



## **NOTICE OF MEETING**

Notice is hereby given of  
A MEETING OF FLEET TOWN COUNCIL

On  
**Wednesday 6<sup>th</sup> October 2021 at 7pm**

in  
**The Harlington**

All members are summoned to attend

### **To Councillors:**

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

SIGNED:

*Janet Stanton*

Janet Stanton,  
Town Clerk

Date: 29<sup>th</sup> September 2021

## **AGENDA**

### **1. APOLOGIES**

Schedule 12 of the LGA 1972 requires a record to be kept of members present, and that this record forms part of the minutes of the meeting. A resolution must be passed on whether the reason(s) for a member's absence are acceptable.

### **2. DECLARATIONS OF INTEREST**

Under the Local Authorities Localism Act 2011, members must declare any interest and the nature of that interest, which they may have in any of the items under consideration at this meeting.

Members are reminded that they must disclose both the existence and the nature of a personal interest that they have in any matter to be considered at this meeting. A personal interest will be considered a prejudicial interest if this is one in which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the members' judgement of the public interest.

### **3. QUESTIONS FROM THE PUBLIC (3 Min per person maximum 15 minutes)**

To receive questions and statements from members of the public.

#### **4. MINUTES OF PREVIOUS MEETINGS**

To receive and approve as a correct record the minutes and confidential minutes of the Council Meeting held on Wednesday 1<sup>st</sup> September 2021 (*copies attached*). To also receive and approve as a correct record the confidential minutes of the Extraordinary Council meeting held on Wednesday 29<sup>th</sup> September 2021 (*copy attached*).

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

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

#### **Part 1 – ITEMS FOR DECISION**

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

To agree a way forward.

##### **RECOMMENDATION**

Members to resolve the way forward.

#### **6. RISK MANAGEMENT WORKING GROUP**

To receive and approve the minutes of the Risk Management Working Group held on 22<sup>nd</sup> September 2021, the summary of risk register and action plans (*copy attached*).

##### **RECOMMENDATION**

That the Summary Risk Assessment Register and Action Plan be adopted by Council.

#### **Part 2 – ITEMS TO NOTE**

#### **7. COMPLAINTS**

To note the complaints received (*copy attached*).

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

To receive an update report from the Clerk.

#### **9. HCC/HDC**

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

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

The next meeting of the Council is scheduled to be held on Wednesday 3<sup>rd</sup> November 2021 at 7pm in the Harlington.

### **Part 3 CONFIDENTIAL ITEMS**

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

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

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

There are no confidential items.



## **FLEET TOWN COUNCIL**

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

held on

Wednesday 1<sup>st</sup> September 2021

at the Harlington

#### **PRESENT**

**Councillors:** R. Schofield (Chairman), P. Einchcomb, R. Fang, L. Holt, A. Hope, K. Jasper, A. Oliver, R. Robinson, S. Tilley, P. Wildsmith, G. Woods, J. Wright.

**Also Present:** Janet Stanton - Town Clerk  
Wendy Allen – Office Manager  
Susanna Walker – Committee Clerk  
Mr Kumar Kuntikanamata  
Mrs Mohua Chakraborty  
Councillor Steve Forster – HCC  
Councillor Adrian Collett - HCC  
Councillor Parker – HDC

Councillor Schofield welcomed Councillor Fang to his first Council meeting,

#### **FC Sept 2021 ITEM 1 APOLOGIES FOR ABSENCE**

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

#### **FC Sept 2021 ITEM 2 DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **FC Sept 2021 ITEM 3 QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were no questions from the public.

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

- **Queen's Platinum Jubilee 2022**
  - There will be an extra Bank Holiday at the beginning of June to give everyone a 4-day break.
  - NALC has suggested Town and Parish Councils light a beacon.
  - Jubilee celebrations in Fleet to be discussed at the RLA meeting on 15<sup>th</sup> September.
- **Police and Crime Commissioner Action Plan**
  - Opportunity to comment on draft plan.
  - FTC to potentially send a consolidated response.

- **NALC Documents**
  - New NALC publication titled 'Local service delivery and place shaping – A framework to support parish and town Councils'.
  - Challenging but interesting read.
  - Proposed collaboration of local government and devolution of local services, funded through the precept.
- **Kevin Ings, HCC**
  - Announcement of retirement at the end of September.
  - Led community bus initiatives.
  - FTC wishes to pass on thanks and best wishes for a long and hearty retirement to Mr Ings.

## **FC Sept 2021 ITEM 4                      MINUTES OF PREVIOUS MEETINGS**

Members received and approved as a correct record the minutes of the Council Meeting held on Wednesday 28<sup>th</sup> July 2021.

The resolution to Item 6, p3 – SPEED INDICATOR DISPLAYS (SIDS), was discussed. Members agreed that FTC would not become custodians of the SIDS and instead borrow from HDC when required. Members noted that the location lists would be resent to members, to choose the top 3 locations. It was made clear that any location chosen must be within the rules of SIDS and would need approval from HCC. Any data received would be extracted by HDC and given to FTC for their own use.

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

Policy & Finance	21 <sup>st</sup> July 2021
Establishment	22 <sup>nd</sup> July 2021
Establishment (CONFIDENTIAL)	22 <sup>nd</sup> July 2021
Development Control	26 <sup>th</sup> July 2021
	9 <sup>th</sup> and 23 <sup>rd</sup> August 2021

Members were reminded that the Budget 2022/2023 is now being prepared.

## **FC Sept 2021 ITEM 5                      CO-OPTION**

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

- Mr Kumar Kuntikanamata
- Mrs Mohua Chakraborty

Both candidates were given the opportunity to give a 2-minute presentation to elaborate on their application submission and themselves to the Full Council, with questions from members following each presentation. Candidates were then thanked for their presentations and their enthusiasm and passion in standing for Councillor. Members of the public and all external guests at the meeting were asked to leave the meeting, to allow the Full Council to conduct a confidential vote.

### **RESOLVED**

Members determined to appoint Mr Kumar Kuntikanamata to the role of Councillor to Fleet Central Ward.

Members of the public and all external guests were allowed back into the meeting, where the Chairman announced that Mr Kumar Kuntikanamata was the successful candidate as a co-opted Councillor. Thanks was given to Mrs Mohua Chakraborty for her presentations and

participation in the meeting. Members noted that Mr Kumar Kuntikanamata could join the Council's meetings from October 2021, once all the relevant documents had been signed.

## **FC Sept 2021 ITEM 6                      FINANCIAL MONITORING**

Members received and noted the following:

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

## **RESOLVED**

Members accepted and approved into the minutes:

1. a. The bank reconciliation for July 2021  
b. The list of receipts for July 2021  
c. The list of payments for July 2021

Members accepted and approved into the minutes:

2. Councillor Robinson's confirmation that the bank reconciliation for June and July 2021 equals zero, and the bank statements match the reconciliation.

## **FC Sept 2021 ITEM 13                      HCC/HDC**

Members agreed to bring forward Item 13 to this point in the meeting.

Councillor Collett reported on the following:

- **Cove Road water mains work**
  - Work is on schedule.
  - Cove Road closure now from Ancells roundabout to Minley Road. Diversion to the motorway will continue but concerns of an unofficial shortcut through Ancells Road.
  - HCC Highways to monitor over the next 10-12 weeks.
- **Pavement use**
  - Ancells Road pavement is not dual use for pedestrians and cyclists.
  - Report any safety issues through Highways online portal.

Councillor Forster updated members on the following:

- **Fleet Library**
  - Work is now complete, and scaffolding removed.
  - Fit for occupation for another 20 years.
- **SIDS & Speeding**
  - Reports of speeding on Ancells Road.
  - HCC working with Fleet Police and Chief Inspector.
  - SIDS campaign when Cove Road re-opens.
  - Campaign to reduce speeding and improve safety
    - Suggested for both motorists and pedestrians around Calthorpe Park School.
- **County Deal**
  - HCC have put forward an EOI to the government to take part in the localisation and devolution of power.
  - Potential benefit from more localised budget and decision making.
- **Road Maintenance**
  - Highways survey the state of the roads on a regular basis.
  - Any issues to be reported online.
  - Potholes - recent permanent repairs in Fleet area.

Councillor Parker discussed the following:

- **Report any road safety issues online.**
- **Reading Road South**
  - Issues with pedestrians crossing the road, especially Courtmoor School pupils.
  - HCC seeking to site a safe crossing place.

Councillor Oliver reported the following:

- **Green bins**
  - Suspended for 2 weeks.
  - Collection to resume from Monday 13<sup>th</sup> September 2021.

## **FC Sept 2021 ITEM 7                      NOTICE OF CONCLUSION OF 2020-2021 EXTERNAL AUDIT**

Members received the Annual Governance and Accountability Return from the External Auditor PKF Littlejohn LLP for the year end 31<sup>st</sup> March 2021. Members noted that there were no qualifications. Congratulations were given to the Town Clerk and her team on an outstanding financial report.

### **RESOLVED**

That the Annual Governance and Accountability Return of the external auditor for 2020/2021 be received and accepted by Full Council.

## **FC Sept 2021 ITEM 8                      REMEMBRANCE SUNDAY**

Members noted that this year's Remembrance Sunday service and parade will take place on Sunday 14<sup>th</sup> November 2021 and that further details on the arrangements will be provided once finalised.

## **FC Sept 2021 ITEM 9                      CHRISTMAS**

Members noted that the Christmas Lights Switch-on and Festival will take place on Wednesday 24<sup>th</sup> November 2021. More details will be provided nearer the time.

Members also noted that it is intended to revert back to holding the Christmas Day lunch in The Harlington for local residents who would otherwise spend Christmas on their own. The planning and organisation of this event is under way.

## **FC Sept 2021 ITEM 10                      POLICE UPDATE**

Members received a Police Report from Councillor Woods. The following points were raised:

- The last quarterly review was held in July and reference to anti-social behaviour (ASB) was made.
- Reports factor the end of lockdown contributing to the rise in ASB.
- Regular patrols are now in place in areas including Merivale and Calthorpe Park to prevent nuisance.
- The recruitment of both PCs and PSCOs continues, with 6 new PCs and 2 new PSCOs in the district being trained in Fleet and Yateley.
- Efforts are being made to prevent young people becoming involved in County Lines activities, which has resulted in raids and arrests in both Fleet and Rushmoor.
- The communication from the new Police Commissioner refers to recruitment, ASB, improving police visibility and crime reporting via 101. Members noted that these 4 topics were all items included in the letter from FTC to the Chief Constable earlier this year.

It was suggested that for future Council meetings, any written Councillor reports be included in the agenda packs.

**FC Sept 2021 ITEM 11****COMPLAINTS**

Members noted that there was 1 complaint related to rats in Calthorpe Park which had been dealt with. Matters discussed included:

- Increase in rat population due to COVID lockdown and less traffic on the road.
- Residents to try and keep areas clean and not deposit garden waste into parks.
- Baiting is visible at Calthorpe Park.
- FTC to undertake a leaflet campaign to residents near the parks, re. rats, problems and potential solutions.

**FC Sept 2021 ITEM 12****COVID UPDATE AND TOWN CLERK'S REPORT**

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

- A long serving member of FTC team, Patricia Moyce-Philips retired this week.
- Vaccination delivery – dates have been agreed with PCN.
- The Cemetery extension may go ahead, it does not require planning permission.
- Chairman's coffee mornings to restart, with the first one being Courtmoor Ward on Saturday 4<sup>th</sup> September 2021.

**FC Sept 2021 ITEM 14****DATE AND TIME OF THE NEXT MEETING OF THE RLA COMMITTEE**

Members noted that due to the show times of the Christmas Pantomime, it is not possible to hold the RLA meeting on the scheduled date of Wednesday 15<sup>th</sup> December 2021. The new date for the RLA meeting has been brought forward to Wednesday 8<sup>th</sup> December 2021. Members are noted this change of date.

**FC Sept 2021 ITEM 15****DATE AND TIME OF NEXT MEETING**

The date and time of the next meeting of the Council is on Wednesday 6<sup>th</sup> October 2021 at 19.00 in the Harlington.

There being no further business the meeting closed at 21.46.

**Signed**.....

**Date**.....

**Chairman**



### **Part 3 CONFIDENTIAL ITEMS**

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

#### **FC Sept 2021 ITEM 16**

#### **HARLINGTON AND CIVIC QUARTER UPDATE**

Members received and noted an update report on the Harlington and Civic Quarter.

#### **FC Sept 2021 ITEM 17**

#### **RECOGNITION OF COMMUNITY SERVICE**

Members received and discussed a proposed recognition of community service within Fleet.



## **FLEET TOWN COUNCIL**

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

held on

Wednesday 28<sup>th</sup> September 2021  
at the Harlington

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

**Also attending:** Janet Stanton – Town Clerk  
Wendy Allen – Office Manager

#### **EC Sept 2021 ITEM 1 APOLOGIES**

Members received and accepted apologies of absence from Councillor Chenery, due to health reasons, Councillor Einchomb who was on holiday and Councillor Oliver who was on holiday.

#### **EC Sept 2021 ITEM 2 DECLARATIONS OF INTEREST**

Councillor Robinson declared that he had an interest in Item 5 – COMMERCIAL MATTER, due to the fact that he lives next door to the people involved.

#### **EC Sept 2021 ITEM 3 QUESTIONS FROM THE PUBLIC**

There were no questions from the public.

#### **EC Sept 2021 ITEM 4 DATE & TIME OF NEXT MEETING**

The next meeting of the Council is on Wednesday 6<sup>th</sup> October 2021 at 7pm in the Harlington.

#### **EC Sept 2021 ITEM 5 COMMERCIAL MATTER**

Members received and noted the following Land Purchase Discussion Update Report (appendix i) from Councillor Schofield on the closure of W.C. Baker & Son. Councillor Schofield summarised his report and outlined the following:

- W.C. Baker & Son is to close after 112 years.
- Mr Baker had offered FTC first refusal on the purchase of the land, as he was keen to see the land being used for community value.
- As agreed at the Council meeting on 1<sup>st</sup> September 2021, FTC has now received 3 valuations.
- Mr Baker has not yet put the property (234 Fleet Road) on the open market.

A wide ranging discussion on the benefits and potential issues of developing a new venue took place. The following was discussed:

- The skate park area of The Views.
- The options within Gurkha Square.
- Impact of increased building costs.
- Short term and long term implications of purchase of 234 Fleet Road.
- Valuation of 234 Fleet Road.
- The impact of presence of a new venue on the high street.
- Increase in open and transparent community and business engagement.
- Issues with refurbishment options.

The following two resolutions were unanimously agreed.

**RESOLUTION**

1. The Clerk is instructed to advise Mr Baker that the Council will not be making an offer at the present time.
2. The Council will consider options for development of a new community multi-functional venue.

There being no further business the meeting closed at 8.40pm.

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

**Chairman**

## Appendix i

**SUBJECT: Land Purchase Update Discussion Paper**

## 1. UPDATE ON CLOSURE OF W.C. BAKER & SON

- 1.6.1. It will be marketed by [REDACTED], but at the time of writing the property has not been openly advertised.

## 2. Benefits of acquiring Mr Baker's land and developing on Gurkha Square

- #### 2.1.6. Development opportunity for HDC Civic Quarter.

### 3. Other options for FTC owning the land

- 3.1.4. FTC would own land with a commercial value

#### 4. Potential issues remaining despite ownership of land :

- 4.1.2.1. Relies on retaining Mr Baker's delivery bay.

## 5. Independent Valuations

- 5.1. FTC has requested 3 independent valuations from commercial property surveyors of the property and land.

[REDACTED]

**6 What is a reasonable value?**

6.1 Mr Baker has expressed a wish to [REDACTED] once all costs for closing the business have been covered.

6.2 FTC is a public body using public money.

6.3 FTC is not buying land to take a financial risk.

6.4 The mean or the median prices are close and can be justified

[REDACTED]

[REDACTED]

6.7 Should FTC wish to buy the land, payment options include:

6.7.1 Public Works Board Loan. But only on the basis of community value and not for commercial return. A time consuming exercise

6.7.2 Funds from the Harlington Reserve on the basis that this is part of the Harlington development.

6.7.3 Loan from the Harlington Reserve Fund, with agreed repayments. If not deemed directly related to the Harlington development.

**7 Does purchase of the land have to be tied to the Harlington development?**

7.1 The purchase of Mr Baker's land could be deemed to add value to FTC's assets and therefore purchased irrespective of the Harlington.

**8 So what concerns remain?**

8.1 The ownership of the land does not guarantee planning permission from HDC for the Harlington development.

8.2 Public opinions and perceptions of a Harlington development on Gurkha Square.

8.3 Openness with the public.

8.3.1 Initial public consultation was successful, but overturned by a radical and vociferous group of residents

8.4 Leadership of the Harlington development is not solely in FTC hands

8.5 A key issue is that the Neighbourhood Plan Policy 1 Fleet Civic Quarter requests development proposals "are consistent with a comprehensive regeneration plan for the whole site.

8.6 A new Harlington on Gurkha Square is the preferred solution but

8.6.1 HDC's Civic Quarter Working Group have not met since January and there is no scheduled date for the next meeting.

8.6.2 As previously explained a major issue is the options developed by HDC's Consultants are not revenue creating. Funding of the development becomes a significant issue.

**9 Subsequent Meeting with Hart District Council Officers**

9.1 The Chairman and Clerk met with senior Hart Officers to establish if there were likely to be any planning, bureaucratic or regulatory issues with: FTC acquiring the additional land but still requiring additional land from HDC

9.2 Would HDC be supportive of FTC promoting development of the Harlington on Gurkha Square?

9.3 Officers confirmed they were giving a personal opinion, but any formal decision would need a Cabinet resolution

- 9.3.1 With the current situation there is not enough time to acquire an HDC cabinet resolution.
- 9.3.2 Overall, there was not foreseen to be any technical problems with FTC acquiring the land and developing across HDC owned land.
- 9.3.3 The benefits of moving the development onto the adjacent plot were appreciated
- 9.3.4 An issue of concern was needing to retain the current access into the rear of the new Harlington which imposed a restriction on the future development of HDC land around the existing Harlington.
- 9.3.5 The Officers were shown the alternative development on The Views
  - 9.3.5.1 They thought the proposal was generally sound.
- 9.3.6 It was preferred to Gurkha Square because it used Harlington Way as the primary access and removed any restrictions on development of the remainder of HDC land.
- 9.3.7 Acquiring the additional land adjacent to Harlington Way was not foreseen as a problem.
- 9.3.8 Building in front of the best viewing point from HDC's land was not perceived as an issue and would not diminish the development potential for HDC
- 9.3.9 It was recognised that there could be some resistance to developing on part of a designated green space, but the proposal met the Neighbourhood Plan Policy "special circumstances"
- 9.3.10 Overall it was considered that this option represented the route of "least resistance."

#### **10 Do FTC need Baker's land if the Views is a possible development?**

- 10.1 If HDC are prepared to offer land on a long-term lease (999 years) on a peppercorn rent there is no compelling requirement to require a land swap, but it may ease progress.
- 10.2 Baker's land could be promoted as compensation land replacing the green space occupied by development

#### **11 The downsides to a Views development are:**

- 11.1 There has been no more than a very cursory investigation of the proposal.
- 11.2 No high street presence which inhibits the overall viability of the scheme and reduces its influence on the sustainability of the high street.
- 11.3 Future HDC development of the Civic Quarter could totally screen the new Harlington and it could be lost at the back of a housing development.
  - 11.3.1 Equally a Civic Quarter development could develop a very attractive access boulevard to link the new Harlington to the high street.
- 11.4 The above makes it very clear that there are potential downsides to developing the Harlington outside an overall master plan.

#### **12 The bottom line –**

- 12.1 Do members consider there is value in acquiring Bakers Land?
- 12.2 If members remain of the opinion that there is value to the Town Council in purchasing this asset, then the Clerk should be instructed to make a formal offer to the Estate Agents?
- 12.3 [REDACTED]
- 12.4 Do members support developing and promoting a New Harlington on Gurkha Square?
- 12.5 Do members support developing and promoting a New Harlington on the Views?
- 12.6 Do members believe that until such time as HDC either develop a master plan for the Civic Quarter or declare their intention to abandon an overall development plan that FTC suspend all activity for a New Harlington?
- 12.7 From the above debate Members are required to select from the following draft resolutions:

## **DRAFT RESOLUTIONS**

- 1A The Clerk is instructed to make an offer of £\_\_\_\_\_ for the purchase of Mr Baker's Land
- 1B The Clerk is instructed to advise Mr Baker that the Council has no further interest in the purchase of the land.
- 2A The Council will continue to pursue the development of a new Harlington on Gurkha Square.
- 2B The Council will pursue development of a new Harlington on the Views
- 3 The Council will suspend all activity on the development of a new Harlington until such time as Hart District Council have developed a Master Plan for the redevelopment of the Civic Quarter or have declared their intention to not proceed further with the development of the Civic Quarter.



## **FLEET TOWN COUNCIL**

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

**Wednesday 17<sup>th</sup> March 2021 at 7pm**

#### **PRESENT**

**Councillors:** G. Carpenter, G. Chenery, P. Einchcomb, R. Hill, L. Holt, K. Jasper, A. Oliver, R. Richmond, B. Schofield, S. Tilley, G. Woods, J. Wright.

**Also Present:** Janet Stanton - Town Clerk  
Susanna Walker - Committee Clerk  
Wendy Allen - Office Manager  
Alex Robins - Harlington General Manager  
Ben Crane - Facilities and Open Spaces Manager  
Sian Taylor – Cemetery Officer  
Paul Moroney - Co-owner, The Falkners Arms

#### **RLA March 2021 ITEM 1 APOLOGIES**

There were no apologies.

#### **RLA March 2021 ITEM 2 DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **RLA March 2021 ITEM 3 QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were no questions from the public.

#### **RLA March 2021 ITEM 4 MINUTES OF PREVIOUS MEETING**

The minutes of the Recreation, Leisure & Amenities Committee meeting held on Wednesday 16<sup>th</sup> December 2020 were approved and signed by the Chairman, with the following amendments.

- Page 2, Item 6 – THE HARLINGTON AND ANCELL'S FARM COMMUNITY CENTRE REPORT
    - The 4<sup>th</sup> bullet point should read 'There are 2 planned shows in January, which will be paid live streamed and live audience'.
  - Page 2, Item 7 – BASINGBOURNE MID TERM DEVELOPMENT PLAN REVIEW
    - The end of the first sentence should read '...looking at the requirement for bridges within the Basingbourne woodland'.
    - The 8<sup>th</sup> bullet point should read 'The Environment Agency and its possible plans for the area'.
  - Page 3, Item 11 – CLERKS REPORT
    - It was stated that the 1<sup>st</sup> bullet point should read 'Hart Lions have proposed to plant a cherry tree'.
- NB. Since the meeting, officers reconfirmed that the word 'trees' was stated at the original meeting and not 'tree'.



It was proposed to members that the events application for The Falkners Arms Family Fun Day be discussed at this point in the meeting, due to Mr Paul Moroney, the co-owner of The Falkners Arms being present at the meeting. Mr Moroney outlined the following:

- A family fun day has been held by the Falkners Arms every year since 2010, except 2020, on the first May bank holiday.
- Fundraiser supports local charities.
- Government restrictions are still in place in May 2021.
- New proposed date is Sunday 29<sup>th</sup> August 2021.
- Proposed venue is the football playing fields in Ancells Farm Park.
- Work with FTC to ensure the Fun Day does not have an adverse effect on Hart Football Club or other park users.
- The family fun day will then revert to the May bank holiday in future years from 2022.

Following this, members discussed:

- No other proposed events on Sunday 29<sup>th</sup> August 2021.
- Football season does not start until September 2021.
- Football pitch marked out that weekend.
- Set up event, run event, and clear the event can all be done on the Sunday.
- Monday required to check clear up and litter pick.
- Wet weather plans.
- Potential issues with parking.
- Use of Regus car park for public parking.
- Mr Moroney to explore parking in the business park.
- A formal request and risk assessment to be submitted to FTC.

**RESOLVED**

Members approved the change of date for the Falkners Arms Fun Day in 2021 to Sunday 29<sup>th</sup> August.

Members received and discussed the report of the Cemetery Officer. The following was noted:

- Congratulations were given for Fleet Cemetery which won Silver at the Cemetery of the Year awards, in the Parish, Town and Council category.
- An updated analysis of all internments over the last 5 years is to be resent to all Councillors.
- Limited number of burial plots available.
- FTC has no statutory obligation to provide a new cemetery.
- FTC has no available land within its boundaries suitable for a new cemetery and burial ground.
- FTC to look at this for the future – should be a conversation with the public to find out their views.
- Two requests for exhumations.
- Planters along Cemetery Road.
- Cemetery signage.
- Cemetery gates.

**RESOLVED**

To note the report of the Cemetery Office.

Members received the report of the FOSM for the December 2020 – February 2021 quarter. The following matters were discussed:

- **Welcome to Fleet** signs to be cleaned.
- All major road signs and road names near to a main road are to be cleaned.
- Flowers at entrance points to Fleet.
- Thanks to Ben Crane for all his work leading the operations of the vaccinations at the Harlington.
- Trees from the Woodland Trust.
- Anti-graffiti paint at Ancells Pavilion.

**RESOLVED**

To note the report of the Facilities and Open Spaces Manager.

The report of the General Manager of the Harlington for the period December 2020 – February 2021 was presented. Members discussed the following:

- Vaccinations in the Harlington until summer 2021.
- Beer Festival.
- Full programme of events planned at the Harlington from September 2021.
- Possibility of holding shows at the weekends before September.
- Sunday Music in the Park is being reviewed.
- The planned events in January 2021 were cancelled, due to government restrictions.
- Proposed test streaming at the end of March 2021.
- Working alongside Jazz Club and others to stream concerts.
- Elections on 6<sup>th</sup> May 2021 will be held in the Harlington.
- Harlington website.

**RESOLVED**

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

Members noted that the following event applications have been received for consideration by the Town Clerk subject to government guidance and availability:

- Circus – 3<sup>rd</sup> – 6<sup>th</sup> June 2021
- Fleet Carnival – 3<sup>rd</sup> July 2021
- Fleet Phoenix - SCAM JAM – Saturday 10<sup>th</sup> July 2021
- Summer project – Thursdays, 29<sup>th</sup> July – 26<sup>th</sup> August 2021
- Open Air Cinema – 12<sup>th</sup> August 2021
- The Falkner's Arm Fun Day – 29<sup>th</sup> August 2021
- Open Air Cinema – 10<sup>th</sup> September 2021
- Fleet Fireworks – 6<sup>th</sup> November 2021

Members noted the following:

- All events are being reviewed to make sure that all criteria are being met and events run properly in line with government guidelines.
- The Circus application, due to social distancing in the Circus Big Top and government restrictions still in place.
- Summer project is run by Fleet Phoenix, every Thursday evening.

## **RLA March 2021 ITEM 9 FUTURE EVENTS**

Members noted that the future events had been discussed in the previous item, Item 8 – Events Applications.

## **RLA March 2021 ITEM 10 COVID-19 UPDATE REPORT**

Members received and noted a COVID-19 update report from the Town Clerk, including an outline of how the government's easing of restrictions would affect the services and activities of FTC. Members noted the following:

- The dates outlined in the report are the 'no earlier than' dates and are subject to change if the data does not meet the government's four steps to recovery.
- Tennis courts to re-open on 29<sup>th</sup> March 2021.
- Limited vaccinations from 29<sup>th</sup> March 2021.

## **RLA March 2021 ITEM 11 CLERKS REPORT**

Members received an update from the Clerk, and discussed the following:

- Action Days have not been organised due to current government restrictions.
- FTC to encourage people to go out and litter pick – FTC have litter picking equipment available.
- COVID-19 guidelines must be followed.
- Basingbourne SINC (Site Important for Nature Conservation)
- FTC have been approached by a company who is planning to install ultra-fast fibre in Fleet. They have put in a request for small piece of land in Fleet for a data centre cabinet to be housed.
  - Proposed land for the cabinet:
    - Basingbourne Park – road to the Scout Hut.
    - Area outside Fleet Town Football Club.
  - Bring back to Council for decision.

## **RLA March 2021 ITEM 12 DATE AND TIME OF NEXT MEETING**

The next meeting of the Recreation, Leisure & Amenities Committee will be held on Wednesday 16<sup>th</sup> June 2021 at 7.00pm. Members noted that it is unknown whether the meeting will be virtual or face to face, due to the possible changes in current government guidelines. Members were assured that the date and time of the meeting will be confirmed nearer the time.

There being no further business the meeting closed at 8.23pm.

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

**Chairman**



## MINUTES OF DEVELOPMENT CONTROL COMMITTEE

### DEVELOPMENT CONTROL COMMITTEE

**Meeting held on Monday 13 September  
at 7pm in The Function Room , The Harlington**

**Present:**

Cllr Hope - chairman  
Cllr Jasper  
Cllr Robinson  
Cllr Kuntikanamata

**Absent:**

Cllr Carpenter

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

1	<b>Apologies</b>  Cllr Schofield, Cllr Holt
2	<b>Declarations of interest to any item on the agenda</b>  None declared
3.	<b>Public Session</b>  None
4	<b>Approval of the Notes</b>  The notes of the development and control advisory group meeting held on Monday 23 August were accepted as a correct record of the meeting.
6	21/01537/HOU 63 Victoria Road Fleet Hampshire GU51 4DW <u><a href="#">Replacement of front door, replacement of windows throughout property, painting of the house exterior brick. and Installation of exterior cladding on first floor dormer. Change one window to patio doors on the rear elevation and one door to be replaced by a window on the side elevation</a></u> Comments required by 15 September  <b>OBJECTION</b> <ul style="list-style-type: none"> <li>Dormer hung in green/grey tiles is fairly uncharacteristic in the area</li> <li>The proposal is to paint a red brick building white. There is a mixed style of housing in the immediate area and while some have full and partial elevations in traditional white render, the dark grey horizontal boarding would be relatively dominant on the front</li> </ul>

elevation dormer and the dark grey windows and modern front door are quite uncharacteristic within the conservation area.

- The NFCA character appraisal and Management Proposals at page 24 Section 7 Issues 7.2 Maintaining the existing buildings and their plots  
The need to prevent unsympathetic changes to the existing houses, such as oversize extensions or changes to the elevations and details.
- Breaches Fleet Neighbourhood Plan POLICY 10 General Design  
Development should complement and be well integrated with the neighbouring properties in terms of scale, density, massing separation, layout, material and access
- Breaches Fleet Neighbourhood Plan Policy 17 NFCA 2 – Development should retain the architectural features of the existing building

21/01942/HOU

Lomond 1A Pondtail Road Fleet GU51 3JW

Erection of a first floor front extension, blocking up of ground floor side window, insertion of ground floor front window, insertion of first floor side window and creation of internal staircase reducing the length of the garage to 4.9m

Comments required by 13 September

#### OBJECTION

Previous comments stand – only change appears to be addition of a window

*' Overdevelopment of the site.*

*' Out of keeping with street scene ' brings building to edge of plot/pavement with no windows so a two storey blank brick wall adjacent to the pavement.*

*' Breaches Fleet Neighbourhood Plan Policy 10*

*- 10.1 does not complement or integrate with neighbouring properties in scale, massing and separation*

*- 10.2 it is not high quality design that reflects high quality local design references*

*- 10.3 it produces a bulky featureless appearance (two storey blank brick wall) in a dominant position. Overbearing in the existing street scene.*

*' Reduction in depth of garage means parking for three cars needed not including the garage ' a parking plan that meets Hart's standards is needed showing ability to manoeuvre to leave the site safely in a forward direction onto a busy road on a blind corner*

*' Due to its location a detailed study should be done to determine how the builders and their vehicles will work on the busy road next to the traffic lights. As a minimum there needs to be restrictions on times for deliveries to avoid the school opening and closing times when the road is heavily used by parents of Velmead School.*

21/01976/HOU

19 Colbred Corner Fleet Hampshire GU51 2UE

Erection of two storey front and single storey rear extensions

Comments required by 17 September

#### OBJECTION

- Appears to breach 45 degree rule
- As a two-bedroom house it requires 2 parking spaces – parking plan needs submitting that meets Harts standards. Does the extension leave enough depth for parking 4.8m minimum?

21/01985/HOU

12 Brinksway Fleet GU51 3LZ

Erection of a two storey rear extension, replacement of flat roof with pitched roof, removal of shed, conversion of garage to habitable accommodation, replacement of window to ground floor side with bi-fold doors and insertion of window to first floor side

Comments required by 15 September

Proposal improves the overall look of the development

NO OBJECTION

Subject to a parking plan that meets harts standards - 4 bed house with the loss of a garage requires 3 parking spaces on site.

21/02066/HOU

124 Kings Road Fleet GU51 3DU

Erection of a hip to gable extension on the front elevation and dormer windows to the side elevations, single storey extension to link the detached garage to the dwelling, replacement of bay window to front with front door and blocking up of existing front door, alterations to doors and windows to ground floor side and rear and rooflights to one side, conversion of garage to habitable accommodation to include the replacement of the garage door with a window, the insertion of a window to the rear, a door to the side and rooflights in both side roofslopes

Comments required by 16 September

OBJECTION

- Proposed roof extension has side dormers with 3 bedrooms having side facing windows that will directly overlook neighbours.
- loss of garage means all parking has to be to front of property which has a stream cutting diagonally across the site so is it practical?
- Kings Road is a busy and fast road – need dimensioned parking plan that meets harts standards and demonstrates ability to turn on site and exit in a forward direction

21/02068/HOU

32 George Road Fleet GU51 3PS

Erection of a first floor front extension, replacement of flat roof to bay window with pitched roof, conversion of garage to habitable accommodation to include the replacement of the garage door with a window and the replacement of the door and windows to ground floor rear with bi-fold doors

Comments required by 20 September

OBJECTION

- There appears to be something wrong with the plans as there appears to be nothing to support the upstairs bathroom on the ground floor?
- Loss of garage means the whole of the front garden will be converted to hard standing in breach of Fleet Neighbourhood Plan Policy 15 Front gardens – 50% to be retained as soft landscaping.

21/02097/HOU

<p>22 Woodcote Green Fleet GU51 4EY  <a href="#">Erection of a part two storey part first floor front extension, single storey rear extension and blocking up of one window to first floor rear</a>  Comments required by 15 September</p> <p>NO OBJECTION  Subject to a condition for the protection of all of the trees at the front of the property</p> <p>21/02116/PRIOR  Willow House Elms Road Fleet Hampshire GU51 3EG  <a href="#">Removal and raising of roof and insertion of three rooflights to the rear and a window to each side to create an additional storey of habitable accommodation within the roofspace</a>  Comments required by 8 September</p> <p>OBJECTION</p> <ul style="list-style-type: none"> <li>• changes the roof pitch through 90 degrees and raises the ridge height by 1.49m = 5ft/</li> <li>• the surrounding properties are conventional 1 and 2 storey buildings and so the new ridge line will be out of keeping with surrounding area – does it need to be so high? Could house not be bigger but lower?</li> <li>• The front elevation is the most vertically distorted. The width to height of the existing building is 0.9 whereas the proposed development changes this ratio to 1.15 - out of character with the proportions of the surrounding buildings.</li> <li>• It is positive that the proposal would retain the existing building materials, but the proposed changes would have a significant impact on the character and proportions and create a dominant building within the local scene.</li> </ul> <p>21/02133/HOU  68 Holland Gardens Fleet Hampshire GU51 3NF  <a href="#">Demolition of garage and erection of a single storey side extension</a>  Comments required by 17 September</p> <p>NO OBJECTION  Subject to ensuring that the minimum practical area is taken for onsite parking and soft landscaping is retained to comply with Fleet Neighbourhood Plan Policy 15.</p> <p>21/02143/HOU  14 Kerry Close Fleet GU51 2UF  <a href="#">Erection of a single storey rear extension following removal of existing shed</a>  Comments required by 20 September</p> <p>NO OBJECTION  However precautions need to be taken to ensure the protection of the tree shown on the plans but only roughly located - could impact foundation design.</p> <p>Suggest an obscure glazed window or a false window in only the outer skin of the blank cavity wall would improve the street scene</p>
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<p>21/02147/HOU 107 Kenilworth Road Fleet Hampshire GU51 3AY <a href="#">Erection of a single storey rear extension with side elevation fenestration alterations</a> Comments required by 20 September</p> <p>NO OBJECTION</p> <p>21/02166/HOU 9 Guildford Road Fleet Hampshire GU51 3EN <a href="#">Demolition of existing garage and erection of a two storey rear extension, attached garage and front porch, alterations to windows and doors.</a> Comments required by 21 September</p> <p>NO OBJECTION Existing garage already infringes 45<sup>0</sup> rule to neighbour - only change is flat roof increased to a pitched roof</p> <p>21/01654/HOU Kingswood House Stockton Avenue Fleet GU51 4NP <a href="#">Erection of a single storey side extension and alterations to windows and doors.</a> Comments required by 21 September</p> <p>In North Fleet Conservation Area but lacks significant visibility. Intention is to maintain the general appearance of the house and to protect trees during construction. Only question is why they need to increase the area of the drive? NO OBJECTION</p> <p>21/01137/HOU 9 Lestock Way, Fleet, GU51 3EB <a href="#">Erection of a part two storey part first floor side extension, part single storey part two storey rear extension, replacement of window to ground floor rear with double doors and alteration to windows to first floor front and rear</a> Amended plans: 1 Reduction in the depth of the extension and change from Juliet balcony to a window. Comments required by 8 September</p> <p><b>application withdrawn</b></p> <p>21/01901/HOU 91 Willowbourne Fleet GU51 5BP <a href="#">Erection of a single storey rear extension</a> Comments required by 22 September</p> <p>OBJECTION</p> <ul style="list-style-type: none"> <li>• Extension infringes on 45<sup>0</sup> rule with immediate neighbour</li> <li>• Would be a significant issue with construction works traffic - in view of the high-density development and narrow roads should it be approved there should be a condition on working times Monday to Friday and Saturday mornings only, no Sundays.</li> </ul> <p>21/02020/HOU</p>
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	<p>16B Cove Road Fleet GU51 2RN  <a href="#">Erection of a single storey side extension</a>  Comments required by 22 September</p> <p>NO OBJECTION  Tree protection is the most significant issue and appears to be adequately covered except the protective fencing appears to restrict access to the actual works site.</p> <p>21/02184/HOU  17 Albany Close Fleet GU51 3PY  <a href="#">Erection of a single storey side and rear extension</a>  Comments required by 22 September</p> <p>NO OBJECTION in principle however</p> <ul style="list-style-type: none"> <li>• Reference on the drawing to parapet wall not being required if No18 (adjoining semi) has same roof profile but no planning applications listed for No18 Albany Close – look into</li> <li>• Proposed extension to No.17 is 5,5m out from the rear of the house which will infringe the 45° rule and cast a shadow onto No.17 in the afternoon taking light off the rear of the neighbouring property.</li> <li>• Question if the building is being changed to white or if it is already white – would look better if materials matched adjoining neighbour</li> </ul> <p>21/01966/FUL  240 Fleet Road Fleet GU51 4BX  <a href="#">Change of Use of ground floor from Class A1 to Class E(b), alterations to shopfront and erection of a single storey rear extension</a>  Comments required by 28 September</p> <p>NO OBJECTION in principle  This is a much reduced area application to the previously approved 19/01479/Full. Proposed development area is much smaller and there is a limited increase in on-site parking for 8 vehicles.</p> <p>The only major issue is that the kitchen is located on the side of the property away from the Prince Arthur visible in part from Fleet Road. The plan indicates an exhaust system from the kitchen discharging on this elevation but is not shown on the elevation and the exhaust system details give no dimensions or to what extent ducting is required. Suggest this needs some clarification before approval is granted</p>
7	<p><b>Noted:</b></p> <p>Planning Enforcement notices</p>
8	<p><b>Noted:</b></p> <p>Weekly List</p>

9	<b>Noted:</b>  <b>Hart Planning Meeting Dates</b>  13 <sup>th</sup> October 2021
10	<b>Date of Next Advisory Group Meeting</b>  27 <sup>th</sup> September at 7pm

**Meeting closed: 8.00pm**

**Signed:**.....

**Date:** .....



## **WORKING GROUP – RISK MANAGEMENT**

**Notes of Meeting**  
**22<sup>nd</sup> September, 10am, Function Room**

**Present:** Cllrs: Schofield, Holt, Robinson, Kuntikanamata  
Charlotte Benham (Projects/Committee Clerk)  
Janet Stanton (Clerk)  
Wendy Allen (Office Manager)

**Absent:** Cllrs Wildsmith & Carpenter

### **ITEM 1 NOTES OF THE LAST MEETING**

Notes of the last meeting held on the 10<sup>th</sup> December were received

### **ITEM 2 RISK MANAGEMENT**

Register to go to Full Council Meeting for approval – hide actions column.

Following amendments to be made:

1. Add effects of pandemic on day to day running, closures and mental health. Add action to agree new reserves figure.  
Add no. 2 to no. 1 – Amend to impact from pandemic and or change in market.....
2. Check wording – should be about lease
5. Amend a standing order to risk record in place & amend review by P&F chairman to just P&F  
Action to look into going cashless on bar.  
Action to look into switching bank to one left on highstreet.
15. Add and major changes in councillors. Add paperwork for councillors to control. Add joining cyber scheme to control now not action.
31. Add action to talk to mike re how long take to get new system up with backup data

### **ITEM 3 FINANCIAL RISK MANAGEMENT**

To go to P&F for approval.

Alex/Janet to look into new reserves figure.

Following amendments to be made:

- Add numbers to each row
- Remove record from title
- Amend actions to controls
- Remove insurance figures from document and change to insurance in place

- For trading unit, add missing comma and remove grounds maintenance references

#### **ITEM 4     DATE AND TIME OF NEXT MEETING**

The next meeting scheduled is 19<sup>th</sup> Jan 2022 unless extraordinary meeting needed

DRAFT

## Risk Register as at September 2021

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COLOUR = TOP CURRENT KEY RISKS

	Risk Description	Risk Owner	Committee	Controls in place	Current Risk			Actions
					Likelihood	Impact	Rating	
1	<b>Pandemic</b> Absenteeism could be significant at the height of the pandemic, either because people are personally ill or caring for someone who is ill, causing significant impact on business continuity. Mental Health concerns during and post pandemic impacting on business continuity.  Impact on Pandemic and change in the market could cause disruption to Harlington and loss of finances/reserves	Town Clerk The Harlington Manager	P&F / RLA	* NHS Vaccination Programme (Seasonal and provision for pandemic specific) * Working from home using VPN * Redistribution of tasks amongst other staff * Follow Government guidelines * Review short/long term financial implications * Pandemic Working Group	3	3	9	* Support the CCG vaccination programme ONGOING * Agree future general reserves.
2	<b>Harlington Lease:</b> Financial risk and loss of community provision	Town Clerk	P&F / HWG	* Meetings with HDC * Legal advice from Solicitors	3	3	9	* Continue negotiations with HDC ONGOING
3	<b>Building condition:</b> Failure of the fabric and services of buildings resulting in injury to individuals and/or noncompliance with relevant legislation or unavailability of Buildings/ breach of contract	The Harlington Manager Facilities & Open Spaces Manager	FC	* Review of assets has included a condition survey of The Harlington that has informed a view of requirements. * Contracts in place for maintenance * Health & Safety Consultant available for advice etc.	2	3	6	
4	<b>The Harlington</b> Disruption risk due to power cuts, failure of electrics, boiler or water causing loss of revenue and/or expensive repairs. Toilets are also a constant problem and the loss of these would result in the building closing. Public Conveniences: risk of legionella, failure to maintain facilities, risk of hazardous substances Bar and Cafe services: Failure to maintain statutory requirements for service provision IT: disruption to ticketing/till systems	The Harlington Manager	RLA /P&F/ FC	* Quarterly RLA meetings * Front of House Risk Assessment in place * Technical Risk Assessment in place * Facilities - Building Health and Safety Risk assessment in place * Booking form to be completed when hiring to identify high risk * Contractor Management in place * Contracts are signed by all service providers (Artists, Film, Comedy Club etc.) * Annual review of all assets * Fire Risk Assessment carried out by 3S ( business arm of HCC Fire Brigade) in 2018 * All Environmental Health Consultant available for advice etc. * Contacts in place to test for Legionella * Daily & weekly checks in place * Annual water inspection * Maintenance contracts in place * Substances controlled/securely stored by trained persons and records kept * Bar and Cafe risk assessments in place * Premises Licence in place * The Harlington Manager and the Bar and Café Supervisor have a personal licence to sell alcohol and are also the designated premises supervisor * The Bar and Café Supervisor is responsible for stock ordering and control * Coffee machine pressure tested annually * The Bar and Café Supervisor is responsible for issuing detailed instructions to staff and maintaining training records * A professional stocktake is appointed annually * Fridge and freezer temperature checks carried out daily * The Bar and Café Supervisor is responsible ensuring that staff sign the opening and closing checklist * All Environmental Health Consultant available for advice etc. * Training for Food Hygiene mandatory * Ticketing system is a large external company unlikely to go out of business * Till system is an external company * Insurance in place	3	2	6	* Lockdown has required that various functions of the building have been closed; before the café reopens pressure testing of coffee machine to be carried out and other equipment checked.
5	<b>Finance management:</b> Unable to deliver services within the resources available to the Council to meet obligations, including keeping the current year's budget within the approved budget framework. Failure to control cost of major projects/events. Fraud and theft: Risk of internal asset misappropriation, corruption or fraud deception Staff have access to the safe, tills, bar and café supplies. The bank account is managed by 3 key staff. Investments: financial loss, inappropriate investment. Reserves: Failure to maintain reserves	Town Clerk The Harlington Manager	P&F	* Financial Standing Orders * Monthly Council meetings * Quarterly P&F meetings * Quarterly projections of Income and Expenditure * Adequate reserves and insurance in place * Financial Risk Management * CCTV * 2 Councillors check all invoices and authorise payments * Stock Control * Bank account requires 2 Councillors to authorise any payments * Stock Control	2	3	6	* Finance risk assessment carried out to be reviewed by Chair of P&F DRAFTED
6	<b>Market:</b> Reputational risk if market provider fails to meet his contractual obligations. Financial risk is to both FTC and the market provider	Town Clerk	P&F / RLA	* Market operator supplies risk Assessment for day to day running of the market * FTC to undertake regular market checks * Contractor Management * Quarterly RLA meetings * Contracts * Market inspection on 23 Jan 2021	2	3	6	
7	<b>Cyber Attack:</b> Risk to security of data, including risk of extortion. Increasing reliance on cyber space brings new opportunities and new threats. The very openness of the networks presents a vulnerability of compromise or damage to networks from the actions of hackers, criminals or foreign intelligence services.	Town Clerk	FC	* Software in place and kept up to date by IT consultant * Data regularly backed up and held off-site * Redistribution of tasks amongst other staff	2	3	6	

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COLOUR = TOP CURRENT KEY RISKS

	Risk Description	Risk Owner	Committee	Controls in place	Current Risk			Actions
					Likelihood	Impact	Rating	
8	<b>Health and Safety Management:</b> Procedures not followed resulting in member of staff or customer injured with the consequence of: *Possible corporate manslaughter * Failure of statutory requirements * Insurance claim against the Council * Loss of reputation * Adverse media * Financial/ reputational loss due to change in HSE requirements	Town Clerk The Harlington Manager		*Health & Safety Consultant employed for advice etc. * Management checks carried out monthly to ensure paperwork is completed following required tests *Management walk arounds to ensure compliance *Contractor Management in place * Risk meetings twice year *Health and Safety Policy *Risk Assessments *Annual review of all H&S paperwork by Consultant	2	3	6	
9	<b>The Harlington Replacement / Refurbishment:</b> Risk to reputation, loss of performance centre in Fleet, Financial implications	Town Clerk The Harlington Manager	HWG/ FC	* Keep public informed / information accessible *Monthly Council meetings * Input from Civic * Quarterly P&F meetings * HDC Civic Regeneration Project working Group consultee	3	2	6	
10	<b>Council Meetings:</b> Failure to comply with statutory requirements and loss of effectiveness	Town Clerk	FC	* Council Standing Orders * Council Financial Regulations * Internal Audit completed annually * External Audit completed annually *Annual Residents' Meetings	2	2	4	
11	<b>Drainage:</b> risk of flooding	Facilities & Open Spaces Manager	RLA	* Arrangements in place with agencies/district * Grounds maintenance - i.e. ditches	2	2	4	
12	<b>Play Areas and Skatepark:</b> failure to maintain assets resulting in injury	Facilities & Open Spaces Manager	RLA	* Weekly checks by Grounds Maintenance * Regular checks by FOSM * Annual checks by ROSPA * Proper records maintained * CCTV in place in some parks *Quarterly RLA meetings *Public liability insurance	2	2	4	
13	<b>Crisis Management:</b> Failure to respond effectively to public relations / media crisis or negative press	Town Clerk I	FC	*Press and Social Media policies/procedures in place *Defined communication strategy	2	2	4	
14	<b>Failure in Governance:</b> Risk of breach of legislation Gifts: failure to declare gifts. Risk to reputation if not declared. Code of Conduct: Councillors failing to follow policies and/or bringing the Council into disrepute GDPR: Risk of breach of data by inadequate data handling and not adequately preventing and minimising security incidents resulting in loss of data, unlawful sharing of data, reputational damage and financial penalties levied by the Information Commissioner's Office	Town Clerk The Harlington Manager	FC	* Standing Orders * Internal Auditor * Committee structure in force * Risk Review meeting to check twice a year *Staff training * Gift Register kept by the Clerk * Councillors to sign that they have read and understood policies annually * Staff have attended GDPR training * All councillors invited to GDPR training however not all have attended yet * All staff attended GDPR Training provided * All Councillors invited to GDPR training however not all have attended training yet * Review all FTC databases * Ensure all Councillors are trained and reminded not to forward emails to their private account * Local Council Insurance	2	2	4	* Retention Policy to be written and taken to P&F DRAFTED * Insurance tender to be produced. Current policy extended by a year due to lockdown
15	<b>Lack of Succession Planning for Senior Staff and major change in Councillors:</b> Loss of knowledge to drive the Council business forward in the long term	Town Clerk Harlington Manager	FC/RWG/ EC	* Identify expert incumbents who possess critical knowledge and skills * Procedures to be produced * Notice periods to be reviewed by establishment committee * Create succession plan * Training current staff *Establishment Committee 3 times per year * Multi Skill training *Induction programme for new Councillors	2	2	4	
16	<b>IT:</b> IT consultant is ill/retires - equipment and security is compromised, loss of knowledge Lack of knowlwdge of Cyber security	Town Clerk	FC/RWG	* Create succession plan & ensure have copies of relevant information stored e.g. login details *Joined National Cyber Security Centre Pilot for Town Councils	2	2	4	* Discuss with IT consultant business continuity

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COLOUR = TOP CURRENT KEY RISKS

	Risk Description	Risk Owner	Committee	Controls in place	Current Risk			Actions
					Likelihood	Impact	Rating	
17	<b>Ancells Farm Community Centre:</b> Disruption risk due to failure of electrics, boiler or water causing loss of revenue and/or expensive repairs. Financial risk Public Conveniences: risk of legionella, failure to maintain facilities, risk of hazardous substances	The Harlington Manager	RLA	*Facilities - All Buildings Health and Safety Risk assessment in place * Booking form to be completed when hiring to identify high risk * Bookings Diary maintained to ensure no possibility of double booking event *Contractor Management in place *Annual review of all assets *Health & Safety Consultant employed for advice etc. * Daily & weekly checks in place * Annual water inspection * Maintenance contracts in place * Substances controlled/securely stored by trained persons and records kept *Quarterly RLA/P&F meetings	1	3	3	
18	<b>Pavilions:</b> Disruption risk due to failure of electrics, boiler or water causing loss of revenue and/or expensive repairs Public Conveniences: risk of legionella, failure to maintain facilities, risk of hazardous substances	Facilities & Open Spaces Manager	RLA	* Facilities - Building Health and Safety Risk assessments in place * Booking form to be completed when hiring to identify high risk * Bookings Diary maintained to ensure no possibility of double booking event * Contractor Management in place * Annual review of all assets * Daily & weekly checks in place * Annual water inspection * Maintenance contracts in place * Substances controlled/securely stored by trained persons and records kept *Quarterly RLA meetings	1	3	3	
19	<b>Bus Services:</b> Fleet Link - loss of service. Financial risk Reputational risk	Town Clerk	P&F	* Annual grant given to help maintain service *Monthly Council meetings *Liaison with joint funders *Community Bus Working Group	2	1	2	
20	<b>Cemetery:</b> Failure to keep appropriate records. Failure to keep the burial ground in good order. Capacity to deal with influx of interments during pandemic. Cemetery is nearly full for burials	Cemetery Clerk	RLA	* Cemetery health and safety risk assessment *Epitaph database used to manage grave allocation * Cemetery maintenance included in Grounds maintenance contract * Public Liability Insurance in place * Headstone/ kerbstone survey carried out annually * Software can be accessed remotely * Plans in place for pandemic *Contractor management in place *Quarterly RLA meetings	1	2	2	
21	<b>Council Property and Documents:</b> legal liability, loss of assets, no backup of physical documents	Town Clerk Harlington Manager	FC	* Public Liability Insurance in place * Asset Register maintained * Freedom of Information Spreadsheet maintained *Electronic data backed up regularly and held off-site *Maintenance contract	2	1	2	
22	<b>CCTV:</b> Failure to comply with statutory requirements.	Facilities and Open Spaces Manager	RLA	* ICO Data Protection Registration * Liaison with local enforcement agencies	2	1	2	
23	<b>Land:</b> failure to maintain assets, failure to collect income, failure to maintain records Nuisances: Risk of nuisance of noise in Parks which causes upset to residents. Risk of Environmental nuisance such as tree falling on property. Incursion: Public Spaces not available to Residents. Fouling of Public Spaces causing health hazard. Land not registered / deferred back to Crown	Facilities & Open Spaces Manager	RLA	* Ground maintenance contract *Invoices sent regularly and recovery action taken where necessary * Asset register and land registry documents maintained/stored safely * Observe good neighbour procedures, deal with any complaints in a speedy and sympathetic manner * Restricted access to some parks and open spaces e.g. height barrier bollards, gate locks *Quarterly RLA meetings	1	2	2	
24	<b>External Communications:</b> defamation, non-production, failure to meet requirements i.e. non political content. Social Media: Bringing the council into disrepute Website: Website not maintained / not meeting standards	Project and Committees Clerk	FC	* Advice sought for sensitive content * Distribution slots for communications booked in advance and performance monitored * Multiple people proof read content * Only approved content put out and access to social media and website accounts restricted to specific staff members * Social Media Policy in place and signed by staff * Regular content and legislation reviews	1	2	2	
25	<b>Open Spaces:</b> failure to collect income, failure to maintain assets.	Town Clerk	RLA	* Invoices sent regularly and records kept - recovery action taken where necessary * Grounds maintenance * Regular equipment checks by GM * Regular checks by FOSM *Quarterly RLA meetings	1	2	2	

## Risk Register as at September 2021

FC = FULL COUNCIL, P&F = POLICY & FINANCE , RLA = RECREATION, LEISURE & AMENITIES, HWG = HARLINGTON WORKING GROUP, EC = ESTABLISHMENT COMMITTEE, RWG = RISK WORKING GROUP

COLOUR = TOP CURRENT KEY RISKS

	Risk Description	Risk Owner	Committee	Controls in place	Current Risk			Actions
					Likelihood	Impact	Rating	
26	<b>Provision Of Office Accommodation:</b> Disruption due to poor/faulty office equipment/furniture/conditions.	Town Clerk / Office Manager / Facilities & Open Spaces Manager	FC	* Periodic inspection of equipment/furniture * DSE (Display Screen) Assessments completed * Periodic maintenance of machinery * Signage and regular fire testing in place * Contractor management in place * Quarterly RLA meetings	1	2	2	
27	<b>Tennis:</b> income unable to meet sinking fund LTA (Lawn Tennis Association) requirements	Town Clerk / Project Officer	RLA	* Regular budget monitoring * Regular adverts on social media, newsletters etc. * Quarterly RLA meetings	1	2	2	
28	<b>Operational Continuity:</b> Unable to provide services, physical loss of office space, documents and equipment	Town Clerk The Harlington Manager	FC	* Policies and Procedures * Quarterly P&F meetings * Staff have multi skills across different areas * Staff are able to work from home	1	2	2	
29	<b>Employment of staff:</b> loss of key staff, lack of training, failure to comply with regulations	Town Clerk The Harlington Manager The Office Manager	FC / EC	* HR consultant employed for advice etc. * Disciplinary and Grievance policies in place * Staff have contracts and job descriptions * Staff have annual appraisals * Establishment Committee for dealing with issues * Insurance in place	1	1	1	
30	<b>BREXIT:</b> Unable to obtain stock and office supplies.	Town Clerk The Harlington Manager	FC	* Monitoring the situation	2	1	2	*To understand the implications on the Town Councils activities in Jan 21 NO PROBLEMS THUS FAR
31	<b>Cyber Security:</b> Unable to access IT due to a cyber attack	Town Clerk The Harlington Manager	FC	*Pilot of National Cyber Security centre project	1	4	4	



Complaints Register - 2021-2022					
Number	Date of Receipt	Date Response Sent	Complaint details	Link to Previous Complaint no	Number of officer hours to complete
COM/06/21	09.09.2021	21.09.2021	Complaint about a Councillor		3

**COUNCIL MEETING**  
**Wednesday 6 October, 2021**

**OFFICER:** Janet Stanton  
**DATE:** 29 September 2021  
**SUBJECT:** Clerk's Report

**1. Vaccination delivery**

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

As yet no decision has been made on whether there will be a requirement for vaccinations during December.

**2. Chairman's coffee mornings**

The first post COVID Coffee morning for the Courtmoor Ward took place on Saturday 4 September. Fourteen residents from randomly selected properties attended and at the start of the meeting almost everyone made a point of saying how much they liked living in Fleet. Led by the residents, a range of topics were discussed including disabled facilities in the town, retail and online shopping, cycle paths, town centre regeneration and The Harlington.

The next Chairman's coffee morning is planned for Saturday 9 October and residents from randomly selected properties in the Fleet Central ward have been invited.

**3. Fibre data Centre – Calthorpe Park**

A further meeting with the designer for the fibre data centre took place on 31 August to finalise the exact location of the Cabinet. FTC will be sent a copy of the plans prior to submission of the planning application.

**4. Cemetery Extension**

The specification for the cemetery extension is currently being finalised before going out to tender.

**5. Platinum Jubilee Report**

The first meeting of the Platinum Jubilee Working Group (PJWG) took place on 21 September. It was agreed that in order to co-ordinate the Fleet Celebrations, FTC would make contact with the leading community organisations to find out if they have any planned events for the Jubilee Bank Holiday weekend or if they are interested in organising a community event. All these organisations have now been contacted and responses are awaited.

FTC will be responsible for the lighting of the beacon either as a stand-alone event or as a part of a larger event. More details to follow in the coming months

**6. Remembrance Sunday**

This year's Remembrance Sunday Service and Parade will take place on Sunday 14 November. Again FTC will be providing the refreshments after the parade. If any members wish to volunteer to help, can they please let Charlotte Benham know. More details on timings etc will be sent out when available.

**7. Christmas Lights Switch-on and Festival – Wednesday 24 November**

Plans are moving ahead with the festivities. Gurkha Square will again host the Christmas Light Switch-on celebrations. Community organisations will have stalls and there will be a live animal nativity scene. Entertainment on the stage will include choirs singing, entertainment from the characters from StarBurst's panto "Sleeping Beauty" and Santa will press the button for the switching on of the lights. As in previous years, Members are asked to let Charlotte Benham know if they are able to assist with the "magical" switching on of the lights between about 6pm and 6.30pm (Times to be confirmed nearer the date).

Market stalls and children's activities rides will line Fleet Road but more socially distanced than in previous years, and the Hart Shopping Centre will be welcoming shoppers back with festive cheer.

**8. Christmas Day Lunch in The Harlington**

The annual Christmas Day lunch for those people spending Christmas on their own will once again take place. Arrangements have started. If any Members know of anyone who will be spending Christmas on their own – all ages welcome, or wish to help on the day, please let Charlotte Benham know.

**9. Action Day – Saturday 23 October**

This year's Action Day is later than usual due to the pandemic. It is intended to plant crocus bulbs (approx. 4,000) in the parks/cemetery. The bulbs have been donated by Fleet Rotary to highlight the World Polio Day. For information more than 18million people can walk because of the polio vaccines with the last two cases of polio were more than 6 months ago. Also, there will be a clean-up of the play area in Calthorpe Park if it is still needed.

**10. Speed Indicator Boards**

As at 29 September, the SID boards are not available for use by FTC as the interdepartmental staff training at HDC on their usage is still to take place. As soon as the SIDs are available FTC will organise their installation.