



Notice is hereby given of

A MEETING OF FLEET TOWN COUNCIL

Wednesday 5th July 2023 at 7pm at The Harlington

All members are summoned to attend

To Councillors:

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

Rochelle Halliday, Executive Officer
28th June 2023

AGENDA

1.	APOLOGIES Schedule 12 of the LGA 1972 requires a record to be kept of members present, and that this record forms part of the minutes of the meeting. A resolution must be passed on whether the reason(s) for a member's absence are acceptable.
2.	DECLARATIONS OF INTEREST Under the Local Authorities Localism Act 2011, members must declare any interest and the nature of that interest, which they may have in any of the items under consideration at this meeting. Members are reminded that they must disclose both the existence and the nature of a personal interest that they have in any matter to be considered at this meeting. A personal interest will be considered a prejudicial interest if this is one in which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the members' judgement of the public interest.
3.	QUESTIONS FROM THE PUBLIC (3 min per person maximum 15 minutes) To receive questions and statements from members of the public.
4.	CHAIRMAN'S ANNOUNCEMENTS To receive any updates from the Chairman of Fleet Town Council.
5.	HCC/HDC (3 mins per person – max 15 mins) To receive any update on HDC/HCC matters concerning FTC which are not included within the agenda.
6.	MINUTES OF PREVIOUS MEETINGS To receive and approve as a correct record the minutes of the Council Meeting held on 7 th June 2023 (<i>copy 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">• RLA 21st June 2023• Development Control 9th May, 22nd May, 12th June and 26th June 2023

Part 1 – ITEMS FOR DECISION

7. FINANCIAL MONITORING REPORT

- a) To receive the bank reconciliation and list of payments for May 2023 (*documents available on the FTC portal and website*).
- b) To receive a statement from Councillor Robinson that the bank reconciliation and list of payments for April and May 2023 have been verified and signed off against the original bank statements.

RECOMMENDATIONS

- a) To receive and accept the bank reconciliation and list of payments for May 2023.
- b) To accept the statement from Councillor Robinson that the bank reconciliation and list of payments for April and May 2023 have been verified and signed.

8. APPOINTMENT OF INTERNAL AUDITOR FOR 2023/2024

To approve the appointment of the Council's internal auditor for the 2023/2024 financial year (*see Executive Officer's report*).

RECOMMENDATION

To confirm the re-appointment of Eleanor Green, Do The Numbers, as the internal auditor for Fleet Town Council for 2023/2024.

9. RESUBMISSION OF CONTRACTED HYGIENE SERVICES FOR THE HARLINGTON AND ANCELLS FARM COMMUNITY CENTRE

To reconsider and agree a new contract for the provision of various hygiene services at The Harlington and Ancells Farm Community Centre (*see Executive Officer's report and supporting documents on the FTC portal*).

RECOMMENDATION

To approve a new twelve month hygiene services contract at The Harlington and Ancells Farm Community Centre with Contractor C.

10. BAGDER ACTIVITY AT FLEET CEMETERY

- a) To receive an update regarding the emergence of badger activity at Fleet Cemetery (*see Executive Officer's report*).
- b) To consider and agree the allocation of £10,000 from General Reserves to be placed in an Ear Marked Reserve for reactive repairs to the cemetery required due to badger activity, subject to the relevant licence being granted (*see Executive Officer's report*).

RECOMMENDATION

- a) To note the update provided.
- b) To approve the transfer of £10,000 from General Reserves to a new Ear Marked Reserve for reactive repairs to the cemetery required due to badger activity.

11. SECTION 106 ANCELLS FARM GREEN GYM

To consider and agree the contractor to supply and fit the Green Gym at Ancells Farm Park (*see report from Facilities and Open Spaces Manager attached*).

RECOMMENDATION

To approve the recommended contractor for the installation of a Green Gym at Ancells Farm Park, to be funded from section 106 money.

12. CLIMATE CHANGE

- a) To consider and agree setting up a monthly Repair Café in The Harlington (*copy attached*).
- b) To consider and agree to pursue Stage 2 of the Greening Campaign and to host a public meeting in September 2023 to raise awareness of the initiative (*see Executive Officer's report*).
- c) To announce the winners of the Fleet Town Council Climate Change Competition in Schools and to agree an additional prize for the winning class.

	<p>RECOMMENDATION</p> <p>a) To approve the setting up of a monthly Repair Café at The Harlington. b) To approve commencing with Stage 2 of the Greening Campaign and to host a public meeting, provisionally set for September 2023, to raise awareness of the initiative. c) To approve awarding an additional prize to the winning class.</p>
13.	<p>HART DISTRICT COUNCIL (HDC) COUNTRYSIDE PARTNERSHIP MEETINGS To appoint Members to attend on the HDC Countryside Partnership meetings and to determine the meeting frequency (<i>see Executive Officer's report</i>).</p> <p>RECOMMENDATION To approve up to three Council Members to attend the HDC Countryside Partnership meetings along with the Executive Officer and to hold the meetings three times per year.</p>
14.	<p>COUNCIL MEETING DATES</p> <p>a) To consider and agree to move the 12th July 2023 Establishment Committee meeting to 26th July 2023. b) To consider and agree to move the 13th September 2023 Establishment Committee meeting to 8th November 2023.</p> <p>RECOMMENDATION</p> <p>a) To approve moving the 12th July 2023 Establishment Committee meeting to 26th July 2023. b) To approve moving the 13th September Establishment Committee meeting to 8th November 2023.</p>
Part 2 – ITEMS TO NOTE	
15.	<p>COMPLAINTS</p> <p>a) To receive notification of any new complaints. b) To conclude the matter relating to the investigation report from the Hart District Council Monitoring Officer dated 18th April 2023 (<i>see Executive Officer's report</i>).</p>
16.	<p>EXECUTIVE OFFICER'S REPORT To receive and note the update report from the Executive Officer (<i>copy attached</i>).</p>
17.	<p>DATE AND TIME OF NEXT MEETING The next meeting of the Council is scheduled to be held on Wednesday 6th September 2023 at 7pm in the Harlington.</p>
Part 3 – CONFIDENTIAL ITEMS	
	<p>Under the Public Bodies (Admission to Meetings) Act 1960 Exclusion of the public in accordance with Section 1(2) and by reason of the confidential nature of the business of the Town Council, the Public and Press will be excluded from the meeting.</p> <p>The following types of business will be treated as confidential:</p> <p>a. Engagement, terms of service, conduct and dismissal of employees b. Terms of tenders, and proposals and counter-proposals in negotiations for contracts c. Receipt of professional legal advice and preparation of cases in legal proceedings d. The early stages of any dispute e. Matters of a commercial nature</p> <p>No confidential items for consideration.</p>

FLEET TOWN COUNCIL

MINUTES OF THE COUNCIL MEETING

held on

Wednesday 7th June 2023 at 7.00pm

PRESENT

Councillors: R. Schofield (Chairman), P. Einchcomb, R. Fang, L. Holt, A. Hope, E. May, R. Robinson, S. Tilley, D. Taylor, G. Woods, K. Cottrell and P. Wildsmith

In Attendance: Rochelle Halliday – Executive Officer
Councillor Steve Forster – HCC
Councillor Stephen Parker – HCC
Friends of Oakley Park Representative

FC JUNE 2023 ITEM 1

APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Krishnmurthy, Cllr Oliver, Cllr Chenery, Cllr Willcocks, and Cllr Engström.

Cllr Richmond was absent.

FC JUNE 2023 ITEM 2

DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

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

FC JUNE 2023 ITEM 3

QUESTIONS FROM THE PUBLIC

There were no questions from the public.

FC JUNE 2023 ITEM 4

CHAIRMAN'S ANNOUNCEMENTS

Cllr Schofield reported his attendance during the period as follows:

- 15th May- met with Fleet Phoenix to discuss the Harlington development and potential impact on their accommodation.
- 16th May- met with the contractor for the Cemetery paths to try and resolve some issues with the quality of the work.
- 18th May- met with the Facilities and Open Space Manager at Basingbourne Park to investigate the land drain blockage.
- 24th May- met with the Internal Auditor during her visit at Fleet Town Council.
- 6th June- attended the Vision Session, this session was not well attended however a draft vision statement was produced.

FC JUNE 2023 ITEM 5

HCC/HDC ANNOUNCEMENTS

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

Cllr Forster (HCC)

- There is speed watch training later this month and the new unit will then be deployed.
- The Tavistock Road repair is still outstanding, a date is being allocated for the work to be completed.
- There are works being carried out for various potholes.
- The roadworks on Hitches Lane is going well.
- The Hampshire County Council website has information on support for the cost of living, Greening Campaign and an update on Foster Care.

Cllr Stephen Parker (HCC)

- The Reading Road South pedestrian crossing scheme is progressing, and support has been sought from various sources. A formal pedestrian count will take place.
- Cllr Parker attended the Basingstoke Canal Joint Management Committee meeting. Funding model from Parish/Town Councils is no longer sustainable as so many have pulled out of funding the scheme.

FC JUNE 2023 ITEM 6

MINUTES OF PREVIOUS MEETINGS

With the addition of Cllr Robinson to the list of members on the Policy and Finance Committee, the minutes were approved and signed by the Chairman.

RESOLVED

Subject to the above amendment, the main and confidential minutes of the Annual Meeting of the Town Council held on 10th May 2023 were approved and signed by the Chairman.

The Council received and noted the minutes of the Policy and Finance Committee meeting held on 17th May 2023.

The incorrect minutes were included for the Development Control meetings, therefore, they will be received at the next Council Meeting.

FC JUNE 2023 ITEM 7

FINANCIAL REPORTING FOR THE YEAR ENDING MARCH 2023

- a) Asset Register
Members received a copy of the Asset Register, as at 31st March 2023. The insurance valuation was discussed, and the Executive Officer confirmed that the insurance cover replaces items at their new cost.
- b) Financial Statements
Members received the summary of financial statements report for the year ending 31st March 2023. This document provides a summary of the Council's actual year end position, to support the consideration of the Annual Governance and Accountability Return.

Savings have been achieved from the budget due to deferring projects, staff vacancies and better show performances at the Harlington. The uncertainty within the economic environment continues.

RESOLVED

- 1) To approve the Asset Register at 31st March 2023.
- 2) Members noted the summary of financial statements report for the year ending 31st March 2023.

FC JUNE 2023 ITEM 8

ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2022/23

- a) BDO Conflict of Interest Form
Members received the BDO conflict of interest form for the external audit. It was confirmed that there were no known conflict of interests with BDO.

- b) The Review of the Effectiveness of the System of Internal Control for the year Ending 31st March 2023

This report provides the supporting evidence for a positive response to the Annual Governance Statement in the AGAR.

Members performed the review and confirmed that they were satisfied that the Council's system of internal control is effective.

- c) Annual Internal Audit Report 2022/23, Internal Audit visit report and the Internal Audit Actions Report

Members reviewed the Annual Internal Audit Report in the AGAR.

The Internal Auditor's report and the actions report were reviewed in detail. Members commented that the internal audit process and the Internal Auditor's reports were always useful.

Cllr Parker left the meeting at 7:30pm.

- d) AGAR Section 1 - Annual Governance Statement 2022/23

Members considered the Annual Governance Statement for 2022/23 in detail and confirmed affirmative responses to all applicable sections.

- e) AGAR Section 2 – Accounting Statements 2022/23

The Accounting Statements for 2022/23 were considered in detail.

RESOLVED

- 1) To confirm that the Council and its Members do not have any known conflict of interest with the external auditors BDO.
- 2) To approve the Review of the Effectiveness of the System of Internal Control for the year ending 31st March 2023.
- 3) To note the Annual Internal Audit Report (within the AGAR) and the Internal Audit year end report and to approve the actions report in response to the Internal Audit report.
- 4) To approve the AGAR Section 1 – Annual Governance Statement 2022/23.
- 5) To approve the AGAR Section 2 – Accounting Statements 2022/23.

FC JUNE 2023 ITEM 9

FINANCIAL MONITORING REPORT

Members considered the financial reports for the period ending April 2023.

Due to a timing issue the bank reconciliation could not be completed in time for this meeting and will be issued at the next Council meeting.

RESOLVED

- 1) Members approved the list of payments for April 2023.
- 2) To defer until the next meeting confirmation that the bank reconciliation for April 2023 has been verified and signed.

FC JUNE 2023 ITEM 10

DEFINITIVE MAP MODIFICATION ORDER 2023- RIGHT OF WAY THROUGH OAKLEY PARK

Members discussed the proposal to allocate a footpath through Oakley Park. Friends of Oakley Park have no objection to the proposal.

Fleet Town Council has reservations regarding the need to dedicate the identified footpaths through Oakley Park, as they are already well maintained by the Council, however, the Council recognises the legal status the paths have acquired through their established use and reluctantly accept that they will be officially dedicated.

FC JUNE 2023 ITEM 11

MONITORING OFFICER'S REPORTS

Two reports were received from the Monitoring Officer following a complaint in January 2023. Members were asked to consider the recommendations in the Monitoring Officer's reports.

The Chairman requested that the reports be discussed in closed session, due to discussing named individuals.

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 the room at 8.00pm.

Complaint: Alleged Breach of Fleet Town Council Code of Conduct

This complaint was considered by the Hart District Council Standards Committee.

Members considered the report and its recommendations in detail.

RESOLVED

- 1) To approve the recommendations in the Monitoring Officer's report.
- 2) To request that Cllr Oliver delivers an apology to Cllr Forster at the next available meeting.

Cllr Wildsmith left the meeting at 8.15pm.

Complaint: Alleged Breach of Fleet Town Council Code of Conduct by Councillor Schofield

Cllr Schofield left the room at 8.15pm. Cllr Einchcomb assumed the position of Chairman.

Members discussed the report and considered the recommendations.

RESOLVED

- 1) To uphold the recommendation in the Monitoring Officer's report requiring Cllr Schofield to apologise to Cllr Forster but with due consideration to the fact that it would have been impossible to effectively intervene in the exchange between Cllr Oliver and Cllr Forster in that instance.

Members noted that this matter was a learning experience for the Council.

Cllr Schofield returned to the room at 8.30pm and was informed of the decision.

The meeting was re-opened to the public at 8.35pm. The public were informed of both decisions.

Cllr Schofield made an apology to Cllr Forster for allowing a Councillor to challenge an individual regarding the recording of the meeting. Cllr Forster accepted the apology.

FC JUNE 2023 ITEM 12 COMPLAINTS

A complaint was received from Oakley Park on 15th May 2023 regarding permitting two concurrent events at Oakley Park on 14th May 2023.

A resolution response was submitted to the complainant and accepted.

FC JUNE 2023 ITEM 13 BADGER ACTIVITY AT FLEET CEMETERY

Members were informed about the badger activity which is causing significant damage. Cllr Schofield and officers are taking appropriate action and have commissioned a licence application to be submitted to Natural England for managing the sett using Council's emergency financial powers. The cost of this work is £1,901.35 + VAT.

Any action will be in line with the strict legal process for managing badger setts.

The council will be required to allocate funds once there is clearer picture of costs.

FC JUNE 2023 ITEM 14 EXECUTIVE OFFICER'S REPORT

Members noted the Executive Officers report.

Members agreed the meeting date for Climate Change Working Group to be held on 20th June 2023.

FC JUNE 2023 ITEM 15 DATE AND TIME OF NEXT MEETING

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

The meeting closed at 8:57pm

Signed.....
Chairman

Date:.....



FLEET TOWN COUNCIL

MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING

Wednesday 21st June 2023 at 7pm

PRESENT

Councillors: G. Chenery, L. Holt, E. May, A. Oliver, R. Schofield, S. Tilley, K. Cottrell, G. Woods, R. Fang (Chairman for the meeting) and D. Taylor

Also Present: Rochelle Halliday – Executive Officer
Alex Robins – Harlington General Manager
Ben Crane – Facilities and Open Spaces Manager
Sian Taylor – Cemetery Clerk
Louise Rogers – Administration Support Officer
Leigh Wallace – Hart District Council Countryside Manager
Mike Bye – Friends of Oakley Park

RLA JUNE 2023 ITEM 1

ELECTION OF CHAIRMAN

Councillor Paul Einchcomb was nominated and seconded for the position of Chairman. There were no other nominations.

RESOLVED

That Councillor Einchcomb be re-elected to the office of Chairman of Recreation, Leisure and Amenities Committee for the local Government year 2023/2024.

RLA JUNE 2023 ITEM 2

ELECTION OF VICE CHAIRMAN

Councillor Roy Fang was nominated and seconded for the position of Vice Chairman. There were no other nominations.

RESOLVED

That Councillor Fang be re-elected to the office of Vice Chairman of Recreation, Leisure and Amenities Committee for the local government year 2023/2024.

Councillor Fang chaired the meeting in Councillor Einchcomb's absence.

RLA JUNE 2023 ITEM 3

APOLOGIES

Members received and accepted the apologies from Councillor Paul Einchcomb.

Councillor Wildsmith and Councillor Willcocks were absent.

RLA JUNE 2023 ITEM 4

DECLARATIONS OF INTEREST

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

RLA JUNE 2023 ITEM 5

QUESTIONS FROM THE PUBLIC

There were no questions from the public.

RLA JUNE 2023 ITEM 6

MINUTES OF PREVIOUS MEETING

Members received and approved as a correct record the minutes of the Recreation, Leisure and Amenities Committee meeting held on 15th March 2023. The Chairman signed the minutes as a true record of the meeting.

Members agreed to take items 8, 9 and 16 next.

RLA JUNE 2023 ITEM 7

THE HARLINGTON AND ANCELLS FARM COMMUNITY CENTRE REPORT

Members received an update on events, hiring's, and operational activities. Members were encouraged by the show performances over the last few months.

RESOLVED

Members noted the report of the General Manager of The Harlington.

The Harlington General Manager left the meeting at 7:45pm

RLA JUNE 2023 ITEM 8

THE CEMETERY CLERK'S REPORT

Members received and noted the report of the Cemetery Clerk Officer.

RESOLVED

Members approved the installation of a Commonwealth War Graves Commission sign at Fleet Cemetery.

RLA JUNE 2023 ITEM 9

BADGER ACTIVITY AT FLEET CEMETERY

An update was provided on the badger activity at the Fleet Cemetery, where several graves have been disturbed. Members considered the desired approach to managing the badger setts. The Council's appointed ecology consultants had visited the site and submitted a selection of options for the Council to consider.

RESOLVED

Members agreed to apply for the relevant licence from Natural England to infill and make good any surface damage to the graves and block the entrances resulting from badger activity.

The Cemetery Clerk left the meeting at 7.13pm.

RLA JUNE 2023 ITEM 10

FACILITIES AND OPEN SPACES MANAGER'S REPORT

Members received and noted the report of the Facilities and Open Spaces Manager.

RESOLVED

- 1) Members agreed to waive the casual tennis court fee for the period from 3rd July 2023 until 16th July 2023 during Wimbledon.
- 2) Members agreed spending £100 for the application of three tennis courts to be painted on the event field adjacent to the tennis courts, to allow free play.
- 3) Members noted the report of the Facilities and Open Spaces Manager.

RLA JUNE 2023 ITEM 11

SECTION 106 ANCELLS FARM GREEN GYM

Members received an update of costs for the installation of a Green Gym.

Members requested that a formal quotation request is made to all interested parties. This can then be taken to the next Council meeting for final consideration.

It was noted that the approximate cost is under the threshold for a formal tender through Contracts Finder.

RESOLVED

- 1) To submit a formal quotation request to all interested parties associated with the project.
- 2) To select the appropriate contractor at the next available Council meeting.

RLA JUNE 2023 ITEM 12

SECURING THE OPEN SPACE NEAR ANCELLS FARM PARK

Members discussed the suggestions required to prevent vehicle access along the land leading up to Ancells Farm Park, which includes the installation of wooden bollards.

If the Committee wishes to remove the parking area and reinstate the area to a green space, this will cost approximately £3,740.

The Committee to further consider how to design the green space, which could include some form of planting.

RESOLVED

To install 26 bollards in a straight line to remove the parking area and to re-secure fallen bollards at a cost of £2,730 + VAT.

RLA JUNE 2023 ITEM 13

CRICKET CLUB SIGNAGE

Members received the request from Fleet Cricket Club for the installation of new signage at Calthorpe Park.

It was suggested that it would be more appropriate to have a smaller sign, perhaps measuring 2000mm x 50mm.

RESOLVED

To approve the installation of a sign for Fleet Cricket Club based on the design presented, subject to further discussions by the Facilities and Open Spaces Manager with the Club regarding reducing the size.

RLA JUNE 2023 ITEM 14**THE VIEWS - SENSORY GARDEN PROJECT**

Members reviewed the proposal for the final stage of the Sensory Garden project.

It was noted that a project plan is already in place and Members asked that this be reviewed in line with the funds available.

RESOLVED

To review the options in the original plan and bring to the next meeting for consideration.

RLA JUNE 2023 ITEM 15**EVENT APPLICATION - OAKLEY PARK**

Members received the request for a brass band event to be held in Oakley Park in September 2023, to be organised by Friends of Oakley Park.

RESOLVED

To approve the event at Oakley Park.

RLA JUNE 2023 ITEM 16**HART DISTRICT COUNCIL COUNTRYSIDE
ENGAGEMENT PLAN**

The Hart District Council Countryside Manager gave a brief introduction to the engagement plan and outlined items to note:

- For the Parish Council to have quarterly meetings with Hart District Council.
- To share social media posts and help each other during events.
- To have joint volunteer days.
- For the Parish Council to connect with Hart District Council regarding biodiversity.
- To understand what projects Hart District Council are doing for biodiversity, and to not duplicate effort.
- Parish Council to line up projects and sharing of resources.

A member questioned whether there are any rules regarding what land can be leased or passed over to the Parishes and asked if the Countryside Manager could find this out.

A member questioned about the what the District Council's expected outcomes from the engagement are after a year of the project and whether the plan is to develop more engagement with the District Council regarding decision making.

The Countryside Manager responded that the aim is working together more effectively, sharing of views of the local community and for the parish to have an influence on the management of sites.

RLA JUNE 2023 ITEM 17**EXECUTIVE OFFICER'S REPORT**

Members received and noted the report from the Executive Officer.

Members agreed that the Council's duty to have regard to preserving biodiversity should be considered through the Climate Change Working Group.

RLA JUNE 2023 ITEM 18**FUTURE EVENTS**

Members received and noted the upcoming events.

The Christmas Festival date has now been confirmed for the 22nd November 2023.

The South and South East in Bloom judging is to take place in June and July.

The date for the Open Air Cinema needs to be checked, as it usually two separate dates.

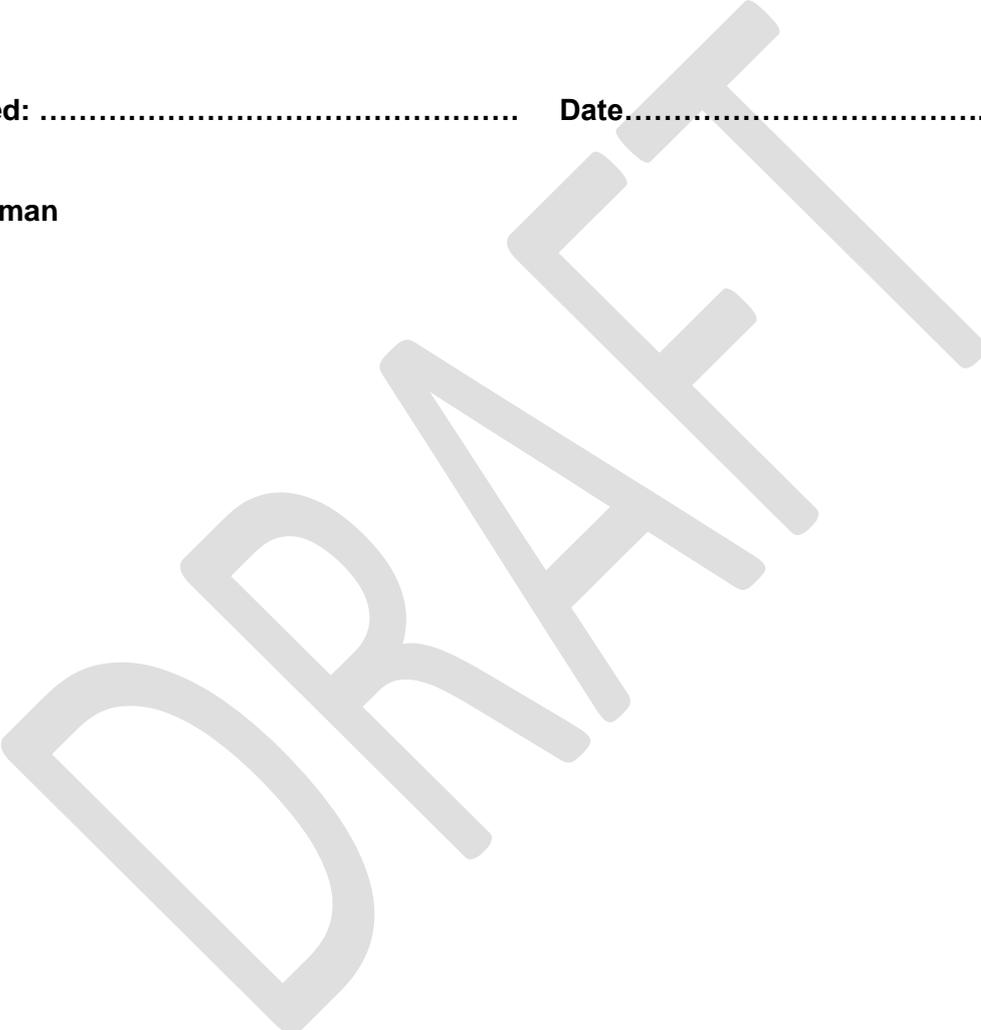
RLA JUNE 2023 ITEM 19 DATE AND TIME OF NEXT MEETING

The next meeting of the Recreation, Leisure and Amenities Committee will be held on Wednesday 20th September 2023 at 7pm at The Harlington.

The meeting closed at 8.45pm

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

Chairman





MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Meeting held on Monday 22nd May 2023
at 7pm in The Function Room, The Harlington

Present:

Cllr Schofield - Chair
Cllr Hope – Vice Chair
Cllr Robinson
Cllr Holt
Cllr May

Officers: Charlotte Benham

1	<p>Apologies</p> <p>No Apologies received</p>
2	<p>Declarations of interest to any item on the agenda</p> <p>None declared</p>
3	<p>Public Session</p> <p>None</p>
4	<p>Approval of the Notes</p> <p>The minutes of the development and control advisory group meeting held on Monday 9th May were accepted as a correct record of the meeting.</p>
5	<p>Election of Chair and Vice Chairman</p> <p>Cllr Bob Schofield was elected as Chairman of the Planning and Development & Control Committee.</p> <p>Cllr Alan Hope was elected as Vice Chairman of the Planning and Development & Control Committee.</p>
6	<p>23/00962/HOU 41 Springwoods Fleet Hampshire GU52 7SX Erection of single storey rear, side and front extensions with new velux and alterations to the existing fenestration</p>

Comments required by 19 May

Potentially needs 3 parking spaces, but looks to be adequate space on site to accommodate 3 vehicles therefore NO OBJECTION

23/00895/FUL

39 Willowbourne Fleet Hampshire GU51 5AB

[Change of use of land and creation of two additional parking spaces](#)

Comments required by 19 May

- Too dense development with inadequate parking
- Although this house already has a double garage and two parking spaces to the front (total of 4 spaces) - unless No.39 is the cause of frequent visitor parking in the immediate area it is not appreciated how this can alleviate a local parking issue
- It is stated that there is already a dropped kerb, but this is the character of the area where there are no pavements and the roads about the gardens
- This will be the loss of even more green space to accommodate parking

OBJECTION – regret loss of green space and recommend if approved, that grasscrete blocks are using not paving.

23/00953/HOU

8 Hartsleaf Close Fleet Hampshire GU51 3RD

[Erection of a two storey side and rear extension and conversion of garage into habitable accommodation to include the replacement of the garage door with a window and the replacement of one window for a door ground floor rear](#)

Comments required by 19 May

- Actual design develops the basic/host property well and does not appear to impose on immediate neighbours.
- Ownership of the access to the front of the house must be shared to allow No.9 access to their property - so in fact the whole of the front garden will be converted to hard standing contrary to Fleet neighbourhood Plan Policy 15, Front gardens. It seems there is just adequate parking for 3 vehicles as plot width is 10m.

No Objection in principle to plans but does breach Fleet Neighbourhood Plan Policy 15, loss of soft landscaping to front of property.

23/00907/HOU

3 Kestrel Walk Fleet Hampshire GU51 5DD

[Erection of a timber framed garden gazebo in back garden \(Eden\)](#)

Comments required by 19 May

- A large gazebo in a small garden.
- Where located it could have some potential impact on the garden of No.1 Kestrel Walk. Being 3m high it could cast a permanent shadow on their rear garden being to the north of the structure, but the impact is minimised by the public access between the adjoining property.
- It should not impact the neighbour at No.3 the Willows and will not give any elevated view into their garden.

- It is in Zone 3 flood Zone but the Drainage Officer does not appear concerned at a little more impermeable hard standing.

NO OBJECTION as long as no issue of shadow on the neighbouring property.

23/00317/FUL

181 Fleet Road Fleet Hampshire GU51 3BL

[Change of use of vacant ground floor commercial premises to a hot food takeaway \(sui generis use\), incorporating the installation of an air inlet vent and extract outlet to the rear elevation, and the installation of a replacement shop front](#)

Comments required by 25 May

- This is another fast food take away in an area with no immediate parking. Just Eat/Deliveroo delivery drivers already park on the pavement to access KFC.
- The only positive point is it utilises an empty shop unit that has been vacant for years.
- If permitted the side elevation on Church Road needs improving.

OBJECTION until a technical assessment is received from the Environmental Health Officer on impacts of noise and smell on neighbouring properties. Also design of side elevation on Church Road needs improvement and parking issues need addressing..

23/01002/HOU

1 Rosedene Gardens Fleet Hampshire GU51 4NQ

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

Comments required by 25 May

- Looks like the extent of the build has been reduced to avoid the tree root zone. A smaller footprint than previously agreed?
- Looks acceptable apart from the steel stack from a wood burning stove in the gym?
- It is the rear garden fence that has the greatest detrimental impact on the Conservation Area. This proposal has no real impact on NFCA

NO OBJECTION

23/01020/HOU

41 Knoll Road Fleet Hampshire GU51 4PT

[Enlargement of existing side facing dormer roof structure to form bathroom](#)

Comments required by 25 May

NO OBJECTION subject to highest obscure grade glass being used in window.

23/01024/HOU

Dovecote The Avenue Fleet Hampshire GU51 4DL

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

Comments required by 26 May

- An older bungalow in the NFCA.
- Proposed extension is all to the rear.

	<ul style="list-style-type: none"> It does not compromise the character of the conservation area and does not impact any neighbours. <p>NO OBJECTION</p> <p>23/00909/HOU Kifissia ,Victoria Hill Road Hampshire, GU51 4LG <u>Erection of a first floor side extension and alterations to windows and doors to rear elevation</u> Comments required by 31 May</p> <ul style="list-style-type: none"> Looks to have very limited front garden to allow access to Tybryn the last house on the road Increasing from 4 to 5 bedrooms – Hart’s parking TAN would require a total of 4 parking spaces which are shown to just fit on the front garden but the whole front garden would be given over to parking and potentially hard surfacing which would then breach Fleet Neighbourhood Plan Policy 15 Plot falls within Character Area 1 of the NFCA The key issues related to the NFCA are: <ul style="list-style-type: none"> The Juliet Balcony may allow overlooking of the neighbouring garden and is out of keeping with the character of the host building. Is the extension sympathetic to the host property? Does the additional space impact the front boundary? Does the development impact the front garden by creation of additional parking? <p>Overall does not harm the conservation area so NO OBJECTION in principle subject to no loss of privacy to/overlooking neighbouring properties.</p>
7	<p>Noted:</p> <p>The weekly lists</p>
8	<p>Noted:</p> <p>Hart Planning Meeting Dates</p> <p>14th June</p>
9	<p>Date of Next Advisory Group Meeting</p> <p>Monday 12th June – <i>to note Charlotte away so someone else will cover</i></p>

Meeting closed: 8pm

Signed:.....

Date:



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Meeting held on Tuesday 9th May 2023
at 7pm in The Function Room, The Harlington

Present:

Cllr Hope
Cllr Robinson
Cllr Schofield
Cllr Holt

Officers: Charlotte Benham

1	<p>Apologies</p> <p>Apologies received from Cllr May</p>
2	<p>Declarations of interest to any item on the agenda</p> <p>None declared</p>
3	<p>Public Session</p> <p>None</p>
4	<p>Approval of the Notes</p> <p>The minutes of the development and control advisory group meeting held on Monday 23rd April were accepted as a correct record of the meeting.</p>
5	<p>23/00679/HOU 37 Guildford Road Fleet Hampshire GU51 3EY Erection of a part two storey and part single storey side and rear extensions and front porch Comments required by 8 May</p> <ul style="list-style-type: none"> No objection to the design in principle, but concern about infringement of the 45^o rule with regard to No.35, the semi-detached neighbour. Would take some early morning light off the rear of the property Addition of a bedroom requires 3 parking spaces which are shown in a line contrary to Hart's Technical Advice Note. It does retain a maximum of green space to the front garden at least and would therefore comply with FNP Policy 15.

If there is no breach in the 45 degree rule then NO OBJECTION subject to a resubmitted parking plan that meets Harts standards i.e. not 3 in a row

23/00782/HOU

2A Farnham Road Fleet Hampshire GU51 3JD

[Demolition of side extension and erection of a two storey side extension, single storey rear extension, single storey front extension, rendering of existing brickwork and replacement of existing windows](#)

Comments required by 5 May

- Proposed extension looks compatible with existing dwelling and the end result looks a well-balanced design. Upper floor white render does not look out of place.
- Increase from 3 to 4 beds which requires at least 3 parking spaces. Proposed parking layout would breach Fleet Neighbourhood Plan Policy 15 Front gardens - 50% of front area should be retained as soft landscaping.

NO OBJECTION to extension itself however parking is an issue and as much soft landscaping as possible should be retained

23/00808/HOU

12 Cypress Drive Fleet Hampshire GU51 3HE

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

Comments required by 9 May

NO OBJECTION in principle subject to a dimensioned parking plan that meets Harts TAN

23/00725/HOU

14 Copse End Fleet Hampshire GU51 4EQ

[Erection of a first floor and part two storey rear extension and first floor bay window to side](#)

Comments required by 11 May

- 45 degree rule needs checking in regards to neighbouring property
- No issue with the proposed design of the extended property.
- Increase from 3 to 4 beds which would require 3 on-site parking spaces according to Hart's parking TAN..
- It may be possible to accommodate 3 cars on the existing front drive but there is not an issue with on-street parking in the immediate vicinity of the property.

NO OBJECTION in principle but require a parking plan that meets Hart's standards.

23/00834/HOU

24 Kenilworth Road Fleet Hampshire GU51 3AX

[Erection of a porch, extension of accommodation at first floor within the existing roofspace and creation of accommodation at second floor within the proposed roofspace, erection of a two storey rear extension, erection of single storey side and rear extensions, erection of a covered canopy to the rear, alterations to garage, demolition of outbuilding, blocking up two windows and insertion of door to ground floor side, replacement of standard window and bay window to ground floor front](#)

Comments required by 11 May

- This is the conversion of a very modest, probably 1960s chalet bungalow which currently has 2 bedrooms and a bathroom downstairs and a bedroom in the roof space.
- The proposal removes all bedrooms and a bathroom from the ground floor and moves them to the first and the second storey, so a property that is suitable for people of limited mobility including older residents is lost contrary to the Fleet Neighbourhood Plan, Policy 11.
- Policy 11 does define a bungalow as a property with no staircase, but the proposal results in the permanent loss of a property that meets the Policy 15 criteria of being available for persons with limited mobility. There are no downstairs bedrooms and no bathroom.
- The proposal creates a three storey house which is out of character with the local area, with roof lights and a dormer at the second floor level.
- The proportions of the property being tall and thin do not match any local building and the proposed character of the building is quite out of keeping with the local character – breaches Fleet Neighbourhood Plan Policy 10 and HDCLP retained Policy DEV1
- The property has already given over the entire front garden to block paving and there is no attempt to provide a 10% biodiversity gain within the development despite acknowledging the necessity.

OBJECTION

23/00913/GPDCOM

Pinto Potts Estate Agents 34 Reading Road South Fleet Hampshire GU52 7QL
[Application to determine if prior approval is required for a proposed change of use from commercial, business and service \(Use Class E\) to dwellinghouses \(Use Class C3\) to create 5 flats](#)

Comments required by 12 May

- Building to just the minimum space standards is poor design
- Intention is to not amend the external elevations of the property at all. None of the flats have any access to any personal outside space – poor design again
- No development of the overall plot has been submitted apart from bin storage:
 - Is bin store in a hygienic location?
 - There is no parking plan shown for a requirement of at least 10 spaces.
 - There is no cycle storage facility shown.
 - There is no attempt to provide any soft landscaping to the development.

OBJECTION

23/00724/FUL

Penny Royal Reading Road North Fleet Hampshire GU51 4AD
[Change of use of part of the property to a mixed used property \(gallery\)](#)

Comments required by 15 May

- The application form states: “Residential/Dwelling Units - Does your proposal include the gain, loss or change of use of residential units? Yes/ No” and they answered NO and yet there is a loss of residential space so form is incorrect
- The property is reduced from a 4 to 2 bedroom unit
- If commercial access is limited then no apparent problem

NO OBJECTION

23/00927/FUL

47 Fleet Road Fleet Hampshire GU51 3PJ

[Change of use of ground floor to takeaway and installation of canopy extract duct at rear](#)

Comments required by 18 May

- This will be another take away unit in this parade but it is not stated what sort of take away will be introduced – need more information
- Near flat occupier does not question noise or smell, but gathering of people from nearby pubs. No opening hours are stated for the operation – need more information
- Only Parking available is poor – would another takeaway exacerbate current parking issues?

OBJECTION subject to further clarification.

23/00842/HOU

73 Velmead Road Fleet Hampshire GU52 7LY

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

[side extension following demolition of existing, single storey front extension.](#)

[Raising of ridge and conversion of loft into habitable accommodation, new cladding and render to elevations. Insertion of solar panels on front roof slope and alterations to windows and doors.](#)

Comments required by 18 May

- This is a 3-bedroom bungalow converting to a 5 bedroom chalet bungalow with only roof lights to illuminate the bedrooms and bathroom in the loft space
- The proposal does not completely breach Policy 11 of the Fleet Neighbourhood Plan as it retains the original number of bedrooms downstairs with improved bathroom facilities
- The principal objection is to the character of development as the proposal has the appearance of a church hall.
- Totally out of character in style and use of materials so breaches Fleet Neighbourhood Plan Policy 10 - Design.
- Parking area as shown is potentially adequate but standard parking spaces are now 2.5 x 5m so parking dimensions need checking.

OBJECTION

	<p>23/00865/GPDCOM 50 Elvetham Road Fleet Hampshire GU51 4QE Change of use from Class E (Commercial, Business and Service) to Class C3 (Dwellinghouse) under Part 3, Schedule 2, Class MA of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) Comments required by 18 May</p> <ul style="list-style-type: none"> • This has been a progressively manipulated situation for some time. The on-going work is progressing towards residential occupation. • There is an issue that two of the identified parking spaces are within the root zone of 2 oak trees and special ground treatment would be required to prevent harmful impact to the soil within the root zone. Tree protection measures need submitting <p>Permitted development so cannot object to application itself however tree protection measures should be made a condition in regards to parking within the tree root zones. A parking plan should also be requested showing the ability to enter/exit site in a forward direction as Elvetham Road is often very busy.</p> <p>23/00963/HOU 3 Devon Close Fleet Hampshire GU51 2TW Demolition of front porch and erection of a two storey front extension Comments required by 18 May</p> <ul style="list-style-type: none"> • Proposal to go from 4 to 5 bedroom house. • 5 bed house potentially requires 4 parking spaces under Harts parking technical advice note and 6 cycle spaces • The double garage will only count as 1 space so 3 spaces required to the front of the property <p>No objection in principle but OBJECTION until a suitable parking plan is submitted as detailed above</p> <p>23/00936/AMCON 285 Fleet Road Fleet Variation of Condition 3 attached to Planning Permission 19/01650/FUL dated 24/09/2019 to allow an extension of the permitted opening times Condition Number(s): 19/01650/ful Conditions(s) Removal: Having been granted my alcohol license I would like to open later on Thursday Friday and Saturday evenings only. I would like my hours to be extended on a Thursday Friday and Saturday evening to 9.30pm, to be able to have nibble food and wine/ craft beer / gin etc in the proposed evenings Comments required by 18 May</p> <p>NO OBJECTION but isn't this a licensing issue?</p>
6	<p>Noted:</p> <p>The weekly lists</p>

7	Noted: Hart Planning Meeting Dates 14 th June
8	Date of Next Advisory Group Meeting Monday 22 nd May

Meeting closed: 8.15pm

Signed:.....

Date:



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Meeting held on Monday 12th June 2023
at 7pm in The Function Room, The Harlington

Present:

Cllr Schofield - Chair
Cllr Hope – Vice Chair
Cllr Robinson
Cllr Holt
Cllr May

Officers: Ben Crane

1	<p>Apologies</p> <p>No Apologies received</p>
2	<p>Declarations of interest to any item on the agenda</p> <p>None declared</p>
3	<p>Public Session</p> <p>None</p>
4	<p>Approval of the Notes</p> <p>The minutes of the development and control advisory group meeting held on Monday 22nd May were accepted as a correct record of the meeting.</p>
5	<p>Due before meeting – comments collected by email & submitted prior to meeting</p> <p>23/01000/FUL 299-303 Just Pine Just Cane Road, Fleet Hampshire Change of use of external area from public highway to area for outdoor dining Comments required by 6 June</p> <p>Support Highways officer that the extent of the planned area extends too close to the end of the layby creating a narrow pavement very close to where vehicles turn into the parking area - could be dangerous for pedestrians.</p>

OBJECTION - would accept a smaller area that respects public access along the pavement.

23/00910/HOU

14 Chinnock Close, Fleet GU52 7SN

[Erection of a two storey front extension, two storey side extension, first floor side extension, front porch and alterations to windows and doors](#)

Comments required by 7 June

- This is a small road within the Dinorben estate. It is a close of identical houses with the main body of the house and a double garage to the side which creates a sense of space by giving a clear view of the woodland area behind the houses.
- The majority of the development is acceptable, but the first floor extension over the double garage significantly increases the mass of the property viewed from the road and completely fills the plot, which would change the open character of the development.
- There is a lot of material provided on ground systems for the protection of tree roots but the arboreal report states there is no impact on the tree roots from the proposed development which is primarily over the existing building footprint.
- Increase to 5 bedrooms but there is just enough parking for 4 vehicles on the front drive - excluding the garage which does not count as a space under Hart's TAN
- A Juliet balcony is included in the new master bedroom which would allow views over the neighbouring properties rear garden – loss of privacy

No issue in principle with the design but would have a negative impact on the street scene and local character therefore OBJECTION

23/01086/HOU

68 Greenways, Fleet, Hampshire 7XD

[Erection of part single part two storey storey side, single storey front and rear extensions following demolition of existing garage and conservatory and alterations to all windows](#)

Comments required by 7 June

- Design generally acceptable.
- PV panels to the front elevation do not enhance the street scene but does contribute to carbon reduction.
- Additional bedroom requires 3 parking spaces which means the whole of the front garden would be taken over by parking contrary to Fleet Neighbourhood Plan Policy 15 - loss of biodiversity and loss of carbon absorbing greenery

No issues with extension in principle but breaches FNP Policy 15

23/01066/HOU

2 Swiss Cottages, St James Hampshire, GU51 3YX

[Erection of a first floor rear extension, insertion of window first floor side and alterations to windows and doors](#)

Comments required by 9 June

- Half of a pair of Victorian/Edwardian cottages build in traditional red brick.

	<ul style="list-style-type: none"> • Concern about the impact on the other half of the semi-detached with the first floor extension taking light off a rear bedroom window • A palette of material and finishes that better match a building of this character should be selected - Timber cladding and render are out of character. The finish should respect that of no. 1 Swiss Cottage <p>OBJECTION</p> <p>23/01065/HOU 14 Wellington Avenue, Fleet GU51 3BF, Demolition of existing single storey rear extension and erection of a two storey side and rear extension Comments required by 9 June</p> <ul style="list-style-type: none"> • Design and Access Statement clarifies the design issues and addresses the constraints. • Overall well designed but does the black timber cladding which is totally different to the brick host building support the design or cause conflict? It is all to the rear and the traditional frontage is retained. • There is currently only parking for 1 vehicle and the number of bedrooms is being increased from 2 to 3. Parking is not adequate. <p>Overall looks acceptable but parking is an issue. There is some on street parking but question if there is enough? All the houses in this area are on narrow plots with front gardens only big enough for two cars at most.</p> <p>OBJECTION until parking issues are resolved</p>
	<p>23/01110/HOU 22 Woodcote Green, Fleet GU51 4EY Erection of a single storey rear extension, part two storey part first floor front extension, replacement of sliding doors to ground floor rear with window, block window to first floor rear and alterations to windows and doors to ground floor front Comments required by 12 June</p> <ul style="list-style-type: none"> • The proposed extension does not appear to harm the protected Oak Tree and the tree report does not recommend any treatment to the root zone which will be permanent parking – a tree root protection plan is required • A dimensioned parking plan should also be submitted • The design does not impact on neighbours. It does introduce a new palette of material and colours which are more modern but will not have an overall negative impact on local character <p>NO OBJECTION subject to submission of tree root protection measures and a dimensioned parking plan</p> <p>23/01102/HOU 2B Wellington Avenue, Fleet GU51 3BF Erection of a single storey side and rear extension following demolition of existing conservatory, conversion of garage to habitable accommodation</p>

[alterations to windows and doors to ground floor rear and blocking up door to ground floor side](#)

Comments required by 14 June

- Converted garage does not meet current standards and the remaining garage would not be counted as a parking space. Hart's TAN requires 3 parking spaces for a 3 bedroom home therefore a parking plan for 3 spaces needs to be submitted
- Looks to be adequate space on site and there is no change in the number of beds

NO OBJECTION subject to submission of parking plan that meets Hart's standards

23/01153/HOU

71 Velmead Road, Fleet, GU52 7LS

[Erection of gates and piers and property to be rendered white](#)

Comments required by 14 June

- Note states that the brick pillars to the new gate are to be red brick to match the existing house (bungalow) when the house is being rendered white – needs clarification
- This is one of a row of 60/70s bungalows all in red brick - the adjacent bungalow has been rendered cream from cill level to roof level (question if this was done with planning permission?)
- The front of the property has been open as are the majority of properties adjacent to this one, except the white rendered neighbour who has a double solid panel wooden gate. The properties are set back off the road by a green verge.
- Apart from the one neighbour gates are not a characteristic feature of the road.

OBJECTION as out of keeping with street scene.

23/01159/HOU

40 Sycamore Crescent, Church Crookham, Fleet GU51 5NN

[Erection of a single storey front extension and replacement of flat roof with pitched roof on existing single storey front element](#)

Comments required by 15 June

The property is in the Basingstoke Canal Conservation area, but property has no architectural merit and has a very limited connection to the canal and is screened from view by trees.

NO OBJECTION

23/00954/HOU

74 Tavistock Road, Fleet GU51 4EZ

[Demolition of garage and erection of a two storey side extension, new front porch and relocation of front entrance](#)

Comments required by 15 June

- Overall design is a marked improvement on the original.

- Increase from 3 to 4 bedrooms with no garage - 3 parking spaces to front of the property required. This appears physically possible but with the loss of the front garden to hard surfacing which breaches Fleet Neighbourhood Plan Policy 15
- Grass Crete blocks would be preferable to the standards block pavers as retains more grass

NO OBJECTION in principle subject to retention of as much greenery as possible – suggest use of Grass Crete as above

23/01149/HOU

12 Westbury Gardens, Fleet GU51 3HS

[Erection of a single storey rear extension and alterations to existing fenestration](#)

Comments required by 16 June

NO OBJECTION

23/01053/HOU

58 Albany Road, Fleet, Hampshire 3PT

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

Comments required by 16 June

- This is a major rear extension. Does appear to have taken account of the impact on neighbours and introduced the 45° sight lines
- The adjacent property No.60 appears to have carried out similar work and rendered the house white, so proposal mimics No.60
- The adjoining property is a bungalow and would result in having a significant two storey high blind wall adjacent to their property but appears to have limited impact on loss of light to the property

NO OBJECTION

23/01048/FUL

Land At, Elvetham Bridge Hampshire

[Installation of a street light pole with an antenna on top](#)

Comments required by 16 June

Looks like a railway issue, no residential properties impacted so NO OBJECTION

23/01047/FUL

Land At Railway, Cove Road Hampshire

[Installation of a street light pole with an antenna on top](#)

Comments required by 16 June

NO OBJECTION

23/01162/HOU

Brigadoon ,Broomrigg Road Hampshire, GU51 4LR

[Erection of single storey front, rear and link extensions, blocking up window and replacing window with french doors to ground floor side, replacing window to ground floor other side with french doors, partial conversion of garage to habitable accommodation to include blocking up or a door, altering a window, inserting two windows and replacing a garage door with a door and window](#)

Comments required by 21 June

- The application does not take into account the Fleet Neighbourhood Plan and relevant policies:
 - 10 - General Design Policy
 - 16 - North Fleet Conservation Area which specifically states “Development shall retain the architectural features of the existing building and extensions shall complement and reinforce the character of the principle building.”

The use of the cladding is welcome, but the detail of the front porch (rectangular box) does not complement the host building

- The annex is alluded to being for a disabled person but has the potential to be an independent dwelling as it has its own independent entrance. There should be a condition that if the application is approved it should not be an independent dwelling.
- Extracted from the tree report that planning permission to remove trees lapsed (3 years) and needs to re-applied for: *“T10 & T11 have previously been approved for removal under a separate application to undertake various works in the grounds, this was approved on 17th October 2018 under the application number 18/02057/TPO. The trees were identified as within G3. The home owner decided not to conduct this, we acknowledge that the approval has now lapsed (two years) but see no reason why this should not be feasible to be re-instated.”*

The planning application should include permission to remove trees

NO OBJECTION on the condition that the annex is not allowed to be an independent dwelling and that separate permission to remove trees is applied for.

23/00937/FUL

Land South Of,Fleet Road

[Installation of a street light pole with an antenna on top](#)

Comments required by 23 June

NO OBJECTION

23/01200/HOU

44 Kenilworth Road,Fleet GU51 3AX

[Erection of a single storey rear extension, relocation of door and blocking up of window to ground floor side, insertion of window to first floor side](#)

Comments required by 23 June

Single storey rear extension, does not appear to have any impact so NO OBJECTION

	<p>23/01174/HOU 34 Lawrence Road, Fleet GU52 7SS <u>Erection of a single storey side and rear extension with flue following demolition of conservatory, insertion of door to ground floor side, alterations to garage roof and rendering</u> Comments required by 23 June</p> <ul style="list-style-type: none"> • Property falls outside the Basingstoke Canal Conservation Area • Reducing from 4 to 3 bedrooms • Moving extension across to the other side of the plot. Proposed to finish the extension in Limestone White Render which will make the extension stand out on the corner plot and generally be out of character with red brick finish of surrounding estate. However current extensive plastic finish conservatory is not totally in character either. <p>NO OBJECTION in principle but render/material finishes that are in keeping with surrounding area need to be agreed.</p>
6	<p>Noted: The weekly lists</p>
7	<p>Noted: Hart Planning Meeting Dates 14th June</p>
8	<p>Date of Next Advisory Group Meeting Monday 26th June</p>

Meeting closed: 8.05pm

Signed:.....

Date:



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Meeting held on Monday 26th June 2023
at 7pm in The Function Room, The Harlington

Present:

Cllr Schofield - Chair
Cllr Hope – Vice Chair
Cllr Robinson
Cllr Holt
Cllr May

Officers: Charlotte Benham

1	<p>Apologies</p> <p>No Apologies received</p>
2	<p>Declarations of interest to any item on the agenda</p> <p>None declared</p>
3	<p>Public Session</p> <p>None</p>
4	<p>Approval of the Notes</p> <p>The minutes of the development and control advisory group meeting held on Monday 12th June were accepted as a correct record of the meeting.</p>
5	<p>23/01237/HOU The Old Police House 15 Reading Road South Fleet Hampshire GU52 7QP Demolition of detached garages and erection of a detached annexe. Comments required by 28 June</p> <ul style="list-style-type: none"> • This looks like an independent detached unit that has no connection to the host property and would therefore require additional parking over and above that required by the host building. • Arrangement of 3 parking spaces shown looks very cramped and requires at least two vehicles to be moved to release any one vehicle. Also lack of turning space to allow a vehicle to exit the site in a forward direction onto busy Reading Road South is a safety concern.

- If annexe is to be a separate dwelling should be registered separately
- A parking plan for 4 spaces (3 for house 1 for annexe) should be submitted with dimensions.

OBJECTION on grounds of inadequate parking

23/01240/AMCON

Zinc And Popworld Upper Street Fleet Hampshire GU51 3PE

[Variation of Condition 1 attached to Planning Permission 15/00737/AMCON dated 20/05/2015 to allow extended opening hours.](#)

Comments required by 28 June

- It is a mixed residential area and there are flats above the shops along Fleet Road
- Longer opening hours has the potential that people could be more intoxicated leaving the premises and it is a time that once someone is woken it is more difficult to get back to sleep.
- Support objection by the Environmental Health Officer

OBJECTION – current opening hours are more than adequate.

APPLICATION WITHDRAWN

23/01221/HOU

5 Beech Ride Fleet Hampshire GU52 7XQ

[Erection of a two storey rear extension, ground floor infill front extension and first floor front extension.](#)

Comments required by 28 June

- Increase from 4 to 5 bedrooms.
- Building on the front garden reduces potential parking area - whole of front garden would need to be paved over to accommodate parking which would breach Fleet Neighbourhood Plan Policy 15 Front Gardens.
- Any development must show an increase in biodiversity, loss of a front garden without any compensatory factor runs counter to this environmental requirement.

Actual property development is acceptable in principle except for parking issues in regards to Neighbourhood Plan Policy.

23/01262/HOU

37 Fern Drive Church Crookham Fleet Hampshire GU51 5NW

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

Comments required by 28 June

- This is a near doubling of the ground floor footprint of the building and an increase from 3 to 5 bedrooms.
- Hart's TAN on parking will require 3 allocated and 1 unallocated parking spaces and 6 cycle storage spaces. The integral garage does not count as a parking space so 4 cars would need to be accommodated to the front of the property.

- To accommodate parking would require a complete loss of soft landscaping to front garden contrary to Fleet Neighbourhood Plan Policy 15
- Is there any impact on adjoining neighbour No.39 – is there a breach in the 45⁰ rule?
- Heritage statement appears to completely ignore FNP policies:
 - Policy 10 General Design Management Policy
 - Policy 14 Basingstoke Canal Conservation area
 - Policy 15 Residential Gardens
- development should provide an increase in biodiversity which has not been accommodated.
- what is the impact on front garden tree with increased parking area requirement?

OBJECTION until parking issues are resolved.

23/01245/HOU

33 Spruce Way Fleet Hampshire GU51 3JB

[Erection of a single storey rear extension, part conversion of existing garage to habitable accommodation, increase to front bay window and replacement fenestration.](#)

Comments required by 28 June

- Generally acceptable but parking is an issue. Theoretically reducing from 4 to 3 beds, but designating a room a study does not stop it from becoming a bedroom,
- Internal garage would not count as a garage / a parking space under HARTs TAN
- It does require 3 parking spaces which may not be feasible without removing the front tree
- Contrary to Fleet Neighbourhood Plan Policy 15 front Gardens, loss of soft landscaping does not support biodiversity and reduces carbon absorption capacity of the site.

OBJECTION on grounds of inadequate parking

23/01276/FUL

39 Willowbourne Fleet Hampshire GU51 5AB

[Change of use of the existing open space land and creation of two additional parking spaces.](#)

Comments required by 29 June

We have already commented on this but appears not to be showing on system?

Similar to HCC highways, this increases the parking available to the property to 6 spaces in total. As private parking it does not provide any additional general parking which would help ameliorate on road parking. Does the property cause a local parking issue due to frequent visitors?

PREVIOUS COMMENT:

- Too dense development with inadequate parking
- Although this house already has a double garage and two parking spaces to the front (total of 4 spaces) - unless No.39 is the cause of frequent visitor parking in the immediate area it is not appreciated how this can alleviate a local parking issue

- It is stated that there is already a dropped kerb, but this is the character of the area where there are no pavements and the roads abut the gardens
- This will be the loss of even more green space to accommodate parking

OBJECTION – regret loss of green space and recommend if approved, that grasscrete blocks are using not block paving.

23/01001/HOU

136 Aldershot Road Fleet Hampshire GU51 3GY

[Conversion of loft into habitable accommodation with rear dormer and insertion of three roof lights to the front roof slope.](#)

Comments required by 29 June

- another application that totally ignores The Fleet Neighbourhood Plan and its relevant policies, primarily 10 Design, 14 Basingstoke Canal CA and 15 Residential Gardens
- The front of this property is already totally laid to gravel
- Although it is the rear of the property that is majorly altered and faces the canal, it is an area of no major architectural significance, and the proposal does not detract from an already very underwhelming local character
- 4 vehicles parked to the front area is tight - allows approx. 600mm between vehicles.
- One issue is that there would be no turning capability on the site to allow vehicle to exit onto Aldershot Road in a forward direction. This can be a busy road at certain times of the day relating to school and working times so could be a safety concern.

NO OBJECTION in principle to development but concern over parking and ability to exit site in forwards direction.

23/01206/HOU

39 Brookly Gardens Fleet Hampshire GU51 3LL

[Extension to dormer windows to front and rear, erection of an open porch, conversion of garage to habitable commodation to include the insertion of a window to ground floor side and alterations to rooflight to front roofslope](#)

Comments required by 4 July

- Front garden parking is tight - depth of front garden is only 5m, but no increase in bedrooms. Total of 4 beds so requires 3 parking spaces.
- Loss of garage but garage does not count as a parking space under Hart's TAN..
- Some local on-road parking is available.

NO OBJECTION in principle

23/01286/HOU

1 Fieldway Fleet Hampshire GU51 4ER

[Erection of a first floor front extension.](#)

Comments required by 4 July

NO OBJECTION

23/01173/HOU

8 Johnson Way Church Crookham Fleet Hampshire GU52 6HJ

	<p>Erection of a single storey rear extension Comments required by 4 July</p> <p>Plan appears to indicate neighbour's extension but photograph looks more like a wall than a proposed cavity extension? If it is a genuine extension, does not look to be an issue as long as it does not take any light away from neighbour's rear window and does not breach 45° rule</p> <p>23/01250/HOU 19 Rochester Grove, Fleet GU51 3LU</p> <p>Erection of a single storey rear extension and first floor rear extension Comments required by 6 July</p> <p>Small rear extension and expansion of one bedroom. No overall change in the number of bedrooms and no impact on available parking space. NO OBJECTION</p>
:	<p>Noted:</p> <p>The weekly lists</p>
7	<p>Noted:</p> <p>Hart Planning Meeting Dates</p> <p>14th June</p>
8	<p>Date of Next Advisory Group Meeting</p> <p>Monday 10th July</p>

Meeting closed: 8pm

Signed:.....

Date:

Fleet Town Council 2023/2024
Bank - Cash and Investment Reconciliation as at 31 May 2023

		<u>Account Description</u>	<u>Balance</u>	
<u>Bank Statement Balances</u>				
1	31/05/2023	HSBC	1,217,852.76	
2	30/04/2023	Petty Cash	98.22	
				1,217,950.98
<u>Other Cash & Bank Balances</u>				
		CCLA Pub Sector Deposit Fund	1,350,000.00	
		Cambridge B.S Savings account	100,000.55	
		Cash Floats	2,000.00	
		Nationwide deposit account	800,458.16	
		Petty Cash - Harlington	120.00	
				2,252,578.71
				3,470,529.69
<u>Unpresented Payments</u>				
1	31/05/2023	BACS Pymnt	8,974.78	
1	31/05/2023	BACS Pymnt	4,315.25	
				13,290.03
				3,457,239.66
<u>Receipts not on Bank Statement</u>				
0	31/05/2023	All Receipts Cleared	0.00	
				0.00
Closing Balance				
				3,457,239.66
<u>All Cash & Bank Accounts</u>				
1		Bank Current/Deposit Account	1,204,562.73	
2		Petty Cash - FTC	92.23	
		Other Cash & Bank Balances	2,252,578.71	
		Total Cash & Bank Balances		3,457,233.67

Date: 21/06/2023

Fleet Town Council 2023/2024

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Time: 10:13

Cashbook 1

User: SM

Bank Current/Deposit Account

Payments made between 01/05/2023 and 31/05/2023

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
02/05/2023	BT Payment Services Ltd	DD182	94.99	94.99		500			Broadband April23
10/05/2023	Booker Limited	DD183	260.16	260.16		500			Bar supplies
12/05/2023	HSBC	DD184	12.64	12.64		500			Bank charges
12/05/2023	HSBC	DD185	70.48	70.48		500			Bank charges
15/05/2023	BACS P/L Pymnt Page 2155	BACS Pymnt	10,082.10	10,082.10		500			BACS P/L Pymnt Page 2155
15/05/2023	HSBC	DD206	4,266.12	4,266.12		500			Credit Card Apr 23
16/05/2023	BACS P/L Pymnt Page 2146	BACS Pymnt	43,791.64	43,791.64		500			BACS P/L Pymnt Page 2146
16/05/2023	BACS P/L Pymnt Page 2150	BACS Pymnt	15,847.62	15,847.62		500			BACS P/L Pymnt Page 2150
16/05/2023	BACS P/L Pymnt Page 2153	BACS Pymnt	1,412.82	1,412.82		500			BACS P/L Pymnt Page 2153
16/05/2023	NPower - Direct Debits	DD186	61.30	61.30		500			Elec 1/3-31/3/23
16/05/2023	NPower - Direct Debits	DD187	35.94	35.94		500			Elec 1/3-31/3/23
16/05/2023	Information Commissioner's Off	DD188	55.00	55.00		500			Data Protection Renewal Fee
16/05/2023	NPower - Direct Debits	DD189	197.43	197.43		500			Elec 1/3-31/3/23
16/05/2023	NPower - Direct Debits	DD190	431.00	431.00		500			Elec 1/3-31/3/23
16/05/2023	Castle Water Limited	DD191	1,946.84	1,946.84		500			Water 1/3-31/8/23
16/05/2023	Castle Water Limited	DD192	749.05	749.05		500			Water 1/3-31/8/23
16/05/2023	Payment Sense Ltd	DD193	257.29	257.29		500			Apr23 Charges
16/05/2023	Payment Sense Ltd	DD194	28.08	28.08		500			Card charges
18/05/2023	BACS P/L Pymnt Page 2162	BACS Pymnt	14,687.63	14,687.63		500			BACS P/L Pymnt Page 2162
18/05/2023	BACS P/L Pymnt Page 2166	BACS Pymnt	44,900.49	44,900.49		500			BACS P/L Pymnt Page 2166
18/05/2023	BACS P/L Pymnt Page 2172	BACS Pymnt	31,317.13	31,317.13		500			BACS P/L Pymnt Page 2172
18/05/2023	BACS P/L Pymnt Page 2175	BACS Pymnt	19,048.18	19,048.18		500			BACS P/L Pymnt Page 2175
18/05/2023	Global Payments - Direct Debit	DD195	480.28	480.28		500			Card charges
19/05/2023	Fleet Town Council	DD	3,602.13			516		3,602.13	Pension May 2023
19/05/2023	Payment Sense Ltd	DD196	113.94	113.94		500			Bank charges 1/4- 30/4/23
19/05/2023	Payment Sense Ltd	DD197	17.88	17.88		500			Bank charges 1/4- 30/4/23
19/05/2023	Fleet Town Council	DDR	24,976.32			516		121.45	Payroll May 23
						520		24,854.87	Payroll May 23
22/05/2023	Central Computer Management Lt	DD198	74.40	74.40		500			Payroll Apr 23
22/05/2023	Fleet Town Council	DDR	9,153.26			515		9,153.26	NI May 23
23/05/2023	Booker Limited	DD199	108.42	108.42		500			Bar supplies
25/05/2023	BOC Ltd	DD200	143.95	143.95		500			Gas
29/05/2023	HSBC	DD201	68.92	68.92		500			Bank charges 8/4-
Subtotal Carried Forward:			228,293.43	190,561.72	0.00			37,731.71	

Bank Current/Deposit Account

Payments made between 01/05/2023 and 31/05/2023

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>
									7/5/23
30/05/2023	BT Payment Services Ltd	DD202	94.99	94.99		500			Broadband May 23
30/05/2023	Global Payments - Direct Debit	DD203	36.00	36.00		500			Monthly service fee
30/05/2023	NPower - Direct Debits	DD204	16.73	16.73		500			Elec 1/3-31/3/23
31/05/2023	BACS P/L Pymnt Page 2181	BACS Pymnt	8,974.78	8,974.78		500			BACS P/L Pymnt Page 2181
31/05/2023	BACS P/L Pymnt Page 2184	BACS Pymnt	4,315.25	4,315.25		500			BACS P/L Pymnt Page 2184
31/05/2023	Vodafone Limited	DD205	42.41	42.41		500			Mobiles 18/5- 17/6/23
Total Payments:			241,773.59	204,041.88	0.00			37,731.71	

23/06/2023

Fleet Town Council 2023/2024

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PURCHASE LEDGER INVOICE LISTING

User: RH

Purchase Ledger for Month No 2

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
22/05/2023	2253		6THSENSE	6THSENSE	19.83	3.97	23.80	508	0	19.83	Facebook coronation
22/05/2023	2254		6THSENSE	6THSENSE	68.98	13.80	82.78	508	0	68.98	Domain coronation
06/05/2023	2012		ATELEC	ATE	165.00	0.00	165.00	4170	204	165.00	Install elec products
10/05/2023	100523		BEVERLEY DIGWEED	BEVDIGWEED	62.65	0.00	62.65	508	0	62.65	Coronation sweets
16/05/2023	FLAGS		BEVERLEY DIGWEED	BEVDIGWEED	23.96	0.00	23.96	508	0	23.96	Coronation flags
26/05/2023	227C78370		BIFFA	BIFFA	8.22	1.64	9.86	4156	204	8.22	Waste bins May 23
26/05/2023	227T44442		BIFFA	BIFFA	639.64	127.93	767.57	4155	204	639.64	Waste General May 23
26/05/2023	227T44443		BIFFA	BIFFA	115.04	23.01	138.05	4156	204	115.04	Waste collection May 23
26/05/2023	227T44444		BIFFA	BIFFA	103.48	20.70	124.18	4155	205	103.48	Waste collection May 23
26/05/2023	227T44445		BIFFA	BIFFA	573.95	114.79	688.74	4156	350	573.95	Waste collection May 23
26/05/2023	227T44446		BIFFA	BIFFA	43.56	8.71	52.27	4156	204	43.56	Waste collection May 23
31/05/2023	3073357817		BOC	BOC	46.60	9.32	55.92	4700	201	46.60	Gas
12/05/2023	0211040		BOOKER	BOOKER	103.83	4.59	108.42	4700	201	89.85	Bar supplies
								4152	204	13.98	Bar supplies
08/05/2023	BS02-2		BOOTLEG BLONDIE	BOOTLEGBLO	1,000.00	0.00	1,000.00	745	0	1,000.00	Black Sabbitch balance 13/5
30/05/2023	3233		BRANDPEST	BRAND	90.00	18.00	108.00	4187	310	90.00	Pest control May 23
30/05/2023	3234		BRANDPEST	BRAND	45.00	9.00	54.00	4187	320	45.00	Bees
16/05/2023	M059LO		BT	BT	79.16	15.83	94.99	4487	204	79.16	Broadband May 23
02/05/2023	8873805		CASTLE WATER DD	CASTLEWADD	1,946.84	0.00	1,946.84	4115	350	1,946.84	Water 1/3-31/8/23
02/05/2023	8881948		CASTLE WATER DD	CASTLEWADD	671.38	77.67	749.05	4115	204	671.38	Water 1/3-31/8/23
02/05/2023	8873805		CASTLEWATER	CASTLEWATE	1,946.84	0.00	1,946.84	4115	350	1,946.84	Water 1/3/23-31/8/23
02/05/2023	8873805CR		CASTLEWATER	CASTLEWATE	-1,946.84	0.00	-1,946.84	4115	350	-1,946.84	Paid by DD
24/05/2023	9013904		CASTLEWATER	CASTLEWATE	205.49	21.60	227.09	4115	204	205.49	Water 1/4/23-30/9/23
04/05/2023	52286		CBS	CBS	824.00	164.80	988.80	4170	204	824.00	Contract 1/5-31/5/23
04/05/2023	52287		CBS	CBS	962.00	192.40	1,154.40	4170	205	962.00	Contract 1/5-31/5/23
04/05/2023	52288		CBS	CBS	450.08	90.02	540.10	4170	204	450.08	Contract 1/5-31/5/23
05/05/2023	52332		CBS	CBS	1,103.00	220.60	1,323.60	4170	204	1,103.00	replace compression vessel
30/04/2023	58398		CENTRAL COM LIVEPAY	CCMLPAY	62.00	12.40	74.40	4550	101	62.00	Payroll Apr 23

Purchase Ledger for Month No 2

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
31/05/2023	58665		CENTRAL COM LIVEPAY	CCMLPAY	48.00	9.60	57.60	4550	101	48.00	Payroll May 23
10/05/2023	INV0089987		ODLINGS LTD	COLUMBARIA	165.00	33.00	198.00	4935	350	165.00	Posy on a spiral
02/05/2023	15APR23		COMEDY COMPANY	COMEDYCOMP	1,000.00	200.00	1,200.00	720	0	1,000.00	Comedy 15/4
02/05/2023	17JUN23		COMEDY COMPANY	COMEDYCOMP	1,000.00	200.00	1,200.00	722	0	1,000.00	Comedy 17/6/23
02/05/2023	18MAR23		COMEDY COMPANY	COMEDYCOMP	700.00	140.00	840.00	719	0	700.00	Comedy 18/3/23
02/05/2023	20MAY23		COMEDY COMPANY	COMEDYCOMP	1,000.00	200.00	1,200.00	721	0	1,000.00	Comedy 20/5/23
08/05/2023	080523		CONGAKEYS	CONGA	200.00	0.00	200.00	508	0	200.00	Coronation band
02/05/2023	907102726		MOLSON COORS	COORS	960.86	192.17	1,153.03	4700	201	960.86	Bar supplies
09/05/2023	907113716		MOLSON COORS	COORS	1,572.70	314.54	1,887.24	4700	201	1,572.70	Bar supplies
16/05/2023	907124375		MOLSON COORS	COORS	709.63	141.93	851.56	4700	201	709.63	Bar supplies
11/05/2023	11052023		CORPS OF DRUMS	CORPS	400.00	0.00	400.00	508	0	400.00	Coronation parade band
16/05/2023	13052023		CRESSWELL	CRESSWELL	40.00	0.00	40.00	508	0	40.00	Coronation treasure hunt
09/05/2023	INV2-090523		CROCKERZ EVENTS	CROCKERZ	1,187.50	237.50	1,425.00	508	0	1,187.50	Obstacle course hire
09/05/2023	09052023		DAVID MILLEN	DAVID MILL	38.83	0.00	38.83	508	0	38.83	Bin bags coronation
02/05/2023	16027		DTM CONTRACTORS LTD	DTM CONTR	2,841.60	568.32	3,409.92	4170	204	2,841.60	repair fault on light conducto
04/05/2023	16028		DTM CONTRACTORS LTD	DTM CONTR	360.01	72.00	432.01	4170	204	360.01	replace tmvsx4
23/05/2023	INV04031	4717	DTM CONTRACTORS LTD	DTM CONTR	111.10	22.22	133.32	4170	350	111.10	Replace faulty valve
31/05/2023	INV04033	4734	DTM CONTRACTORS LTD	DTM CONTR	716.95	143.39	860.34	4170	204	716.95	Replace tap
31/05/2023	INV04036	4724	DTM CONTRACTORS LTD	DTM CONTR	203.06	40.61	243.67	4170	208	203.06	Replace emergency lights
05/05/2023	5736		ECOLOGY CORP	ECOLOGY	446.92	89.38	536.30	4202	350	446.92	Ecologist time
17/05/2023	MAYEXP		PAUL EINCHCOMB	EINCHCOMB	55.45	10.29	65.74	4537	105	51.45	Ink cartridge
								4537	105	4.00	Car parking
09/05/2023	INVOICE1		ENCHANTED PERFORMERS	ENCHANTED	920.00	0.00	920.00	508	0	920.00	Coronation entertainment
27/05/2023	1018		EXTRA MILE	EXTRAMILE	1,800.00	0.00	1,800.00	4433	201	1,800.00	Leaflet delivery
09/05/2023	6141		FARNBOROCOMM	FARNCOMM	144.00	28.80	172.80	508	0	144.00	Radio hire coronation
05/05/2023	23 07		FLEETJAZZ	FLTJAZ	720.00	0.00	720.00	728	0	720.00	June concert
24/05/2023	2308		FLEETJAZZ	FLTJAZ	292.29	0.00	292.29	727	0	292.29	Jazz May
24/05/2023	FFCCC230508		FRIMLEY CADET CORPS	FRIMLEYCOR	200.00	0.00	200.00	508	0	200.00	Corps of drums coronation
10/05/2023	20		GC LIGHTING	GC LIGHTNG	132.00	0.00	132.00	740	0	132.00	Ultimate Elton Lighting

Purchase Ledger for Month No 2

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
31/05/2023	31MAY23		GLOBAL PAYMENTS DD	GLOBALDD	493.04	4.20	497.24	4422	201	493.04	Bank charges May 23
31/05/2023	50372083		GLOBAL PAYMENTS DD	GLOBALDD	30.00	6.00	36.00	4422	201	30.00	Card charges May 23
15/05/2023	20231002L		GREENING	GREENING	50.00	0.00	50.00	4832	150	50.00	Greening Campaign Phase 1
22/05/2023	INV5933		HALC	HALC	98.00	19.60	117.60	4530	105	98.00	Councillor training
15/05/2023	58255200		HCC	HCC	45.78	9.16	54.94	4400	101	45.78	Stationery
31/05/2023	3650007102		HCC	HCC	18,309.00	0.00	18,309.00	4810	110	18,309.00	Basingstoke Caal Cont 23/24
27/04/2023	701024754 APR23		HDC DD	HDC DD	2,095.80	0.00	2,095.80	4110	350	2,095.80	Business Rates 2023/24
27/04/2023	701024783 APR23		HDC DD	HDC DD	16,342.25	0.00	16,342.25	4110	204	16,342.25	Business rates 2023/24
27/04/2023	701066301 APR23		HDC DD	HDC DD	1,185.13	0.00	1,185.13	4110	208	1,185.13	Business rates 2023/24
03/05/2023	INV-19654		HOGS BACK	HOGSBACK	184.54	36.91	221.45	4700	201	184.54	Bar supplies
12/05/2023	INV20080		HOGS BACK	HOGSBACK	199.07	39.81	238.88	4700	201	199.07	Bar supplies
25/05/2023	10458476		HSBC	HSBC	74.48	0.00	74.48	4420	101	74.48	Bank charges
25/05/2023	10497411		HSBC	HSBC	12.86	0.00	12.86	4420	101	12.86	Bank charges Apr23
16/05/2023	APR23		HSBC	HSBC	68.92	0.00	68.92	4420	101	68.92	Bank charges 8/4-7/5/23
07/05/2023	CCARDAPR23		HSBC	HSBC	3,875.40	390.72	4,266.12	4481	204	1,008.00	DD/CC/APR23/VIMEO
								4481	204	8.33	AR/CC/APR23/SPOTIFY
								4432	201	468.00	AR/CC/APR23/SOCIAL MEDIA TOOL
								4432	201	50.00	AR/CC/APR23/POSTCODE TOOL
								4432	201	14.52	AR/CC/APR23/FACEBOOK AD
								4432	201	50.00	AR/CC/APR23/POSTCODE TOOL
								4432	201	6.99	AR/CC/APR23/FACEBOOK AD
								4182	201	75.00	AR/CC/APR23/MICROPHONE LICENCE
								4486	101	3.00	BC/CC/APR23/MICROSOFT
								4486	101	178.60	BC/CC/APR23/MICROSOFT
								4486	101	3.00	BC/CC/APR23/MICROSOFT
								4486	101	142.41	BC/CC/APR23/MICROSOFT
								4486	101	178.60	BC/CC/APR23/MICROSOFT
								4176	150	143.70	BC/CC/APR23/ACTION DAY EQUIP
								4176	150	166.67	CB/CC/APR23/ACTION DAY EQUIP

Purchase Ledger for Month No 2

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
								4176	150	23.41	CB/CC/APR23/ACTION DAY EQUIP
								508	0	342.48	BC/CC/APR23/LAMP POST SIGNS
								508	0	48.66	BC/CC/APR23/LINE MARKING PAINT
								4030	101	25.00	BC/CC/APR23/TRAINING
								4185	201	571.97	BC/CC/APR23/BAR FRIDGE
								4185	301	52.97	BC/CC/APR23/LINE PAINT APP
								4170	204	28.32	BC/CC/APR23/SPRING CLIPS
								4170	204	8.92	BC/CC/APR23/PADLOCK
								4445	101	6.00	CB/CC/APR23/MOBILE CARD
								4763	201	108.85	CB/CC/APR23/BAR SNACKS
								4210	150	65.00	CB/CC/APR23/FLORAL LICENCE
								4655	150	65.00	CB/CC/APR23/XMAS LIGHT LICENCE
								4420	101	32.00	CB/CC/APR23/CARD CHARGES
02/05/2023	I-HSQE-23B-3936		HSQE LTD	HSQE LTD	125.00	25.00	150.00	4030	101	125.00	OSH Managin safely course
09/05/2023	10052023		JANET STANTON	JANET	370.00	0.00	370.00	508	0	370.00	Shooting stars Circus Skills
01/05/2023	04		JOOLS WARREN	JOOLS	300.00	0.00	300.00	743	0	150.00	Sound eng 28/4 and 29/4
								739	0	150.00	Sound eng 28/4 and 29/4
12/05/2023	286141		LAWMANS UK	LAWMANS UK	897.60	179.52	1,077.12	508	0	897.60	Security Coronation
02/05/2023	0478		LEGEND	LEGEND	2,000.00	400.00	2,400.00	743	0	2,000.00	Legend Live music 28/4/23
26/05/2023	FL55		LIONS CLUB TRAFFIC	LIONS CLUB	107.15	0.00	107.15	508	0	107.15	Road closure coronation
31/05/2023	000369		MENS SHED	MENSSHED	45.00	0.00	45.00	508	0	45.00	Materials for flag poles
09/05/2023	04231646		MINTNETWORK	MINTNETWORK	98.38	19.68	118.06	4440	101	98.38	Calls charges Apr 23
09/05/2023	1304		MEDICAL RESCUE	MRI	750.00	0.00	750.00	508	0	750.00	Medical cover coronation
15/05/2023	NPL-23-05-13		NEMO PROMOTIONS	NEMO	2,162.45	432.49	2,594.94	744	0	2,162.45	Maet Live
10/05/2023	10052023		NICOLA ROCHE	NICOLA ROC	164.03	0.00	164.03	508	0	164.03	Paints and rocks - coronation
25/05/2023	16291	4729	NIGEL JEFFRIES	NIGELJEFFR	250.00	50.00	300.00	4202	208	250.00	Shrub clearance
25/05/2023	16292	4735	NIGEL JEFFRIES	NIGELJEFFR	120.00	24.00	144.00	4250	320	120.00	Emergency tree removal
31/05/2023	16403	4729	NIGEL JEFFRIES	NIGELJEFFR	390.00	78.00	468.00	4169	301	390.00	Supply and plant displays
26/05/2023	IN07182648		NPOWER	NPOWER	22.26	1.15	23.41	4122	310	22.26	CCTV 1/4-30/4/23

Purchase Ledger for Month No 2

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
26/05/2023	IN07183385		NPOWER	NPOWER	3,443.74	688.75	4,132.49	4122	204	3,443.74	Elec 1/4-30/4/23
26/05/2023	IN07183396		NPOWER DD	NPOWERDD	233.47	11.67	245.14	4122	310	233.47	Elec 1/4-30/4/23
26/05/2023	IN07183399		NPOWER DD	NPOWERDD	26.05	1.30	27.35	4122	320	26.05	Elec 1/4-30/4/23
26/05/2023	IN07183401		NPOWER DD	NPOWERDD	55.21	2.76	57.97	4122	315	55.21	Elec 1/4-30/4/23
26/05/2023	IN07183441		NPOWER DD	NPOWERDD	134.78	6.74	141.52	4122	205	134.78	Elec 1/4-30/4/23
03/05/2023	3101		NPTREEMANAGE	NPTREE	1,230.00	246.00	1,476.00	4250	310	1,230.00	Tree works
06/05/2023	3105		NPTREEMANAGE	NPTREE	450.00	90.00	540.00	4250	315	450.00	Tree works
20/05/2023	3114		NPTREEMANAGE	NPTREE	80.00	16.00	96.00	4250	301	80.00	Tree works
24/05/2023	3118		NPTREEMANAGE	NPTREE	55.00	11.00	66.00	4250	301	55.00	Tree works
24/05/2023	12/1422		DOTHENUMBERS	NUMBERS	1,000.00	0.00	1,000.00	4580	101	1,000.00	Internal audit y/e31/3/23
17/05/2023	OE069		ONE ENTERTAINMENT	ONEENTERT	3,224.60	644.92	3,869.52	739	0	3,224.60	Rock for heroes
05/05/2023	5239202		PAYMENTSSENSE	PAYMENTSSEN	14.90	2.98	17.88	4422	201	14.90	Bank charges 1/4-30/4/23
05/05/2023	5239203		PAYMENTSSENSE	PAYMENTSSEN	94.95	18.99	113.94	4422	201	94.95	Bank charges 1/4-30/4/23
02/05/2023	APR23		PAYMENTSSENSE	PAYMENTSSEN	257.29	0.00	257.29	4422	201	257.29	Apr23 Charges
02/05/2023	APR2023		PAYMENTSSENSE	PAYMENTSSEN	28.08	0.00	28.08	4422	201	28.08	Card charges
31/05/2023	MAY 23		PAYMENTSSENSE	PAYMENTSSEN	30.36	0.00	30.36	4422	201	30.36	Card charges 1/5-31/5/23
31/05/2023	MAY23		PAYMENTSSENSE	PAYMENTSSEN	138.53	0.00	138.53	4422	201	138.53	Card charges 1/5-31/5/23
11/04/2023	SIN2349972		PPL PRS	PPLPRS	1,153.23	230.64	1,383.87	4740	205	1,153.23	Music licence costs
31/05/2023	001728		CHCLEANING	PRIMA	2,156.40	431.28	2,587.68	4150	204	2,156.40	Cleaning 1/5-31/5/23
31/05/2023	001729		CHCLEANING	PRIMA	629.85	125.97	755.82	4150	205	629.85	Cleaning 1/5-31/5/23
31/05/2023	001730		CHCLEANING	PRIMA	384.85	76.97	461.82	4150	204	384.85	Cleaning 1/5-31/5/23
31/05/2023	001731		CHCLEANING	PRIMA	115.65	23.13	138.78	4150	315	115.65	Cleaning 1/5-31/5/23
31/05/2023	001732		CHCLEANING	PRIMA	57.75	11.55	69.30	4150	310	57.75	Cleaning 1/5-31/5/23
31/05/2023	001733		CHCLEANING	PRIMA	115.65	23.13	138.78	4150	320	115.65	Cleaning 1/5-31/5/23
31/05/2023	001734		CHCLEANING	PRIMA	128.50	25.70	154.20	4150	208	128.50	Cleaning 1/5-31/5/23
17/05/2023	23052023		PRINCESTONES	PRINCESTON	95.00	0.00	95.00	4936	350	95.00	Ashes interment
15/05/2023	SPENCER		PRINCESTONES	PRINCESTON	120.00	0.00	120.00	4936	350	120.00	Ashes interment
31/05/2023	61269 2		PRONTAPR	PRONTA	6,882.25	0.00	6,882.25	4432	201	6,882.25	Balance whats on guide
22/05/2023	1		RAIDERS	RAIDERS	200.00	0.00	200.00	508	0	200.00	Arts group Coronation

Purchase Ledger for Month No 2

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
19/05/2023	30668		RBS	RBS	755.00	151.00	906.00	4560	101	755.00	Y/end omega 2023
09/05/2023	INV-10410		ROUPCYCLE	ROUPCYCLE	300.00	60.00	360.00	508	0	300.00	Coronation Skip
05/05/2023	APR/MAY EXP		SARAH MOORE	SARAHMOORE	19.38	3.08	22.46	4041	101	3.96	mileage to/from IT meeting
								4400	101	5.25	computer mouse
								4400	101	10.17	paper and sellotape
05/05/2023	H110523 01		SARSEN	SARSEN	350.00	0.00	350.00	4551	101	350.00	OH 5/5/23
01/05/2023	INV-17914		SG POS	SGPOS	70.00	14.00	84.00	4728	201	70.00	Web services May 23
11/05/2023	11052023		SHANNON JAMES	SHANNONJAM	324.00	0.00	324.00	4720	201	48.00	Tech support 11/5/23
								726	0	108.00	Tech support 11/5/23
								736	0	168.00	Tech support 11/5/23
21/05/2023	21052023		SHANNON JAMES	SHANNONJAM	288.00	0.00	288.00	744	0	144.00	Tech support 21/5/23
								745	0	144.00	Tech support 21/5/23
31/05/2023	51693		SHIELD SECURITY SERV	SHIELD SEC	35.00	7.00	42.00	4188	204	35.00	Keyholding May 23
01/05/2023	INV-1326		SUSX HR HUB	SUX HR HUB	80.00	16.00	96.00	4551	101	80.00	Monthly charge
31/05/2023	23050049		TICKETSOLVE	TICKETSOLV	634.78	0.00	634.78	4490	201	634.78	Ticket sales May 23
11/05/2023	300159030/23		TOTALENERGIES	TOT ENG	26.11	1.30	27.41	4120	208	26.11	Gas 31/3-30/4/23
11/05/2023	29996105123		TOTALENERGIES	TOT ENG	3,737.60	747.52	4,485.12	4120	204	3,737.60	Gas 31/3-30/4/23
11/05/2023	29996106223		TOTALENERGIES	TOT ENG	211.86	10.59	222.45	4120	205	211.86	Gas 31/3-30/4/23
09/05/2023	60923		TRACEY BETTERIDGE	TRACEY BET	55.50	0.00	55.50	508	0	55.50	Coronation badges
16/05/2023	000755		ULTIMATE ELTON	ULTIMATEEL	2,000.00	0.00	2,000.00	740	0	2,000.00	Ultimate elton
11/05/2023	INV-11493		UNIVERSAL CLASSIC CA	UNIVERSAL	400.00	80.00	480.00	508	0	400.00	Tophies and car stickers
01/05/2023	HI589944		UNITED HYGIENE	UWR	148.68	29.74	178.42	4152	205	148.68	Sani bins/Supplies 1/5-30/5
01/05/2023	HI590190		UNITED HYGIENE	UWR	660.27	132.05	792.32	4152	204	660.27	Sani bins and supplies 1/5-31/
23/05/2023	2503735		VIKING	VIKING	58.97	11.79	70.76	4400	101	58.97	Stationery
17/05/2023	OPI648474		VIMTO	VIMTO	408.45	81.69	490.14	4700	201	408.45	Bar supplies
30/05/2023	3962	4730	VITAPLAY	VITAPLAY	923.38	184.68	1,108.06	4230	208	461.69	Aerial runway replacement
								4230	310	461.69	Aerial runway replacement
18/05/2023	B5600827613		VODAFONE	VODAFONE	35.34	7.07	42.41	4445	204	11.78	Mobiles 18/5-17/6/23
								4445	301	11.78	Mobiles 18/5-17/6/23

Purchase Ledger for Month No 2

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
								4445	101	11.78	Mobiles 18/5-17/6/23
16/05/2023	INV-0306		WAYMEDIA	WAYMEDIA	6,434.13	1,286.83	7,720.96	699	0	6,434.13	Francis Rossi
TOTAL INVOICES					<u>118,738.27</u>	<u>11,024.59</u>	<u>129,762.86</u>			<u>118,738.27</u>	

Hygiene Services Contract Quotes

Ancells

Service	Frequency	Quantity	Contractor			
			Current Price	Contractor A	Contractor B	Contractor C
			Per month	Per month	Per month	per month
Offensive Waste Bin Service – 140 ltr Outdoor Yellow and 55l internal	2 Weekly	1	£ 44.58	£ 47.45	£ 52.75	£ 78.26
Fem Hygiene - Bin White Standard	4 Weekly	3	£ 25.44	£ 34.05	£ 17.50	£ 14.56
Non-Aerosol Air Freshener – VIVA	8 Weekly	3	£ 34.46	£ 32.59	£ 30.00	£ 21.45
Soap Dispenser x 4			£ 44.20			
Total Monthly Price			£ 148.68	£ 114.08	£ 100.25	£ 114.27

**

The Harlington

Service	Frequency	Quantity	Contractor			
			Current Price	Contractor A	Contractor B	Contractor C
			Per month	Per month	Per month	per month
Warm Air Dryer 5000 - White	4 Weekly	3	£ 86.20	£ 96.50	£ 56.25	£ 61.75
Offensive Waste Bin Service - 50 ltr Small White	4 Weekly	3	£ 86.20	£ 96.50	£ 35.00	£ 48.10
Fem Hygiene - Bin White Standard x16	4 Weekly	16	£ 132.28	£ 187.01	£ 93.33	£ 77.65
Non-Aerosol Air Freshener – VIVA	8 Weekly	5	£ 56.03	£ 54.31		
Non-Aerosol Air Freshener – VIVA	4 Weekly	5			£ 50.00	£ 35.75
Toilet Roll & 16 x Dispensers			£ 181.17			
Soap & 11 x Dispensers			£ 118.39			
Total Monthly Price			£ 660.27	£ 434.32	£ 234.58	£ 223.25

**

**

GRAND TOTAL PER MONTH £ 808.95 £ 548.40 £ 334.83 £ 337.52

-£ 260.55	-£ 474.12	-£ 471.43	Compared to current price/charges inc toilet roll and soap
	-£ 213.57	-£ 210.88	Compared to new quote ex toilet roll and soap
		£ 2.69	Compared to supplier originally agreed

GRAND TOTAL PER YEAR £ 9,707.40 £ 6,580.83 £ 4,017.96 £ 4,050.28

-£ 3,126.57	-£ 5,689.44	-£ 5,657.12	Compared to current price/charges inc toilet roll and soap
	-£ 2,562.87	-£ 2,530.55	Compared to new quote ex toilet roll and soap
		£ 32.32	Compared to supplier originally agreed

** we will need to purchase replacement soap and toilet roll dispensers. Soap is currently supplied in non recyclable plastic pouches and we will eventually move away from this for environmental purposes once stock has been depleted.

** Soap dispensers cost £9 each to replace. 15 x £9 = £135 one off cost

**Toilet roll dispensers cost £10.97 each to replace. 16 x £10.97 = £175.52 one off cost

Ancells Farm Green Gym

OFFICER: Ben Crane, Facilities and Open Spaces Manager
DATE: 29/06/2023
MEETING : Council 5th July 2023
SUBJECT: Ancells Farm Green Gym

Background

A brief has been written and sent out to three companies to provide quotes for the supply and installation of green gym equipment in Ancells Farm Park.

The companies were given a deadline of the 12 Noon on the 29th June 2023 and all were asked to provide detailed quotes for the supply and installation of the following equipment.

Equipment

The pieces of equipment to be installed are (exact names of equipment may vary);

- Sky Stepper
- Double Slalom Skier
- Disabled Arm & Pedal Bike
- Combi Pull Down & Push up
- Rowing Machine

The brief also detailed elements such as

- The location where the equipment will be sited, by the footpath, across from the under 8's play area.
- The positioning and orientation of the equipment - all equipment should be installed in a single file line where possible or orientated to give the best possible usage of space.
- Details of the safety surfacing to be used and the standards to which they should conform.
- Inclusion of Post Installation Test Certificate.

Quotes Received (Excluding VAT)

	Supplier A	Equip cost	Supplier B	Equip cost	Supplier C	Equip cost
	Sky Stepper	£795.00	X-trainer	£1,102.00	Sky Stepper	£1,337.05
	Double Slalom Skier	£732.00	Air Skier	£854.00	Double Slalom Skier	£1,201.20
	Disabled Arm & Pedal Bike	£622.00	Disabled Arm & Pedal Bike	£956.00	Disabled Arm & Pedal Bike	£1,099.67
	Combi pull down challenger & push up	£1,450.00	Combination SCP/PDC	£2,008.00	Combi pull down challenger & push up	£2,438.15
	Rower	£864.00	Rower	£1,163.00	Rower	£1,452.88
Equipment total		£4,463.00		£6,083.00		£7,528.95
Installation	£1,649.00		£2,095.00		£3,000.00	
Delivery	£261.00		£0.00		£600.00	
Wet Pour	£4,704.00		£3,648.00		£3,456.00	
50mm Stone Base MOT Type 1 - supply and install	£3,998.00		£750.00		£2,582.88	
Weed Membrane/Timber Edging supply and install			£550.00		£898.50	
Dumper and Skip			£950.00		£1,200.00	
Post Installation Inspection	£0.00		£425.00		£475.00	
Induction Session			Yes	FOC		
Discount	/		-£1,520.75		/	
Total	£15,075.00		£12,980.25		£19,741.33	

RECOMMENDATION

- To accept and approve the quote from Supplier B.
- To approve the order and installation of the Green Gym.

COUNCIL MEMBER: Cllr Kate Cottrell
DATE: 16.06.23
MEETING: Council 5th July 2023
SUBJECT: Item 12a - Repair Café Proposal

Background & Proposal

A repair café is a community initiative that brings together people with skills to repair and those who want items repaired. People are invited to bring their broken or damaged items for repair, and volunteers attempt to fix them. A repair café is a fun, social community event that values the expertise of volunteer craftspeople and helps to reduce waste and consumption.

Proposal: to consider offering a monthly repair café in Fleet.

Approximate Costings:

Insurance – £200 annually? Rochelle investigating
Refreshments - TBC
Promotion (banners, leaflets) - £300

Initial set up costs and safety equipment (dust masks, RCDs, extension leads etc) – £200

Approximate Incomings: Donations received for the fixing of items/ sales of refreshments.

Resource Requirements:

- Harlington on a Saturday Morning 10am – 12 noon. This will require a duty manager on site and to ensure that the café is only booked when another activity is already taking place. There will also be some periods of weeks that would need to be blocked off to accommodate performances.
- Donation vessels.
- Paperwork for recording visitors and repair status for items.
- Potentially a DBS checked adult in the case of youngsters volunteering with parents (may only arise if this is requested by a volunteer).
- Refreshments + volunteer for serving.
- Volunteers for each repair type i.e. sewing, electrical (PAT registered), carpentry, etc
- Risk Assessment (draft prepared).
- Potential officer/volunteer/ Cllr to be PAT test trained in order to ensure good working equipment before each session commences.

Public Liability Insurance

The Council's insurance company has sent the following questions prior to being able to confirm if they can cover the Repair Café under the Council's policy:

1. Are you following the processes and guidance of any specific association which supports Repair Cafes?
If yes:
 - a) What is the associations name?
2. If you are repairing electrical items:
 - a) Do your repairers always have up to date electrical qualifications?

- b) Are all items PAT tested before being given back to customers?
- 3. If you are repairing items that are safety critical (i.e. if they fail they will cause the user serious injury):
 - a) Please confirm what type of items this would include
 - b) What experience do your staff and or volunteers have relevant to these types of repairs?
- 4. If you are repairing non-electrical items
 - a) What experience do your staff and or volunteers have relevant to these types of repairs?
- 5. On average, how many non-electrical items do you repair per week?
- 6. On average, how many safety critical items do you repair per week?
- 7. On average, how many electrical items do you repair per week?
- 8. Do you have a process to establish which of your repairers is best qualified to fix an item?
- 9. Are all items inspected prior to being handed back to customers, to ensure they are fixed properly and are safe?
 - If yes:
 - a) Do you record the results of these final inspections?

Promotional Plan

- Facebook messaging through FTC (and shared by Cllrs to community groups?).
- A couple of banners as per market.
- Word of mouth to market organisers/ stall holders to discuss.
- A visit to local high street shops asking to promote the café.
- Leaflets in appropriate local shops.
- Poster in Harlington/ advertised in the Harlington programme.

Potential Fixes

Furniture upholstery
 Tool and knife sharpening
 Old cameras and slide equipment
 Photographic and digital images
 Textiles – sewing, knitting, darning
 Garden equipment
 Wooden items
 IT support
 Pottery
 Toys
 Jewellery
 Electronics
 Welding

Further Ideas:

- You can also add in occasional or seasonal themed sessions such as: a garden seed swap / plant swap, tool repairs, bike repairs, workshops such as learning how to make XYZ and 'UNIFORM share' events where families can swap school uniform for the new school year.
- If things come in that require longer than the Repair Café's time to fix individual volunteers can offer to take the items away and fix them in their own time – that's an agreement between the volunteer and the bringer.

To do:

- Volunteer recruitment – collect all volunteers emergency contact and medical details (in line with GDPR and if appropriate).
 - o Refreshments

- Repairers
 - Organiser of events
 - First Aider
 - Meet and greet
-
- Consider if we can involve any local community organisations, such as The Lions.
 - Organise all volunteers with identifying badges.
 - Assign 'power cabler'.
 - Create Site Plan – Who/where.
 - Complete Checklist for pre-event set up/ close down.
 - Print paperwork and ensure it's available for each session.
 - Registration Sheets inc disclaimer/ house rules - There are no promises and no guarantees, but if something can be saved the repairers will give it their best effort.
 - Repairer reports.
 - Investigate approved list of chemicals and investigate safety data sheets for each of them.
 - Clear signage for visitors.
 - Explore if Hampshire Waste prevention funding is available.

QUESTIONS: Who pays for solder/ parts etc

Are all volunteers trained – manual handling (online)

OFFICER: Rochelle Halliday, Executive Officer
DATE: 30th June 2023
MEETING: Council 5th July 2023
SUBJECT: Item 16 - Executive Officer's Report

1. Appointment of the Internal Auditor for 2023/2024 (Item 8.)

The Council's Internal Auditor, Eleanor Greene (Do The Numbers) has been working with the Council for many years and has a full understanding of the Council's operations. It would be beneficial to continue with Ms Greene for the current financial year for continuity at a time when The Harlington redevelopment is likely to commence.

Ms Greene maintains complete independence from the Council and is an active member of the council audit sector.

RECOMMENDATION

To confirm the re-appointment of Eleanor Green, Do The Numbers, as the internal auditor for Fleet Town Council for 2023/2024.

2. Resubmission of Contracted Hygiene Services for The Harlington and Ancells Farm Community Centre (Item 9.)

The Council approved a new hygiene services contract at the Council meeting on Council on 5th April 2023.

Unfortunately, the chosen contractor has not responded to proposed alterations to their draft contract. The Internal Auditor has advised that the next best choice can be considered, without having to re-run the quotation process.

The attached spreadsheet shows pricing for the current supplier (Contractor A), the original new supplier agreed in April (Contractor B) and the recommended supplier (Contractor C). There is very little difference in the cost between Contractor B and C.

RECOMMENDATION

To approve a new twelve month hygiene services contract at The Harlington and Ancells Farm Community Centre with Contractor C.

3. Badger Activity at Fleet Cemetery (Item 10.)

A full update on the badger activity at the Cemetery was provided at the last RLA Committee meeting on 21st June 2023. Based on advice from specialist consultants, The Ecology Co-Op, the Committee approved applying for the Natural England licence to enable ongoing surface repairs and blocking up the entrances caused by badger activity.

Since the meeting, the Cemetery Clerk has asked The Ecology Co-Op to proceed with the licence application. An update has been requested.

Subject to the licence being granted, it is recommended that the Council create a specific Ear Marked Reserve of £10,000, taken from General Reserves, to fund the surface repairs at the Cemetery. The licence application fee of £1,901 + VAT will be taken from this amount.

RECOMMENDATION

- a) To note the update provided.
- b) To approve the transfer of £10,000 from General Reserves to a new Ear Marked Reserve for reactive repairs to the cemetery required due to badger activity.

4. Climate Change (Item 12b.)

The Greening Campaign – Stage 2

The Climate Change Working Group discussed, at their last meeting on 20th June 2023, proceeding with Stage 2 of The Greening Campaign. This will involve holding a public meeting to promote The Greening Campaign.

The Council has already submitted a request to join The Greening Campaign. More information on the campaign can be found at <https://greening-campaign.org/>

The date of the public meeting needs to be carefully considered to maximise attendance and to allow enough time to publicise the event.

Climate Change Working Group

To confirm that Cllr May has left the Working Group.

RECOMMENDATION

b) To approve commencing with Stage 2 of the Greening Campaign and to host a public meeting, provisionally set for September 2023, to raise awareness of the initiative.

5. Hart District Council (HDC) Countryside Partnership Meetings (Item 13.)

At the RLA Committee meeting on 21st June 2023, the Hart District Council Countryside Manager attended to introduce the District Council's Countryside Engagement Plan.

The main purpose of the engagement plan is to:

- Develop engagement between the District Council and its stakeholders regarding the management of their land.
- To inform the parishes about the District Council's activities and to avoid duplication of effort.
- To work together on joint projects to deliver mutual benefit.
- To provide the parishes with a point of contact in the Countryside team.

The District Council has also suggested that regular partnership meetings take place between themselves and each parish. The Council is asked to agree which Members will attend these meetings.

RECOMMENDATION

To approve up to three Council Members to attend the HDC Countryside Partnership meetings along with the Executive Officer and to hold the meetings three times per year.

6. Complaints (Item 15b.)

Complaint in January 2023

Following the Monitoring Officer's report regarding the Code of Conduct complaint made in January 2023, the Council agreed at the last meeting to support the recommended actions within the report.

As a reminder the actions from the Monitoring Officer's report are as follows:

- The Panels' findings are to be reported to FTC;
- It is recommended that FTC obtain an apology from Councillor Oliver to Mr Forster at the next available FTC meeting.

7. Annual Governance & Accountability Return (AGAR) 31st March 2023

To confirm that the AGAR for the year ending 31st March 2023 has been submitted. The exercise of public rights notice was published on 23rd June 2023, to provide members of the public access to inspect the Council's accounts between 26th June and 4th August 2023, as part of the audit process.

8. Health and Safety Consultancy

The Council's health and safety consultant, All Environmental Health Services, has notified the office that he is no longer able to provide a light touch health and safety audit and advice services. This is due to taking on a larger contract.

Officers will look into finding a suitable replacement and thank the firm for their invaluable support and advice over the years.

9. Fleet Community Map

Fleet Community Map is a web based map developed by Fleet Future, to provide information on cycling and walking routes in the parish. The map designers are retiring from funding the hosting and domain registration fees and have asked if either Hart District Council or Fleet Town Council would take this on. The annual cost is £45.

Whilst Hart is deciding whether to support this system, the Town Council could consider temporarily paying for the hosting and domain renewal. A decision is required by mid-July.

It is to be noted that the map functionality in this application is now surpassed by Google Maps and the other map apps are available. The challenge is keeping the data up to date, which other systems will do automatically.

The map can be viewed at <https://fleetcommunitymap.co.uk/>

Members' views are sought as to whether to take on this system, which could be financed from the existing software budget.

10. FCOT Student Placement

This week we said 'goodbye' to our FCOT placement student, who has been with us for seven weeks working on ideas for the Council's two websites, newsletter design and research for the Saturday market.

The week culminated in a presentation of these ideas to The Harlington General Manager, the Finance and Admin Manager, the Marketing and Box Office Manager and myself, which was both informative and useful.

The presentations will be shared with Members shortly.

11. Upcoming Council Meeting Dates

- 5th July, 2pm – Risk Management Working Group
- 10th July, 7.00pm – Development Control Committee
- 11th July, 6.30pm – Climate Change Working Group
- 19th July, 7.00pm – Policy and Finance Committee
- 24th July, 7.00pm – Development Control Committee
- 26th July, 2.00pm – Harlington Working Group
- 26th July, 7.00pm – Establishment Committee (TBC)
- 14th August, 7.00pm – Development Control Committee
- 29th August, 7.00pm – Development Control Committee
- 6th September, 7.00pm – Council