		MINTNETWORK	MINTNETWOR	103.68	20.74	124.42	4440	101	103.68	Tel Service Jan 23
01/02/2023	15912		NIGEL JEFFRIES	NIGELJEFFR	12,129.88	2,425.98	14,555.86	4200	208	2,040.46	Grnds Maint Contract
								4200	301	1,291.51	Grnds Maint Contract
								4200	310	3,470.35	Grnds Maint Contract
								4200	315	1,849.90	Grnds Maint Contract
								4200	320	1,573.14	Grnds Maint Contract
								4200	325	651.82	Grnds Maint Contract
								4200	350	977.12	Grnds Maint Contract
								4200	330	275.58	Grnds Maint Contract

Purchase Ledger for Month No 11

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
09/02/2023	15957		NIGEL JEFFRIES	NIGELJEFFR	685.00	137.00	822.00	4202	475	685.00	Bin cleaning high street
21/02/2023	15965		NIGEL JEFFRIES	NIGELJEFFR	2,325.00	465.00	2,790.00	4202	475	2,325.00	Cleaa road and street signs
28/02/2023	16015		NIGEL JEFFRIES	NIGELJEFFR	12,129.88	2,425.98	14,555.86	4200	208	2,040.46	Ground Main Contract Feb 23
								4200	301	1,291.51	Ground Main Contract Feb 23
								4200	310	3,470.35	Ground Main Contract Feb 23
								4200	315	1,849.90	Ground Main Contract Feb 23
								4200	320	1,573.14	Ground Main Contract Feb 23
								4200	325	651.82	Ground Main Contract Feb 23
								4200	350	977.12	Ground Main Contract Feb 23
								4200	330	275.58	Ground Main Contract Feb 23
01/02/2023	IN05948209		NPOWER	NPOWER	25.48	1.32	26.80	4122	310	25.48	CCTV 1/12-31/12
01/02/2023	IN06071055		NPOWER	NPOWER	155.00	31.00	186.00	4122	204	155.00	Elec 1/10-22-30/9/23
16/02/2023	IN06220063		NPOWER	NPOWER	25.44	1.32	26.76	4122	310	25.44	CCTV Calthorpe
16/02/2023	IN06224439		NPOWER	NPOWER	5,239.25	1,047.85	6,287.10	4122	204	5,239.25	Elec 1/1/23-31/1/23
01/02/2023	IN06014182		NPOWER DD	NPOWERDD	276.73	13.84	290.57	4122	310	276.73	ELEC 1/12-31/12/22
01/02/2023	IN06014185		NPOWER DD	NPOWERDD	64.51	3.23	67.74	4122	315	64.51	ELEC 1/12-31/12/22
01/02/2023	IN06014188		NPOWER DD	NPOWERDD	31.52	1.58	33.10	4122	320	31.52	ELEC 1/12-31/12/22
01/02/2023	IN06014225		NPOWER DD	NPOWERDD	28.42	1.42	29.84	4122	208	28.42	ELEC 1/12-31/12/22
01/02/2023	IN06014226		NPOWER DD	NPOWERDD	202.85	10.14	212.99	4122	205	202.85	ELEC 1/12-31/12/22
16/02/2023	IN06278732		NPOWER DD	NPOWERDD	15.96	0.80	16.76	4122	208	15.96	Elec 1/1-31/1/23
16/02/2023	IN06316025		NPOWER DD	NPOWERDD	245.93	12.30	258.23	4122	310	245.93	Elec 1/1-31/1/23
16/02/2023	IN06316027		NPOWER DD	NPOWERDD	46.10	2.30	48.40	4122	315	46.10	Elec 1/1-31/1/23
16/02/2023	IN06316030		NPOWER DD	NPOWERDD	31.32	1.57	32.89	4122	320	31.32	Elec 1/1-31/1/23
16/02/2023	IN06316067		NPOWER DD	NPOWERDD	201.24	10.06	211.30	4122	205	201.24	Elec 1/1-31/1/23
02/02/2023	2970		NPTREEMANAGE	NPTREE	420.00	84.00	504.00	4250	310	420.00	TREE WORKS AS PER SURVEY
22/02/2023	2998		NPTREEMANAGE	NPTREE	820.00	164.00	984.00	4250	315	820.00	Tree works
23/02/2023	3004		NPTREEMANAGE	NPTREE	320.00	64.00	384.00	4250	350	320.00	Tree works
23/02/2023	3005		NPTREEMANAGE	NPTREE	75.00	15.00	90.00	4250	301	75.00	Tree works
01/02/2023	5085354		PAYMENTSSENSE	PAYMENTSSEN	94.95	18.99	113.94	4422	201	94.95	CARD CHARGES JAN 23

Purchase Ledger for Month No 11

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
01/02/2023	5085355		PAYMENTSSENSE	PAYMENTSSEN	14.90	2.98	17.88	4422	201	14.90	CARD CHARGES JAN 23
24/02/2023	FEB 23		PAYMENTSSENSE	PAYMENTSSEN	29.36	0.00	29.36	4422	201	29.36	bank charges
24/02/2023	FEB23		PAYMENTSSENSE	PAYMENTSSEN	218.21	0.00	218.21	4422	201	218.21	Bank charges
01/02/2023	JANCHARGES		PAYMENTSSENSE	PAYMENTSSEN	166.94	0.00	166.94	4422	201	166.94	JAN CARD CHARGES
01/02/2023	JANCHARGES2		PAYMENTSSENSE	PAYMENTSSEN	27.05	0.00	27.05	4422	201	27.05	BANK CARD CHARGES
28/02/2023	001677		CHCLEANING	PRIMA	2,107.00	421.40	2,528.40	4150	204	2,107.00	Cleaning Feb 23
28/02/2023	001678		CHCLEANING	PRIMA	572.60	114.52	687.12	4150	205	572.60	Cleaning Feb 2023
28/02/2023	001679		CHCLEANING	PRIMA	349.85	69.97	419.82	4150	204	349.85	Cleaning Feb 23
28/02/2023	001680		CHCLEANING	PRIMA	105.15	21.03	126.18	4150	315	105.15	Cleaning 1/2-28/2/23
28/02/2023	001681		CHCLEANING	PRIMA	52.50	10.50	63.00	4150	310	52.50	Cleaning 1/2-28/2/23
28/02/2023	001682		CHCLEANING	PRIMA	105.15	21.03	126.18	4150	320	105.15	Cleaning 1/2-28/2/23
01/02/2023	26/1/23		PRINCESTONES	PRINCESTON	100.00	0.00	100.00	4936	350	100.00	Ashes interment
01/02/2023	30/1/23		PRINCESTONES	PRINCESTON	100.00	0.00	100.00	4936	350	100.00	Ashes interment
22/02/2023	11022023		PURPLE ZEPPELIN	PURPLEZEPP	1,347.00	0.00	1,347.00	711	0	1,347.00	Purple Zeppelin 11/2/23
01/02/2023	INV-17830		SG POS	SGPOS	70.00	14.00	84.00	4728	201	70.00	Web services Jan 23
01/02/2023	INV-17852		SG POS	SGPOS	70.00	14.00	84.00	4728	201	70.00	WEB SERVICES FEB23
28/02/2023	FEBEXPS		SIAN TAYLOR	SIAN	43.58	0.00	43.58	4445	350	23.33	Mobile costs
								4041	350	20.25	Mileage
23/02/2023	BK209505-1		SLCC	SLCC	30.00	6.00	36.00	4030	101	30.00	Training
23/02/2023	BK209506-1		SLCC	SLCC	30.00	6.00	36.00	4030	101	30.00	Training
13/02/2023	01SPS22016		SOUND AND LIGHT PROD	SOUNDLIGHT	375.00	0.00	375.00	508	0	375.00	Deposit
09/02/2023	SOT-1364		STEREO	STEREOTONI	4,575.16	0.00	4,575.16	708	0	4,575.16	Oasish
01/02/2023	INV-1253		SUSX HR HUB	SUX HR HUB	75.00	15.00	90.00	4551	101	75.00	MONTHLY HR RETAINER
28/02/2023	23020044		TICKETSOLVE	TICKETSOLV	1,322.41	264.48	1,586.89	4490	201	1,322.41	Ticket sale costs Feb 23
12/02/2023	291612040/23		TOTALENERGIES	TOT ENG	6,053.22	1,210.64	7,263.86	4120	204	6,053.22	Gas 31/12-31/1
12/02/2023	291663685/23		TOTALENERGIES	TOT ENG	539.73	107.95	647.68	4120	205	539.73	Gas 31/12-31/1/23
01/02/2023	HI589249		UNITED HYGIENE	UWR	148.68	29.74	178.42	4152	205	148.68	Cleaning Supplies
01/02/2023	HI589516		UNITED HYGIENE	UWR	660.27	132.05	792.32	4152	204	660.27	Supplies Feb 23
08/02/2023	OP/1630975		VIMTO	VIMTO	286.02	57.20	343.22	4700	201	286.02	Bar supplies

Purchase Ledger for Month No 11

Order by Supplier A/c

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
18/02/2023	B5-586540816		VODAFONE	VODAFONE	31.07	6.21	37.28	4445	204	10.97	Mobile phones 18/2-17/3
								4445	301	10.08	Mobile phones 18/2-17/3
								4445	101	10.02	Mobile phones 18/2-17/3
01/02/2023	521082837		ZURICH	ZUR	306.90	61.38	368.28	4172	204	306.90	Ins 4/3/23-3/3/24
TOTAL INVOICES					<u>95,576.27</u>	<u>14,896.91</u>	<u>110,473.18</u>			<u>95,576.27</u>	

**Ancells Farm CC**

Service	Frequency	Quantity	Current Price	Contractor A	Contractor B	Contractor C
				24 month contract with 4 weeks cancellation period. Prices can be changed throughout contract.	12 month contract for 1st year 24 month thereafter. Price change on 28/3 every year.	12 month contract with 3 months cancellation period. Prices locked for whole of contract.
				<i>current contractor</i>		
			Per month	per month	per month	per month
Offensive Waste Bin Service – 140 ltr Outdoor Yellow	2 Weekly	1	£ 44.58	£ 47.45	£ 69.03	£ 30.00
Fem Hygiene - Bin White Standard	4 Weekly	3	£ 25.44	£ 34.05	£ 14.56	£ 17.50
Non-Aerosol Air Freshener – VIVA	8 Weekly	3	£ 34.46	£ 32.59	£ 21.45	£ 30.00
<b>Total Monthly Price</b>			<b>£ 104.48</b>	<b>£ 114.08</b>	<b>£ 105.04</b>	<b>£ 77.50</b>

**The Harlington**

Service	Frequency	Quantity	Current Price	Contractor A	Contractor B	Contractor C
				24 month contract with 4 weeks cancellation period. Prices can be changed throughout contract.	12 month contract for 1st year 24 month thereafter. Price change on 28/3 every year.	12 month contract with 3 months cancellation period. Prices locked for whole of contract.
				<i>current contractor</i>		
			Per month	per month	per month	per month
Warm Air Dryer 5000 - White	4 Weekly	3	£ 86.20	£ 96.50	£ 61.75	£ 56.25
Offensive Waste Bin Service - 50 ltr Small White	4 Weekly	3	£ 86.20	£ 96.50	£ 48.10	£ 35.00
Fem Hygiene - Bin White Standard	4 Weekly	16	£ 132.28	£ 187.01	£ 77.65	£ 93.33
Non-Aerosol Air Freshener – VIVA	8 Weekly	5	£ 56.03	£ 54.31		
Non-Aerosol Air Freshener – VIVA	4 Weekly	5			£ 35.75	£ 50.00
<b>Total Monthly Price</b>			<b>£ 360.71</b>	<b>£ 434.32</b>	<b>£ 223.25</b>	<b>£ 234.58</b>
<b>GRAND TOTAL</b>			<b>£ 465.19</b>	<b>£ 548.40</b>	<b>£ 328.29</b>	<b>£ 312.08</b>
<b>Saving Against Current Contract per year</b>				<b>-£ 998.55</b>	<b>£ 1,642.76</b>	<b>£ 1,837.32</b>

**RECOMMENDATION**

To contract the provision of hygiene services with Contractor C for a initial period of 12 months and then on a rolling basis, subject to satisfactory pricing at each anniversary.





9.	Projected income and expenditure of project/event	We anticipate raising approximately £8,000 - £10,000 in 2023 through grant applications, fundraising and donations. This will cover the cost of training, supplies and promotional materials. We have no salaried staff as we are fully run by volunteers.					
10.	Details of any other grants applied for this project/event/activity and status  We have applied for various grants but not of which apply to this activity (rent), except for those applications to other parishes. Details to follow	Body	Amount	Date applied	Approved	Refused	Pending
11.	If your Grant application to Fleet Town Council is not successful how will the event/project still go ahead? If so how?	Without the very generous funding from Fleet Town Council, we would not be able to continue to open at The Point.					
12.	Details of any previous Grant awarded to your organisation by Fleet Town Council.	Fleet Town Council have kindly funded the rental costs of Sasha's Project since we opened in March 2020					
13.	How will you publically acknowledge Fleet Town Council's contribution?	We acknowledge the support of Fleet Town Council on all our literature and on our social media accounts.					

You may use a separate sheet of paper to submit any other information which you feel will support this application.

Signed:



Date: 21.03.2023

The following documents must be included with your application for it to be considered.

	YES	T.C. USE CHECKED
Last Financial Years Accounts (our first year accounts are currently with our accountant, but can be forwarded as soon as they are signed off)~		To follow
Constitution (attached in separate email)	✓	x
Copy of most recent Bank Statement for all accounts (attached in separate email)	✓	x
Safeguarding Policy (attached in separate email)	✓	x

Office Use

	Officer	Date
Grant Application verified?		
Committee decision?		
Applicant notified?		
If approved funds released?		
Press Release and Photo?		
Self-evaluation form of Event sent?		

**OFFICER:** Rochelle Halliday, Executive Officer  
**DATE:** 29<sup>th</sup> March 2023  
**MEETING:** Council 5<sup>th</sup> April 2023  
**SUBJECT:** Item 13 - Executive Officer's Report

### 1. Contracted Hygiene Services for The Harlington and Ancells Farm Community Centre (Item 8.)

The Finance & Admin Manager has been working on the review of the Council's service contracts to ensure that the Council is still receiving value for money. The latest review is for the Council's hygiene services (hand driers, air fresheners, hygiene bins and offensive waste bins) at Ancells Farm Community Centre and The Harlington. A summary is attached of the three quotes received for a new contract.

The reason this has come to the Council for review, rather than Committee, is that the current contract has a four week notice period and we wanted to start making savings on the service as soon as possible.

The recommendation is to switch to Contractor C. This will bring cost savings of around £1,800 per year and does not tie the Council in to an unnecessarily long contract term. Pricing with Contractor C is fixed for the first twelve months, after which there is a price review.

At time of writing, I am in the process of finding out if the contract with Contractor C will become a rolling contract after the twelve month period and will inform the Council of this at the meeting.

#### **RECOMMENDATION**

To approve a new twelve month hygiene contract at Ancells Farm Community Centre and The Harlington with Contractor C (*please note that this recommendation was omitted from the issued agenda*).

### 2. Student Work Placements (Item 10.)

The RLA Committee reviewed the proposal to engage work experience students from Farnborough College of Technology (FCOT) for the mapping of the new Council and Harlington websites, to work on the newsletter and to conduct some survey work for Fleet Saturday Market. Approval in principle was provided by the Committee, subject to full approval from the Council.

Cllr Einchcomb and the Finance & Admin Manager met with students at FCOT on 22<sup>nd</sup> March and several CVs have been put forward for the positions, which will be reviewed internally on 5<sup>th</sup> April. The placements are due to start in May for a period of 45 days.

It has been confirmed that the students will be covered by the Council's employer's liability insurance at no further cost. Other than management time, there are no further expected costs of hosting these work experience students.

There will be some safeguarding processes that will need to be put in place, but the College will support this.

#### **RECOMMENDATION**

To approve the hosting of student work placements from Farnborough College of Technology.

### 3. Vision Day – Update on Draft Strategic Plan

A quick update on progress to producing a draft Strategic Plan.

Following my aspirational target of producing a draft plan before the next Council meeting, other priority tasks have taken up more time than expected.

I have so far produced a map gathering all of the comments from the two Vision Day sessions into headings, which will form the framework for the plan. This will then be worked into a draft plan, which will be circulated to all Members for further comment.

#### **4. Review of Standing Orders and Financial Regulations**

The Standing Orders and Financial Regulations will be reviewed at the Annual Meeting of the Town Council (the next Council meeting) on 10<sup>th</sup> May.

Please could Members submit any suggested amendments to the Standing Orders and Financial Regulations to the Executive Officer by 21<sup>st</sup> April 2023.

#### **5. Action Day – 29<sup>th</sup> April**

The current plan for the Action Day on 29<sup>th</sup> April is to undertake some weeding, litter picking and painting of benches and railings on the High Street.

It will be a 9.30am start at the Gurkha Square entrance of The Harlington for the initial briefing.

If Members know any community groups who would like to get involved, do share the information with them.

A reminder that due to the pre-election period, photos of the session will be restricted.

#### **6. Harlington Development Working Group**

The Projects & Committee Officer has emailed The Harlington Development Working Group to re-convene the Group ready for reviewing the development project.

It is hoped that the meeting can take place week commencing 13<sup>th</sup> April, so do let the office know your availability for this week.

#### **7. Admin Support Officer Recruitment**

There was a good response to the recent recruitment for an Admin Support Officer. I am pleased to confirm that an offer has been made and accepted for the position, subject to the usual checks.

The provisional start date for the new recruit is 9<sup>th</sup> May.

#### **8. CCTV Monitoring Agreement**

I have reviewed the draft CCTV monitoring agreement between Hart District Council and Runnymede Borough Council with the Information Governance Officer at Hart District Council.

One final piece of information is remaining to complete on the agreement and then document will be finalised, ready for review and signing.

#### **9. Upcoming Council Meeting Dates**

- 11<sup>th</sup> April, 7pm – Development Control Committee
- TBC – Harlington Development Working Group
- 24<sup>th</sup> April, 7pm – Development Control Committee
- 10<sup>th</sup> May, 7pm – Annual Meeting of the Town Council