



THE FLEET TOWN COUNCIL NOTICE OF MEETING

Notice is hereby given of

THE VIRTUAL ANNUAL MEETING OF THE FLEET TOWN COUNCIL

On

Wednesday 13th May 2020 at 7pm

All members are summoned to attend

Any members of the public wishing to attend the virtual meeting will need to contact Charlotte on charlotte.benham@fleet-tc.gov.uk by midday on Tuesday 12th May 2020.

To Councillors: R. Schofield (Chairman), G. Carpenter, G. Chenery, P. Einchcomb, R. Harrison, L. Holt, A. Hope, K. Jasper, J. Kirkpatrick, A. Oliver, D. Pierce, R. Robinson, S. Tilley, S. Wheale, P. Wildsmith, G. Woods, J. Wright.

SIGNED:

Janet Stanton,
Town Clerk

Date: 6th May 2020

AGENDA

1. ELECTION OF CHAIRMAN

To receive nominations for and to elect a chairman of the Fleet Town Council for the local government year 2020/2021.

2. ELECTION OF VICE CHAIRMAN

To receive nominations for and to elect a vice-chairman of the Fleet Town Council for the local government year 2020/2021.

3. 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.

4. 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.

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

To receive questions and statements from members of the public.

Any member of the public wishing to ask a question at the virtual meeting, should contact and provide a written copy of the question to Charlotte on charlotte.benham@fleet-tc.gov.uk by midday on Tuesday 12th May 2020.

6. MINUTES OF PREVIOUS MEETINGS

To receive and approve as a correct record the minutes of the Council Meeting held on Wednesday 4th March 2020 and the Extraordinary Council Meeting held on 20th March 2020 (*copies attached*).

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

Development Control	9 th March 2020
	23 rd March 2020
	14 th April 2020
	27 th April 2020
RLA	18 th March 2020

7. HCC/HDC

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

Any HDC/HCC Councillors wishing to provide an update at the virtual meeting, please contact Charlotte on charlotte.benham@fleet-tc.gov.uk by midday on Tuesday 12th May 2020.

Part 1 – ITEMS FOR DECISION

8. NOMINATIONS TO COMMITTEES and WORKING GROUPS 2020/2021

To consider the allocation of members to committees and working groups

- a. Membership of Committees 2020/2021
- b. Membership of Working Groups 2020/2021

Papers are attached which show the preferences of members for service on committees and working groups in 2020/2021

RECOMMENDATION

To approve the membership of Committees and Working Groups for 2020/2021.

9. APPOINTMENTS TO EXTERNAL BODIES

To consider the allocation of members to represent Fleet Town Council on External Bodies. A paper is attached which shows the preference of members to represent FTC on External Bodies in 2020/2021.

RECOMMENDATION

To approve the representation of FTC on External Bodies for 2020/2021.

10. MEETING SCHEDULE

Members will recall that a schedule of meetings was approved by Council on 5th February 2020 for adoption by this meeting of the Annual Council (*copy attached*).

RECOMMENDATION

To confirm the adoption of the schedule of meetings for 2020/2021.

11. MEMBERSHIP OF OTHER BODIES AND ANNUAL FEES

a. Hampshire Association of Local Councils (HALC and NALC)

To approve the membership and the payment of the annual Affiliation Fees. HALC £1,050.00 and NALC £1,324.01.

b. Institute of Cemeteries and Crematoria Management (ICCM)

To consider the payment of the annual Corporate Membership Fee of £100.00.

c. Society of Local Council Clerks

To approve the continuing membership of the Clerk and the payment of the annual fee of £326.00.

RECOMMENDATION

To approve/note the payment of the following fees for 2020/2021.

- | | |
|---------|-----------|
| a. HALC | £1,050.00 |
| NALC | £1,324.01 |
| b. ICCM | £100.00 |
| c. SLCC | £326.00 |

12. FLEET TOWN COUNCIL ASSET REGISTER AND LAND OWNERSHIP

Members are asked to receive and consider the recommendation from the February 2020 Policy & Finance Committee as well as any updates since that meeting and to approve the asset register dated 31st March 2020 (*copy attached*).

RECOMMENDATION

To receive and approve Fleet Town Council's asset register and land ownership as at 31 March 2020.

13. INSURANCE COVER

To note that arrangements have been made for insurance cover for 2020/2021 (*policy certificate attached*).

14. STATEMENT OF COUNCILLOR ATTENDANCE 2020/2021.

To receive and note a statement of the attendance of Councillors at ordinary meetings of Full Council during 2019/2020 (*copy attached*).

15. REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS –

A review of Standing Orders and Financial Regulations has been carried out in line with the usual practice for the Annual Meeting of Council. This year the Standing Orders and Financial Regulations include an emergency temporary clause relating to the COVID 19 outbreak.

RECOMMENDATION

To approve the continuation of Standing Orders and Financial Regulations.

16. LEASES

1. At the meeting of the Council on 6th July 2016, the following resolution was passed in relation to FTC leases:

'to waive the rent set out in the Particulars to the lease so long as the Tenant shall act in the spirit of the lease and occupy the premises fully in accordance with the terms of the lease. The Tenant's performance against this waiver shall be reviewed by the Council annually. Failure to comply with the said terms shall result in reinstatement of the full rent as set out in the Particulars'.

The leases concerned are:

- Fleet Cricket Club in Calthorpe Park
- 1st Crookham Scouts in Basingborne Park
- 22nd and 26th Odiham Scouts in Calthorpe Park
- Lion's Community Store in Basingborne Park

Members were reminded that the annual rental levels are £500.00 for the Lion's Community Store in Basingborne Park, the Scouts buildings in Basingbourne & Calthorpe Parks and £3,750.00 for the Cricket Club, payable in four equal instalments were noted.

RECOMMENDATION

To approve the continuation of the rent waiver in leases.

2. Fleet Town Football Club (FTFC) Lease

The Clerk has received an email on behalf of the Committee of FTFC requesting advice and guidance as below. Members are asked to consider the following questions from the Football Club:

- a. Until the full effect upon the club of the restrictions being imposed by the Government is known, the club would propose that further negotiations regarding the lease renewal are suspended. Would the Council please confirm that they are in agreement with this course of action?
- b. As the club has no guaranteed source of income for the foreseeable future and very limited reserves, would the Council be prepared to defer all rental payments until such time as the club is financially able to make them again?
- c. In accordance with the statement issued by Hart District Council, could the Council please confirm the business rates for the club do not need to be paid this year?

RECOMMENDATION

To consider the request from Fleet Town Football Club and to determine a response.

17. DEFERRAL OF Fleet Town Council 2020/2021 FEE / PRICE INCREASE

Fleet Town Council has been keen to support the local community during the current COVID 19 crisis but has been frustrated as it has not been able to help support the local vulnerable residents as much as it would have wished.

However, the Council does have the ability to help the activities of the local community organisations and residents start up again when life returns to "normal" by deferring the introduction of the 2020/2021 price / fee increases for all council services for one year until 1st April 2021. Once the Government restrictions are lifted, all the users will be in a better a position to resume their activities with no worry about any future price increases. This could be funded from the Community Support Budget.

RECOMMENDATION

To approve all Fleet Town Council price / fee increases be deferred for one year until 1st April 2021.

18. FLORAL DISPLAYS

Further to the resolution of the Council meeting held on 20th March where it was agreed

"That in the event that the scheduled meetings of the Council and Committees cannot be held during the Covid-19 outbreak that discussions and decisions of the Council / Committees may take place via email and telephone conferencing if necessary provided responses from Members prove that the discussion is quorate. Any decision made must be minuted and published in accordance with the relevant regulations This special measure ceases upon the first meeting of the Council / Committee."

and prior to the Government legislation stating that all meeting must be held remotely. The following item relating to the floral displays was considered and debated via email.

"This is a very gloomy and unsettling time for many people, particularly all the NHS staff, carers, retail staff, delivery drivers, volunteers and other key workers who are

working so hard on our behalf and if we can bring a little joy to these wonderful people that would be good.

FTC knows from past experience that the floral displays in the town centre always bring pleasure to the residents with comments of appreciation regularly received. More than ever the flowers, this year, will bring even greater pleasure to residents who are helping to keep us all safe'.

Members were asked to consider allowing the floral displays to continue to be installed, watered and maintained during this period. FTC would ensure that the supplier continues to operate social distancing and follows all Government Guidance not only in their nurseries but also whilst out installing, watering and maintaining the displays. FTC would incur a cancellation charge should this not be agreed.

RESOLUTION

To continue to allow the town centre floral displays to be installed, watered and maintained during this unprecedented time”

RECOMMENDATION

To record this item into the minutes of this meeting.

Part 2 – ITEMS TO NOTE

19. CHAIRMAN’S COFFEE MORNINGS

New dates for the Chairman’s coffee mornings with randomly selected residents will be set as soon as the current Coronavirus restrictions have been lifted.

20. COVID 19 UPDATE REPORT

Members to note the attached COVID 19 Update Report of Fleet Town Council.

21. CALTHORPE PARK PLAY AREA

Due to the Coronavirus, work was delayed to the start of the project. However, the contractor will be recommencing work on 18th May 2020 following the correct social distancing and latest government guidelines.

22. HARLINGTON DEVELOPMENT UPDATE

It was recommended in the Condition Report for The Harlington that an additional inspection of the Auditorium is required which HDC has agreed to pay. The scaffolding will be erected and this inspection will take place during the COVID19 closedown period .

23. TOWN CLERK’S REPORT

To receive and note any update report of the Town Clerk.

24. DATE AND TIME OF NEXT MEETING

The provisional date of the next virtual meeting of the Council is scheduled for Wednesday 3rd June 2020 at 7pm.

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**

25. Contractual Matter

To receive, consider and discuss details of a contractual matter.



FLEET TOWN COUNCIL

MINUTES OF THE COUNCIL MEETING

held on

Wednesday 4th March 2020
at The Harlington at 7pm

PRESENT

Councillors: R. Schofield (Chairman), G. Chenery, P. Einchcomb, R. Harrison, L. Holt, K. Jasper, A. Oliver, D. Pierce, R. Robinson, S. Tilley, S. Wheale, G. Woods, J. Wright.

Also Present

Janet Stanton – Town Clerk
Susanna Walker – Committee Clerk
Councillor John Bennison – HCC
Councillor Angela Delaney – HCC
Representative from Friends of Oakley Park

FC March 2020 ITEM 1

APOLOGIES FOR ABSENCE

There were apologies from Councillors Ashworth, Kirkpatrick, Collett and Forster.

CHAIRMAN'S ANNOUNCEMENTS

Members were advised that due to the outbreak of the coronavirus, FTC are taking government advice and keeping a watching brief. Members discussed if the coronavirus continues to escalate, FTC would consider postponing the Annual Resident's Meeting (ARM) and reschedule within a specific time frame.

Members were made aware that FTC have purchased 3 wall mounted hand sanitiser units, to be placed at all main entrances into the building. Customer facing staff have also been given their own appropriate hand sanitisers, and all surfaces are being disinfected and cleaned on a regular basis.

FC March 2020 ITEM 2

DECLARATIONS OF INTEREST

There were no declarations of interest.

FC March 2020 ITEM 3

QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from the public.

FC March 2020 ITEM 4

MINUTES OF PREVIOUS MEETINGS

The minutes and confidential minutes of Council held on Wednesday 5th February 2020 were approved and signed by the Chairman.

With reference to FC Feb 2020 Item 12 Fleet Market, members were informed that in the current working lease, 1 clause is being amended and then the lease will be ready for signature.

The Council also received the minutes of the following Committees and Working Groups:

Establishment	15 th January 2020
Extraordinary Establishment	21 st February 2020 (<i>non-confidential & confidential</i>)
Development Control	27 th January 2020
	10 th February 2020
	24 th February 2020
Policy & Finance	17 th February 2020

FC March 2020 ITEM 5

HCC / HDC UPDATE

HCC

Councillor Bennison reported on the following:

- HCC are having weekly briefings about the coronavirus.
- For guidance about coronavirus, HCC's advice is to look at the government's website.
- HCC have plans in place to keep the Council running.
- Secondary school places for Year 7
92% of pupils got their 1st choice
97% of pupils got 1 of their first 3 choices
- Farnborough Airport has changed its flight plans, with all routes and plans available on the website.
- Flooding and the new government legislation

HDC

Members were updated on the following:

- HDC are holding a Climate Change Event on the 19th March 2020 at 18.00 in the Council Chamber, with the aim of building a stakeholder group to tackle carbon emissions and encourage a commitment to achieving zero carbon.
- Green Grid Survey – residents are asked to complete a short survey, to help with planning of the green grid for the local area.

FC March 2020 ITEM 6

NORTH ROAD SAFETY COUNCIL COMMITTEE GROUP

Members were asked to consider the Terms of Reference for the North Hampshire Area Road Safety Council Committee Group and to nominate a Member to represent Fleet Town Council.

RESOLVED

- To nominate and receive Councillor Wheale as the representative for Fleet Town Council on The North Hampshire Area Road Safety Council Committee Group.

FC March 2020 ITEM 7

ANNUAL RESIDENTS MEETING

Members were reminded that The Annual Residents' Meeting will take place in The Harlington on Tuesday 24th March at 7.30pm. Volunteer Councillors were requested to join the Ad Hoc Working Group, in order to finalise the details of the presentation to residents,

RESOLVED

- That Councillors Chenery, Holt, Jasper, Schofield, Tilley and Woods are the Members of the Annual Residents' Meeting Ad Hoc Working Group.

FC March 2020 ITEM 8 LASER ENERGY CONTRACT

Members were asked to consider the continued use of the LASER Energy contract to supply gas and electricity provided by Hampshire County Council for all buildings controlled by Fleet Town Council. Members were advised that FTC can sign the current contract as it is, and transition to a greener contract in the future.

It was agreed that FTC will not be buying into the green energy certificates from LASER Energy, and instead, use greener methods in the Harlington such as buying LED lights.

RESOLVED

- To approve the continued use of the LASER contract to supply gas and electricity for all buildings controlled by Fleet Town Council.
- To authorise The Clerk to sign the contract.

FC March 2020 ITEM 9 TOWN CLERK’S REPORT

Members received the Town Clerk’s report and noted the following:

Calthorpe Park

- The contract has been signed, with works commencing on 23rd March and proposed completion by 15th May 2020. Work notices will be displayed around the area and in the park, and the local schools will be contacted.
- The contractor will not go on site during school drop off and pick up times, and also only enter from the Merivale entrance gate.
- Concern was raised about the use of equipment before the park is open to the public. Members were assured that all useable items will only be put in at the last minute.

Action Day

- FTC Action Day is taking place on 16th May 2020.

Chairman’s Coffee Mornings

- The 3rd Coffee Morning was held for Calthorpe Park on 22nd February 2020, where 14 residents attended.
- Members were reminded that that Courtmoor Ward Coffee Morning is being held on 28th March 2020.

Pandemic – Coronavirus

- Members were advised that pandemic procedures and contingency plans are being put in place, along with a plan for the cemetery.
- It has been confirmed that FTC is the Burial Authority.
- Research is underway with regard to the planning requirement if an additional burial ground is required.

FC March 2020 ITEM 10 DATE AND TIME OF NEXT MEETING

The next meeting of Council will be held on Wednesday 1st April 2020 at the Harlington at 7.00pm.

There being no further business the meeting closed at 8.55pm.

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 will be excluded from the Meeting

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- 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**

FC March 2020 ITEM 11 HARLINGTON DEVELOPMENT

Separate confidential minute.

DRAFT



FLEET TOWN COUNCIL

MINUTES OF THE EXTRAORDINARY COUNCIL MEETING

held on

Friday 20th March 2020
at The Harlington at 7pm

PRESENT

Councillors: R. Schofield (Chairman), G. Carpenter, P. Einchcomb, L. Holt, A. Hope, A. Oliver, G. Woods.

Also Present

Janet Stanton – Town Clerk
Susanna Walker – Committee Clerk

EFC March 2020 ITEM 1

APOLOGIES FOR ABSENCE

There were apologies from Councillors Ashworth, Chenery, Harrison, Jasper, Kirkpatrick, Pierce, Robinson, Tilley and Wheale.

EFC March 2020 ITEM 2

DECLARATIONS OF INTEREST

There were no declarations of interest.

EFC March 2020 ITEM 3

QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from members of the public.

EFC March 2020 ITEM 4

CORONA VIRUS

Members reviewed the latest Government advice on the Coronavirus / Covid19 and considered the implications on the operation of the Town Council.

In response to the Covid-19 outbreak, Members discussed the following issues:

- All Council meetings being cancelled until further notice.
- All future discussions and decisions of the Council / Committee taking place via email and Members must provide a response of yes or no.
- Any decisions and resolutions being minuted and published in accordance with the relevant regulations. These resolutions will be sent out to all Members via email.
- The Town Clerk and Chairman having the authority to incur expenditure on behalf of the Council subject to a limit of £1000.

Members also discussed:

- HDC Planning Functions - all site visits have been postponed. Planning decisions may be delayed.
- The possibility of using Microsoft Teams to enable virtual Council meetings, through Member's phones or laptops.
- The possibility of using an audio conferencing package as an alternative way of holding meetings.
- The Harlington building now being closed to the public.
- The Council meeting on 01.04.2020 being cancelled.
- The Annual Resident's Meeting (ARM) on 24.03.2020 being postponed until further notice.
- The possibility of filming Member's presentations for the ARM and uploading onto social media.
- FTC awaiting government advice regarding the Annual Council Meeting to be held on 13.05.2020.
- HDC's request for all volunteers and volunteer groups to work through Hart Voluntary Action as the local Hub, to coordinate help to those who are socially isolating or socially shielded for 12 weeks or longer.
- HDC's operations which are not closing down but 95% of staff are working from home. Only a minimal presence will be maintained in the offices.

RESOLUTION

Members agreed:

1. That in the event that the scheduled meetings of the Council and Committees cannot be held during the Covid-19 outbreak that discussions and decisions of the Council / Committees may take place via email and telephone conferencing if necessary provided responses from Members prove that the discussion is quorate. Any decision made must be minuted and published in accordance with the relevant regulations. This special measure ceases upon the first meeting of the Council / Committee.
2. That during this outbreak of the Covid19, Reference Point 3.24 of the Financial Regulations, "other work" means work necessary to carry on the business of the Council.

Financial Regulations - 3.24

"The Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision subject to a limit of £1000. The Clerk shall report the action to the Council as soon as practicable thereafter."

3. That all Resolutions agreed during the Coronavirus / Covid19 outbreak will be included in the Minutes of the first Council Meeting after the special measures cease.
4. That the Annual Residents Meeting be postponed until further notice.

EFC March 2020 ITEM 5

DATE AND TIME OF NEXT MEETING

There will be no meetings of Council until further notice. There being no further business the meeting closed at 7.30pm.

Signed.....

Date.....

Chairman



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Monday 9th March 2020 – RVS Offices, The Harlington

Present: Cllr Pierce
Cllr Holt
Cllr Robinson
Cllr Hope
Cllr Schofield

Absent: Cllr Carpenter

Officers: Charlotte Benham – Projects and Committee Officer

1	Apologies Apologies received from Cllr Wildsmith and Cllr Jasper
2	Declarations of interest to any item on the agenda None declared
3.	Public Session One member FCCS and two members of Knightland Property Re Fleetwood Lodge: <ul style="list-style-type: none">• Windows on stairs have been removed and building moved further back to prevent overlooking neighbours• Orangery removed• Same style but lowered roof height• 4 extra parking spaces added so 24 in total• 12-15 staff in at a time, will have taxi scheme for staff/transport plan• Excavating knotweed and other invasive plants from site and lane next to plot
4	Approval of the Minutes The minutes of the development and control meeting held on Monday 24 th February were accepted as a correct record of the meeting.
5	20/00331/HOU 21 Brookly Gardens Fleet GU51 3LL Demolition of single garage, erection of single storey side and rear extensions, rendering and cladding and alterations to fenestration Comments required by 17 March NO OBJECTION subject to following conditions:

- A parking plan being submitted that meets Hart's standards due to the loss of the garage
- Tree should be retained
- Meeting Fleet Neighbourhood Plan Policy 15 which states that 50% of the original garden area is retained as soft landscaping.
- Reason – to maintain local character and minimise loss of carbon absorbing vegetation.

20/00384/HOU

44 Dukes Mead Fleet GU51 4HE

Erection of single storey link extension to detached garage, conversion of attached garage to habitable accommodation including the replacement of the garage door with two windows, part single storey part two storey front extension, single storey rear extension, first floor side extension and alterations to fenestration

Comments required by 17 March

NO OBJECTION subject to meeting the following conditions:

- Meeting Fleet Neighbourhood Plan Policy 15 which states that 50% of the original garden area is retained as soft landscaping.
- Reason – to maintain local character and minimise loss of carbon absorbing vegetation.
- It is demonstrated that the forward projection of the Kitchen area does not makes it difficult to get both of the cars into or out of the garage

20/00386/HOU

Tall Trees Sunnyside Fleet GU51 4LF

Erection of a two storey rear extension, single storey side extension, part ground floor part first floor front extension, demolition of single storey side element of existing front projection and creation of a pitched roof to front element of existing front projection, creation of pitched roof on flat roofed double garage with dormer windows to front and rear and an external staircase to rear to create habitable accommodation at first floor, extension of ground floor garage link and alterations to fenestration

Comments required by 17 March

OBJECTION

- Work has already started without permission
- Loss of trees?
- Design could be better, in accordance with URB16 extensions should be sympathetic in scale and character to the existing property.
- Breaches URB 17 – annexes should be connected to main dwelling and should not have own external door.

20/00401/FUL

121 Clarence Road Fleet GU51 3RS

Erection of detached two bedroom dwelling following demolition of existing garage

Comments required by 19 March

OBJECTION

- Concern whether hard surface is sufficiently permeable – if not may be a flooding risk due to slope to the rear of the property.

- Inadequate car parking for the host dwelling– especially as close to junction and additional on street parking would present a hazard.
- Overlooking neighbours -adding opaque glass to windows in bedroom does not solve issue if windows are opened. Breaches GEN 3 should not cause “material loss of amenity to adjoining residential uses, through loss of privacy, overlooking..”
- If storing bins at front of property then they need to be screened in accordance with Fleet Neighbourhood Plan Policy 15.3
- Breaches Fleet Neighbourhood Plan Policy 19.1, overall parking provision does not meet Hart District Council parking standards

20/00419/HOU

39 Velmead Road Fleet Hampshire GU52 7LJ

Demolition of existing conservatory and erection of a two storey side extension.
Alterations to fenestration

Comments required by 19 March

NO OBJECTION

Subject to submission of adequate tree protection plan

20/00426/HOU

Cornerways 8 Velmead Road Fleet Hampshire GU52 7JY

Erection of a single storey side extension

Comments required by 20 March

NO OBJECTION

But question practicality of parking plan

20/00359/FUL

189 Fleet Road Fleet Hampshire GU51 3BL

Installation of new section of shopfront and signage

Comments required by 24 March

NO OBJECTION

20/00439/FUL

12 Reading Road South Fleet Hampshire GU52 7Q

Erection of building forming 3 x 1 bed flats and commercial unit following demolition of existing retail unit

Comments required by 24 March

OBJECTION

- Question Fleet’s need for any more one bed flats when compared with the number of units identified in the Draft Local Plan– should provide proof for the need for them
- Bins will likely be stored/brought to front of property – out of keeping in high street
- No parking provision in Breach of GEN1vii) and Fleet Neighbourhood Plan Policy 19
- Loss of a retail frontage within a parade of shops.

20/00505/PRIOR

17 Clarence Road Fleet Hampshire GU51 3RZ
Notification of a Proposed Larger Home Extension for a single storey rear extension and replacement of a ground floor window with bi fold doors.
Comments required by 17 March

NO OBJECTION subject to the following clarification:
Question the fact that they are currently converting the loft into accommodation under permitted development – in this case should a parking plan be required for this application due to increase in the number of bedrooms?

20/00341/HOU

15 Longmead Fleet GU52 7TX
Erection of a single storey side extension, porch and alterations to fenestration
Comments required by 26 March

NO OBJECTION subject to the following clarification
A parking plan being submitted due to the addition of a porch at the front of property and the slope to the plot restricting the parking area.

20/00438/FUL

3 Cotswold Court Albert Street Fleet GU51 3XZ
Proposed installation of secure mobility scooter store adjacent to front entrance door
Comments required by 26 March

NO OBJECTION

20/00448/FUL

Land At Kennels Lane Kennels Lane Farnborough
Retention of car park accessible via Bramshot Lane, including proposed installation of cycle stands, fencing and all other ancillary and enabling works (Part retrospective application)
Comments required by 26 March

OBJECTION

- Extensive loss of trees within the woodland parking area.
- Urban layout of carpark within a woodland setting
- Timber bollards have lights – lights should be removed as it's a SANG area and laying the electric cables would cause damage to tree roots and they're out of keeping with a natural wooded area.
- Question why so many spaces are being provided when it's predominately for use by Hartland Village residents who can walk to the site
- SANG should be natural space – a bike track is not classed as this
- Access to the carpark should be wider to improve visibility especially while Bramshot Lane is used by construction traffic (see HCC Highways comment)

20/00418/FUL

Fleetwood Lodge Reading Road North Fleet GU51 4AN
Demolition of Existing Care Home and erection of a new 60 Bed Care Home.
Comments required by 27 March

	<p>NO OBJECTION Support the more sympathetic design within the Conservation Area.</p> <p>20/00511/OUT 141-145 Clarence Road Fleet GU51 3RR Outline planning application for the demolition of the existing former red cross building and garage and erection of three detached buildings comprising 6 x 2 bedroom flats with associated car and cycle parking and bins provision Comments required by 27 March</p> <p>OBJECTION</p> <ul style="list-style-type: none"> • Breaches Fleet Neighbourhood Plan Policies, 10, 10A and 19 and Policy GEN1 vii) <ul style="list-style-type: none"> ○ Inadequate parking – needs 15 spaces not 6 • Need to demonstrate the demand for more 1 bed flats – should have to prove the need for them against the allocation identified within the Draft Local Plan. • Transport report is incorrect and references earlier application. • Condition that residents can't apply for on road parking permit means they'll just park on one of surrounding roads making parking issues worse. Proposed condition is unworkable and unenforceable • Minimum size standards for flats are only just met. • Waste bin allocation to flats appears incorrect, responsibility for moving bins to kerbside if shared? <p>20/00226/FUL 181 Fleet Road Fleet Hampshire GU51 3BL Change of use from Retail (Land use Class A1) to Restaurant (Land Use Class A3) with ancillary Takeaway (Land use Class A5) Comments required by 27 March</p> <p>NO OBJECTION But concern about discharge cowl and smell/noise to nearby residents</p> <p>20/00529/AMCON Hart House 335 - 337 Fleet Road Fleet Hampshire GU51 3NT Variation of Condition 17 attached to Planning Permission 97/00149/FUL dated 08/04/1997 to extend the hours of use of the rear terrace in the evenings to 11.30pm Sunday to Thursday or midnight Friday to Saturday Comments required by 27 March</p> <p>OBJECTION</p> <ul style="list-style-type: none"> • This is an open air terrace and would disturb local residents – 6pm was implemented to protect residents and should be retained • If HDC are minded to approve it then it should be 10pm at the absolute latest, not 11.30/12pm
6	<p>Noted: Weekly List</p>
7	<p>Noted: Planning Enforcement notices</p>

8	Noted: Hart Planning Meeting Dates 11 th March
9	Date of Next Meeting 23 rd March at 7pm in the RVS offices at The Harlington

The meeting closed at 8.40pm

Signed:.....

Date:



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Meeting due to be held on Monday 23rd March 2020

Comments received from:

Cllr Pierce

Cllr Holt

Cllr Schofield

Officers: Charlotte Benham – Projects and Committee Officer

1	Apologies Cllrs: Wildsmith, Jasper, Robinson, Hope and Carpenter
2	Declarations of interest to any item on the agenda None declared
3.	Public Session None
4	Approval of the Minutes The minutes of the development and control meeting held on Monday 9 th March were accepted as a correct record of the meeting.
5	20/00224/HOU 47 Elvetham Road Fleet Hampshire GU51 4QP Erection of a detached garage and dropped kerb and access to the public highway Comments required by 27 March NO OBJECTION in principle however in line with the Fleet Neighbourhood Plan Policy 16.6 the replacement of these trees with appropriate species will be actively supported. It also looks like some trees may not have been covered in the plans? Support Highways comments regarding dropped kerb and driveway and that a double garage should be 6x6m to comply with HDC standards – revised plans should therefore be submitted for consideration.

20/00422/HOU

41 Tamworth Drive Fleet Hampshire GU51 2UP

Demolition of existing conservatory and erection of a single storey rear extension

Comments required by 30 March

NO OBJECTION

20/00362/FUL

8 Linkway Parade Linkway Fleet GU52 7U

Change of use from A1 to A3 (Cafe) and A5 (hot food take away)

Comments required by 30 March

Change of opening hours to 8-6 Mon-Sat and 9-5 on Sundays would be more acceptable in the Linkway setting.

OBJECTION to current plan unless the following is resolved:

- Understand the concern of having a takeaway located in close proximity to a school but does this constitute harmful? If it does then we would support a refusal
- Distance stated to nearest residential dwellings appears to be wrong – the nearest residential dwelling is much closer than stated. Concern about smell/noise to nearby residents
- There is no statement as to the type of takeaway proposed

20/00544/OUT

141-145 Clarence Road Fleet GU51 3RR

Outline planning permission for the demolition of the existing former red cross buildings and erection of two detached buildings comprising 6 x 2 bedroom self-contained flats with associated parking, cycles and bins (landscaping reserved)

Comments required by 30 March

OBJECTION

- Two detached units fused together is uncharacteristic design. Breaches GEN 1 – not in keeping with local character
- Overdevelopment of site
- Inadequate parking – 15 parking spaces are required, 9 more than what has been shown on plans
- Breaches Fleet Neighbourhood Plan Policy 19 – development does not adhere to Hart Parking standards for number of spaces to be provided and on street parking is not suitable in clarence road as it already has problems with on street parking
- Do not need more flats – show evidence that more 2 bedroom flats are required in the Fleet area of Hart's Local Plan housing distribution

20/00518/HOU

39 Queens Road Fleet Hampshire GU52 7LE

Erection of single storey side extension and part conversion of garage to habitable accommodation. Alterations to fenestration.

Comments required by 30 March

NO OBJECTION

Loss of a garage but appears to be adequate parking – 50% of greenery should be retained to front of property/ front of property should have 50% soft landscaping as per Fleet Neighbourhood Plan

20/00536/FUL

102-104 Fleet Road Fleet GU51 4PA

Erection of a first floor rear extension with undercroft parking below. Erection of dormer window to front and rear. Alterations to shopfront, internal alterations and alterations to fenestration. Conversion of loft space to create 1 x 1 bedroom flat

Comments required by 2 April

OBJECTION

- Existing access to stairs, to first floor flats is via one outside door. The new proposal of one external door and two internal doors to access the stairwell is impractical in terms of servicing the flats
- Totally inadequate parking – increase in flats from 3 to 5 bedrooms on first floor with no additional parking and no identified space for the retail units, especially with rooms identified as “consulting rooms” which indicates visitors
- Plans/elevations do not match in regards to the proposed terrace for the loft flat – proposed roof plan shows a pitched roof over terrace area which matches rear elevation
- Breaches GEN 4 - Poor design for accessing and servicing the flats
- Breaches GEN 1 and Fleet Neighbourhood Plan Policy 19 – inadequate parking

20/00456/FUL

44 Dinorben Avenue Fleet Hampshire GU52 7SH

Change of use of detached garage into a hairdressing room and alterations to fenestration

Comments required by 2 April

NO OBJECTION subject to the following conditions:

- Plans retain local character of a residential area and does not appear as a commercial operation
- Sink/toilet in hairdressing room will need services – a condition should be added that any service trenches that need to be dug should not disturb the root zone of the nearest TPO'd tree
- Another condition should be added that all visitor parking is contained within the site and not on the street

20/00360/ADV

189 Fleet Road Fleet Hampshire GU51 3BL

Display of 1 x Illuminated Fascia and projecting sign to front elevation and 1 x Non illuminated fascia panel to rear elevation.

Comments required by 2 April

NO OBJECTION

20/00577/HOU

35A Basingbourne Road Fleet GU52 6TG

Erection of single storey front and rear extensions, raising of roof, insertion of

two dormer windows to front, two dormer windows to rear and a window to each side to facilitate the conversion of the roof space to habitable accommodation, erection of a single garage and habitable accommodation following demolition of existing double garage (part retrospective), link extension from garage to dwelling and alterations to fenestration comments required by 3 April

OBJECTION

- Overdevelopment of site
- Elevations indicate there could be a door to the bootroom which would allow it to operate as an independent dwelling. This would breach URB17 – annexes should be connected to main dwelling with no separate external door.
- One room is designated as a wet room however the elevation does not highlight that the windows should be obscure glass. The same comment applies to the new upstairs bathrooms.
- Query what is a mobility room?
- Proposed plans breach Fleet Neighbourhood Plan Policy 11 re safeguarding bungalow stock however as two bathrooms are retained along with a ground floor bedroom it still meets needs of those with limited mobility

20/00472/HOU

22 Rochester Grove Fleet GU51 3LU

Erection of a two storey side extension, rear porch canopy, a first floor rear extension including replacing existing flat roof with pitched roof, demolition of existing detached garage and alterations to fenestration

Comments required by 6 April

NO OBJECTION subject to the Condition:

50% of front garden is retained as soft landscaping as per Fleet Neighbourhood Plan Policy 15.

A dimensioned parking plan should be submitted that demonstrates adequate on site parking.

20/00584/LDC

Stockton House School Stockton Avenue Fleet GU51 4N

Use as a residential dwelling class C3 with ancillary garden

Comments required by 6 April

UNABLE TO COMMENT

There is no evidence submitted with the Statement.

If this evidence has been separately submitted to Hart and they are satisfied that it provides adequate proof of independent use of the property, then we have no objection

20/00513/HOU

The Grove 60 Church Road Fleet GU51 4L

Erection of a wooden cabin

Comments required by 6 April

OBJECTION

- Question whether proposed plans are in keeping with the character of the North Fleet Conservation Area – a log cabin cannot be said to preserve or enhance the conservation area.

- Cabin covers an area of 28 sq m within the root zone of three trees. Floor appears to sit on 45mm batons but question what these sit on? Need foundation details and details of how they will not impact the tree Root Zone.
- This would be a relatively large structure uncharacteristically to the front of the property. If HDC are to approve it there should be a condition added that at the least a 1m deep hedge must be maintained on the site boundary to screen the structure from view
- Cabin could be used as an additional dwelling

20/00615/HOU

18 Fallow Field Fleet Hampshire GU51 2UU

[Conversion of existing garage into habitable accommodation, change existing garage doors to a door](#)

Comments required by 6 April

NO OBJECTION in principle to conversion.

Assuming it is a two bed house as parking plan looks quite tight for 3 and Ancells already has problems with parking in cul-de-sacs. A dimensioned parking plan should be submitted that shows 50% soft landscaping is being retained as per Fleet Neighbourhood Plan Policy 15

20/00609/HOU

7 Clarence Road Fleet Hampshire GU51 3RZ

[Demolition of existing garage and erection of a single storey timber frame outbuilding with a pitched roof. Removal of overhanging hedge and erection of a 1.8m close board fence with 150mm gravel board](#)

Comments required by 6 April

OBJECTION

- Plans look like an independent dwelling unit or annex
- Proposed structure is 3m tall and will project well above the proposed fence
- Red felt tile is totally out of keeping with the character of the area; there are virtually no bright red rooves within the vicinity – breaches GEN 1
- Breaches URB16 - extensions should be sympathetic in character with main dwelling
- Breaches URB17 - annexes should be connected to the main dwelling and have no separate external door.
- Dimensioned parking plan should be submitted due to the loss of a garage

20/00641/HOU

10 Medonte Close Fleet Hampshire GU51 3NU

[Demolition of garage and erection of a side extension](#)

Comments required by 9 April

NO OBJECTION in principle to the extension however:

The planned ground floor looks to be configured as an additional bedroom with ensuite facilities which may increase the parking provision - in which case a parking plan that meets Hart's standards needs to be submitted.

Parking plan would mean the loss of the front garden – it is unclear if it would work without the installation of a dropped kerb and possibly the moving of a streetlight.

	As per the Fleet Neighbourhood Plan Policy 15 re Residential Gardens, the development should not result in the loss or significant harm to the ecological or landscape value of private residential gardens. the conversion of the front garden to parking should retain at least 50% of the original garden areas soft landscaping. Any permanent storage of waste bins and containers in front gardens must be appropriately screened.
6	Noted: Weekly List
7	Noted: Planning Enforcement notices
8	Noted: Hart Planning Meeting Dates N/A
	Date of Next Meeting Meeting was scheduled to be held 14 th April. Agenda will be sent out W/C 6 th April - a date for committee members comments to be submitted by will be advised on the email. Comments will then be merged to form minutes and sent to members for approval.

Signed:.....

Date:



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Meeting due to be held on Tuesday 14th April 2020

Comments received from:

Cllr Holt
 Cllr Schofield
 Cllr Robinson
 Cllr Hope
 Cllr Pierce

Officers: Charlotte Benham – Projects and Committee Officer

1	<p>Apologies</p> <p>Cllrs: Wildsmith, Jasper and Carpenter</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 Minutes</p> <p>The minutes of the development and control meeting held on Monday 23rd March were accepted as a correct record of the meeting.</p>
5	<p>Planning Applications:</p> <p>20/00557/HOU Oaklands 21 Albany Road Fleet GU51 3NB Erection of single storey front, side and rear extensions, remove and raise roof height to create a first floor, installation of photovoltaic panels to side roof slope, alterations to fenestration, erection of a summer house following demolition of existing outbuildings, extend driveway and increase width of dropped kerb Comments required by 13 April</p> <p>OBJECTION</p> <ul style="list-style-type: none"> • Breaches Fleet Neighbourhood Plan Policy 11 – bungalows should be retained for people with limited mobility/older residents and not converted into, in this case, a 5 bed house • Breaches Fleet Neighbourhood Plan Policy 15 Residential Gardens:

- 15.2 - Conversion of the front garden parking should retain at least 50% of the original garden area as soft landscape in order to retain local character and a degree of carbon absorption not provided by gravel or concrete
- Although not in a critical flood zone the proposal results in a significant increase in impermeable roof area and should be supported with on site drainage - details should be submitted including provision of SUDS
- A 2.4m high mesh fence is totally out of keeping with the local area
- Basically a new dwelling so if approved a S106 contribution should be made
- No parking plan has been submitted

20/00712/PRIOR

7 The Lea Fleet Hampshire GU51 5AX

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

Comments required by 13 April

OBJECTION

- Loss of light to neighbours due to significant rear extension – extension will be 6m from back of property and 2.8m high to the flat roof level which will take early morning light from the rear windows from the neighbour to the west of this plot
- Possible breach in 45 degree rule
- Utility room could be used as a fourth bedroom – a parking plan should therefore be submitted

20/00649/HOU

Cobbe House Herbert Road Fleet GU51 4JN

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

Comments required by 14 April

OBJECTION

- Poor design - proposed extension is totally out of keeping with current dwelling. Current dwelling is a good reference for the period of development and proposed plans are not sympathetic
- Breaches Fleet Neighbourhood Plan Policy 10 - the “development including alterations and extensions to existing buildings will be supported provided that it is in accordance with.....the following general design principles:
 1. Development shall complement and be well integrated with neighbouring properties in the immediate locality in terms of scale, density, massing separation and layout.
 2. Architectural design shall reflect high quality local design references in both the natural and the built environment and reflect and reinforce local distinctiveness.

20/00629/HOU

2 Fitzroy Road Fleet Hampshire GU51 4JH

[Demolition of existing double garage and erection of a new double garage with guest suite over and single-storey rear infill extension.](#)

Comments required by 14 April

NO OBJECTION subject to submission of a tree plan and details of measures to be taken to protect any tree root zones that may be affected

- Support tree officer's comments that a proper tree survey has not taken place
- Although in the North Fleet Conservation Area the front elevation is sympathetic to main building and rear elevation cannot be seen from the street.

20/00553/HOU

4 Howes Gardens Church Crookham Fleet GU52 7PR

[Insertion of one window to first floor on each side](#)

Comments required by 14 April

OBJECTION

- Loss of privacy/amenity to neighbouring properties 5 & 6 - Window to right of bathroom will give a direct overview of the rear gardens of No. 5 and 6 and a direct view into the rear of No.6. If changed to obscure glass for both windows then it will be more acceptable

20/00690/HOU

32 Aldershot Road Fleet GU51 3NN

[Erection of a first floor side extension and alterations to fenestration](#)

Comments required by 16 April

NO OBJECTION

- Extension generally in keeping with current dwelling
- Increase in wall facing Neighbour No.30 but appears to be reasonable gap and reduce light will not affect living area

20/00703/ADV

Police Station 13 Crookham Road Fleet Hampshire GU51 5QQ

[Erection of hoarding, 6m gates and pedestrian gate.](#)

Comments required by 20 April

We assume this application means planning for more residential care homes has been granted?

NO OBJECTION however hoarding is quite distracting but Highways have not raised any objections – advertising could be more subdued as it will be in place for 18+ months

20/00702/HOU

16 Little Copse Fleet Hampshire GU52 7UQ

Erection of a single storey rear extension following demolition of existing conservatory, single storey front extension and alterations to fenestration

Comments required by 28 April

NO OBJECTION subject to:

- The ridge level of the rear extension being lower than the principal front elevation ridge
- Provision of location and block plan otherwise unclear what impact plans would have on neighbours

	<ul style="list-style-type: none"> Main development is constrained to the rear (excluding the front porch which appears acceptable) which is otherwise out of keeping to the current dwelling but does not impact the street scene <p>20/00758/HOU 23 Wellington Avenue Fleet GU51 3BJ Replacement of glazed roof of conservatory with tiled roof to include the insertion of two rooflights to side, creation of apex glazing to rear, insertion of two rooflights to side and alterations to ground floor windows to side and rear Comments required by 29 April</p> <p>NO OBJECTION</p> <p>20/00777/HOU Pren-Ffawybb ,14B Pondtail Road,Fleet, GU51 3JN Demolition of existing garage and erection of a single detached garage and office Comments required by 29 April</p> <p>NO OBJECTION however</p> <ul style="list-style-type: none"> Does not quite meet Hart’s standards for a garage New garage with a pitched roof is significantly taller than existing – now 3.9m <ul style="list-style-type: none"> may reduce light into host building
6	<p>Noted:</p> <p>Weekly List</p>
7	<p>Noted:</p> <p>Planning Enforcement notices</p>
8	<p>Noted:</p> <p>Hart Planning Meeting Dates</p> <p>N/A</p>
	<p>Date of Next Meeting</p> <p>Meeting was scheduled to be held 27th April</p> <p>Agenda should be sent out W/C 20th April - a date for committee members comments to be submitted by will be advised on the email. Comments will then be merged to form minutes and sent to members for approval.</p>

Signed:.....

Date:



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Meeting due to be held on Monday 27th April 2020

Comments received from:

Cllr Holt
Cllr Schofield
Cllr Pierce
Cllr Jasper
Cllr Hope

Officers: Charlotte Benham – Projects and Committee Officer

1	Apologies Cllrs: Wildsmith, Robinson, Carpenter
2	Declarations of interest to any item on the agenda None declared
3.	Public Session None 'present'
4	Approval of the Minutes The minutes of the development and control meeting that would have been held on Tuesday 14 th April were accepted as a correct record of the meeting.
5	Planning Applications: 20/00782/HOU Inglewood Branksomewood Road Fleet GU51 4JS Erection of an outbuilding and associated swimming pool (part retrospective) Comments required by 30 April OBJECTION Previous objections still stand <ul style="list-style-type: none">• Swimming pool is closer to neighbouring property backing onto plot than house it belongs to will neighbours be disturbed by noise?• Building is not in keeping with the area, especially on a plot that is claimed to be one of the oldest buildings in the NFCA.

Breaches following Fleet Neighbourhood Plan Policies:

- Policy 16.1 Development shall be designed to preserve or enhance the special heritage character of the conservation area, and shall be of a suitably high-quality design
- Policy 16 .3.iii Development shall follow historic precedent as to form in terms of height, bulk, the use of vernacular materials and detailing and the grain of development
- Policy 16.6 Although trees are not TPO'd, the trees lost on boundary with neighbours bungalow should be replaced with trees typical in the Conservation Area. Permission was only given for 6 trees in the middle of the plot to be removed
- Policy 10.2 States architectural design should reflect high quality local design references in both the natural and built environment and reflect and reinforce local distinctiveness. The building meets none of these characteristics which are even more important in the Conservation Area

20/00813/HOU

38 Basingbourne Road Fleet GU52 6TH

[Erection of a first floor side extension above existing garage and utility room](#)

Comments required by 1 May

NO OBJECTION

Parking seems to be acceptable

20/00849/HOU

8 Perry Drive Fleet Hampshire GU51 4ES

[Erection of a single storey rear extension.](#)

Comments required by 12 May

NO OBJECTION in principle to the proposed extension, but support the tree officers comments that there are two TPO'd trees in the rear garden and there has been no tree survey done to identify the extent of the Tree Root Zone of the nearest tree and identify tree protection measures to be put in place during construction

20/00840/FUL

84 Connaught Road Fleet GU51 3LP

[Erection of 2 two bedroom dwelling houses with associated garages, parking and landscaping following demolition of existing garage block](#)

Comments required by 12 May

OBJECTION

- It is an improvement that the development is for small family houses rather than more flats however it does still appear to be overdevelopment of the site/plot
- Highways have pointed out that the access road to the parking area has to be 6m wide to allow for turning. The road is only around 4.5m, not 4.8m as stated, either way it is still not wide enough – the houses need to be moved back 1.5m or the parking area moved closer to existing flats. A new parking plan should be submitted
- Significant increase in impermeable area on plot – where will the SUDS systems be accommodated?
- Question if there is any ground contamination in area where old garages were as no condition survey has been done?

- No dig zones are built above existing ground level, how are level differences accommodated within the access road design? There will need to be extensive protection measures during construction which are not clearly identified on the plans
- Inadequate parking - Original block of 6 garages, 2 are being lost. 4x 1 bed flats + visitors = 6 spaces. New dwellings 2 x 2 bedrooms = 5 spaces + visitors

20/00863/FUL

32 Aldershot Road Fleet GU51 3NN

[Erection of a first floor side extension and alterations to fenestration, change of use from B1 Office to C3 Residential](#)

Comments required by 14 May

NO OBJECTION

- The design and access statement claims to comply with the Fleet Neighbourhood Plan, Policy 15, Residential front gardens but only as there are no proposed changes, the front garden is already predominantly tarmac and does not have 50% soft landscaping
- Reversion to residential use only is welcome as opposed to mixed residential and commercial use
- Parking is acceptable – 3.5 spaces + on road parking although Aldershot road is very busy

20/00794/HOU

34 Fitzroy Road Fleet Hampshire GU51 4JW

[Replacement of existing gate and fence with automated gates and brick piers](#)

Comments required by 14 May

OBJECTION

- The gate appears to be too tall, overbearing and out of keeping in the North Fleet Conservation Area. Most of the gates in the road have 5 bar wooden gates - a lower gate with wooden slats would be more in keeping
- The addition of lighting to the top of the concrete pillars also further detracts from the semi- rural character of the conservation area
- The proposal breaches Fleet Neighbourhood Plan Policy 16.5
- The proposal also breaches the North Fleet Conservation Area regulations:
 - A key feature in the North Fleet Conservation Area is the boundary treatment – subject to an Article 4 Direction to protect and enhance existing front boundaries (page 6 item 1.2 of NFCA Character Appraisal and Management Proposals)
 - The Report at paragraph 1.5 (page 8) states that the erection, alteration or removal of a gate, fence, wall or other means of enclosure to the frontage of the dwelling, comes under planning control
 - Paragraph 4.4 states that front gates within the Conservation Area, despite planning controls already exercised by the District Council can sometimes be far too ornate and dominant. For instance, the use of brick pillars, with curved entrance walling along with high metal gates is far less appropriate than timber gates with timber supports. Fitzroy Road has good and bad examples of both
 - The applicants own Heritage statement at paragraph 5.3, 8th bullet point state “driveways marked by traditional timber gates”

- Paragraph 5.4, 2nd bullet point states a negative impact on the area is “inappropriate entrance gates.”

20/00851/FUL

Whisper Wood Stockton Avenue Fleet GU51 4NH

Demolition of existing dwelling and erection of a 5 bedroom replacement dwelling and garage

Comments required by 15 May

OBJECTION

- The plot is situated within the North Fleet Conservation Area No. 8 and therefore needs planning permission to demolish the existing house and an application to build a new property which would come under the Fleet Neighbourhood Plan Policy 16 - Development shall be designed to preserve or enhance the special heritage character of the conservation area and shall be of a suitably high quality of design
- Paragraph 7.1 of the North Fleet Conservation Area appraisal and management proposals, 4th bullet point states that the preservation of existing dwellings, particularly those built before 1940’s and their protection from demolition and redevelopment
- Fleet Neighbourhood Plan Policy’s breached:
16.2 states – development shall retain the architectural features of the existing buildings and extensions shall complement the character of the principal building

16.3(iii) states - to follow historic precedent as to the traditional form in terms of height, bulk the use of vernacular materials and detailing and the grain of development. The existing house appears in the style of a Poole House which reflects the early development of the conservation area. It goes against the general conservation principles to demolish a very traditional building just because it no longer meets the specific living requirements of the owners.

- The new development looks to accommodate a person of limited mobility but give them independent living accommodation
- The design and character of the proposed development i.e. the front elevation’s balconies are out of keeping with the local area
- Breaches GEN 1 (i) – not in keeping with local area
- Breaches GEN 4 – out of character. The new design does not preserve or enhance the conservation area
- In the design statement reference is made to the new dwelling having it’s ‘own identity’. We recommend the new dwelling be brick to be in keeping with the local area

20/00884/HOU

35A Basingbourne Road Fleet GU52 6TG

Erection of single storey front and rear extensions, raising of roof, insertion of two dormer windows to front, two dormer windows to rear and a window to each side to facilitate the conversion of the roof space to habitable accommodation, conversion into habitable accommodation following demolition and enlargement of existing double garage (part retrospective), alterations to fenestration

Comments required by 18 May

	<p>OBJECTION</p> <ul style="list-style-type: none"> • Loss of a bungalow – breaches Fleet Neighbourhood Plan Policy 11.1 which clearly states “proposals for the conversion of bungalows (a bungalow is a house which has only one level and no stairs) namely the existing host building, to a house comprising two or more storeys that will result in the loss of local homes especially suited to occupation by older people will not be supported” • The loss of a garage means a car parking plan should be submitted • Question whether the rear dormer windows will overlook the gardens of the houses in Award Road?
6	<p>Noted:</p> <p>Weekly List</p>
7	<p>Noted:</p> <p>Planning Enforcement notices</p>
8	<p>Noted:</p> <p>Hart Planning Meeting Dates</p> <p>N/A</p>
	<p>Date of Next Meeting</p> <p>Meeting was scheduled to be held 11th May - agenda should be sent out W/C 4th May</p>

Signed:.....

Date:



FLEET TOWN COUNCIL

MINUTES OF THE RECREATION, LEISURE AND AMENITIES COMMITTEE

Wednesday 18th March 2020 at 7pm

The Harlington

PRESENT

Councillors: P. Einchcomb (Chairman), G. Chenery, L. Holt, B. Schofield, G. Woods, J. Wright.

Also Present

Councillor Alan Hope
Ben Crane - Facilities and Open Spaces Manager
Alex Robins - General Manager, The Harlington
Janet Stanton - Town Clerk
Sian Taylor - Cemetery Officer
Susanna Walker - Committee Clerk
Representative of Friends of Basingbourne Park

RLA March 2020 ITEM 1 APOLOGIES FOR ABSENCE

There were apologies for absence from Councillor Ashworth and Councillor Tilley.

RLA March 2020 ITEM 2 DECLARATIONS OF INTEREST

There were no declarations of interest.

RLA March 2020 ITEM 3 QUESTIONS FROM THE PUBLIC

With reference to RLA December 2019, Item 9, a representative of Friends of Basingbourne Park (FoBP) requested that the following resolution be added:

- To approve the installation of a key safe at the home of a representative of FoBP, allowing members to pick up a Pavilion key if the key holder is away.

RLA March 2020 ITEM 4 MINUTES OF PREVIOUS MEETING

With the addition of the resolution to Item 9, the minutes of the meeting of the RLA committee held on Wednesday 18th December 2019 were approved and signed by the Chairman as a correct record.

Members noted that football, at all levels, has been cancelled. They also noted that FTC has received the market lease from HDC, which will need signing.

RLA March 2020 ITEM 5 THE CEMETERY OFFICER'S REPORT

The members considered a report from the Cemetery Officer, which provided an update on a number of items. The following matters were discussed:

- The Cemetery has approximately 70 full burial plots available.
- Due to the current pandemic, a plan is in place should the Cemetery Clerk be unable to work.
- The Transfer of Ownership of existing burial plots is a complicate legal process, and as no guidance has been received from the Government on working practises, FTC are advised not to deviate from the normal legal process.
- FTC is unable to fast track any planning applications for any earmarked land to be used as an additional burial site.
- Members discussed whether during the pandemic, that burials be limited to Fleet Resident's only?
- Members were made aware that burial plots can only be reused after 99 years, and the oldest plot in the Cemetery is from 1929.
- Members noted the designs of signs for the Cemetery and agreed that there should be two sets of signs:
 - 1 set would be facing up and down Crookham Road and would have signs to the Cemetery on them.
 - 1 set would be gates further down Richard Close towards the Cemetery.

RESOLVED

- To note the report of the Cemetery Officer.
- To approve the purchase of a sign carrier for each side of the entrance to Cemetery Road and for the purchase of a set of gates for each side of the road.

RLA March 2020 ITEM 6 FACILITIES AND OPEN SPACES MANAGER'S REPORT

Members received the report of the FOSM for the December 2019 – February 2020 quarter. The following matters were discussed:

- An additional path, not shown on the Development Plan, has been created in Basingbourne Woodland, due to the original path being waterlogged and difficult to use. This has raised health and safety concerns. Due to the potential for trees to be classed as high risk, additional tree survey and maintenance costs will be incurred.
- FTC assumes liability if a new path has been created and there is not the budget to maintain two paths in the area of Basingbourne Woodland.
- It was suggested that the original path be closed off, allowing the new path to be maintained.
- A concern was raised that a number of trees had marks on them, following on from the current tree survey. Members were reassured that the marks were either for trees to be felled or trees to be pruned. It was reiterated that tree surveyors would only mark trees to be felled if they were deemed to be dangerous or diseased and need to be made safe.
- Members were asked if a second opinion could be obtained, with regards to the tree survey. They were reassured again that a professional qualified arboriculturist survey is employed and that before any tree work is done, the work goes out to tender and a further three tree surgeons review the tree survey. It was impressed upon members that the company who do the tree survey do not carry out the work.
- Members agreed that the FoBP are very good at maintaining the park space and thanked them for all their effort and hard work.
- Calthorpe Park Upper Field - Members discussed the estimated cost to level this area and noted that the £100,000 did not include any drainage works. The estimated cost had

been obtained to put forward to the Hampshire FA, should they be able to contribute to any future works.

- A concern was raised about lights being left on at The Point overnight, originally a request from The Point users. The lights timer will be checked to make sure the lights are coming on and off at the correct times.

RESOLVED

- To note the report of the FOSM.

RLA March 2020 ITEM 7

THE HARLINGTON AND ANCELLS FARM COMMUNITY CENTRE REPORT

The report of the General Manager of the Harlington for the period December 2019 – February 2020 and the performance summaries for this period were presented. Due to the current coronavirus situation in the country, the reports were discussed with the following matters in mind:

- All shows until mid-April 2020 are cancelled at The Harlington.
- Shows are being rebooked for August 2020 onwards.
- All ticket holders are being contacted by The Harlington and are being given the option as to whether they would like a refund or keep hold of their tickets for the rescheduled show.
- The Harlington is remaining open to any existing user group that wishes to continue, until the government states otherwise. Given that the government have shut all schools from Friday 20th March 2020, there is a possibility that there will be no groups or shows in the building at all.
- The Harlington building including the café is now shut to the public, and only staff are allowed in and out of the building.
- The access from the Harlington through to the library is closed.
- Due to the cancellation of shows, FTC are in liaison with the insurance company, with regards to any possible claims on the insurance policy. If The Harlington cancels show without government advice, insurance cannot be claimed.
- Members were advised that there will be a shortfall of approximately £20,000 a month to run The Harlington in the current climate, taking into consideration the loss of income against the savings made.
- The next Harlington programme is on hold, due to the uncertainty of the current situation.
- There is a discussion with NHS Blood Service, as to whether they are able to run more sessions at the Harlington.
- Members noted that due to the Harlington being shut, some user groups were booking the Calthorpe Park tennis courts instead to run exercise groups outdoors.

RESOLVED

- To note the report of the General Manager and support the Harlington during this uncertain period.

RLA March 2020 ITEM 8

ANCELLS FARM SITE SECURITY

It was proposed that this item be moved to a Working Group outside of the RLA Meeting. A Parks and Open Spaces Working Group was agreed, with Councillors Wright, Schofield, Woods and Holt agreeing to be members of this group.

RESOLVED

- That the Parks and Open Spaces Working Group review and report back to Policy and Finance.

RLA March 2020 ITEM 9**BASINGBOURNE PARK**

Members were asked to consider the installation of a wide link chain fence behind the kick wall at Basingbourne Park.

Members noted that the FoBP would donate the fence to FTC, who would then be responsible for the maintenance. It was recommended that plants are not grown up this fence, due to the size of the fence.

RESOLVED

- To approve receipt of the donation to Fleet Town Council (FTC) from the Friends of Basingbourne Park to cover the cost of the installation of a chain link fence behind the kick wall.
- That FTC takes ownership and maintenance responsibilities of this fence.

RLA March 2020 ITEM 10**OAKLEY PARK PAVILION DECORATION REPORT**

It was proposed that this item would also be considered at the Parks and Open Spaces Working Group outside of the RLA Meeting.

RESOLVED

- That the Parks and Open Spaces Working Group consider this item and report back to Policy and Finance.

RLA March 2020 ITEM 11**BASINGBOURNE PARK FUN RUN**

Members noted that further to the Minutes of the RLA Committee Meeting in December 2019, Friends of Basingbourne Park have changed the proposed date for the Fun Run to Saturday 18th July 2020. Members were assured that all other conditions set out at this meeting had been adhered to.

RLA March 2020 ITEM 12 FUTURE EVENTS

Members noted the following future events:

15 th March 2020	Calthorpe Park	Fleet Half Marathon - POSTPONED
24 th March 2020	The Harlington	Annual Resident's Meeting – TO BE POSTPONED
8 th May 2020	The Harlington	VE75 Celebrations – CANCELLED
16 th May 2020	The Views	Open Air Cinema
16 th May 2020	The Harlington	Action Day – CANCELLED
3 rd – 7 th June 2020	The Views	Circus
4 th July 2020	Calthorpe Park/Fleet Road	Fleet Carnival
18 th July 2020	Basingbourne Park	Fun Run
July / August 2020	The Views	SCAMJAM
29 th August 2020	The Views	Open Air Cinema - Double
13 th September 2020	Starts in Calthorpe Park	RIDE 20
7 th November 2020	Calthorpe Park	Fireworks
8 th November 2020	The Harlington	Remembrance Sunday

RLA March 2020 ITEM 13 CLERK’S REPORT

Members received a verbal update from the Clerk, and noted the following. As a result of the coronavirus:

- The Fleet Half Marathon has been postponed, with the option to reschedule for a date in September 2020.
- FTC’s Action Day on 16th May 2020 has been cancelled.
- VE75 Celebrations on 8th May 2020 have been cancelled.
- There is a potential for more events to be cancelled or postponed due to the current situation.
- FTC and the Harlington staff are being given the opportunity for flexible working, with the potential to work from home or in the evenings.
- There will be a team of people in the office, additional IT and phone equipment available for staff working from home.
- A decision about the Annual Resident’s Meeting, due to take place on Tuesday 24th March 2020, will be made at the extraordinary Council meeting on Friday 20th March 2020.
- Members noted that there is a potential for the Cemetery to become busy during this period, and staff support is being given to the Cemetery Officer at this time.

RLA March 2020 ITEM 14 DATE AND TIME OF NEXT MEETING

The next meeting of the Committee will be held on Wednesday 17th June 2020 at the Harlington at 7pm

There being no further business the meeting closed at 9.11pm.

Chairman..... Date.....

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**

RLA March 2020 ITEM 15 CCTV IN FLEET TOWN COUNCIL'S FACILITIES AND PARKS/OPEN SPACES

Members received a report on CCTV in FTC's Facilities and Parks / Open Spaces.

Members noted that there is a delay to the work at Calthorpe Park Playground, due to the manufacturer's factory being closed during the pandemic.

Members noted that FTC would like a monitored CCTV camera at the new Calthorpe Park Playground and were advised that there is no extra capacity to acquire an additional camera with Rushmoor CCTV. As a result of this, members were asked to consider the removal of one monitored CCTV cameras at the Pavilion at Oakley Park and move it to Calthorpe Park.

It was agreed that the removal of the CCTV camera from Oakley Park was in the early stages, and that utilities like power and internet linkage to the new camera at Calthorpe Park still need to be researched and looked into.

RESOLVED

- That FTC can remove a monitored CCTV camera from Oakley Park and reinstall in at Calthorpe Park at a suitable time.



COMMITTEE MEMBERSHIP

2020/2021

POLICY & FINANCE	PLANNING/DEVELOPMENT CONTROL
<p>Cllr Carpenter Cllr Einchcomb Cllr Holt (Chairman) Cllr Oliver Cllr Robinson Cllr Schofield Cllr Tilley Cllr Wildsmith Cllr Woods (Vice Chairman)</p>	<p>Cllr Carpenter Cllr Holt Cllr Hope (Vice Chairman) Cllr Jasper Cllr Pierce (Chairman) Cllr Robinson Cllr Schofield Cllr Wildsmith</p>
RECREATION, LEISURE & AMENITIES	ESTABLISHMENT
<p>Cllr Ashworth Cllr Carpenter Cllr Chenery Cllr Einchcomb (Chairman) Cllr Holt Cllr Jasper Cllr Oliver Cllr Schofield Cllr Tilley Cllr Wildsmith Cllr Woods Cllr Wright</p>	<p>Cllr Einchcomb Cllr Holt Cllr Jasper Cllr Robinson (Chairman) Cllr Schofield Cllr Tilley (Vice Chairman) Cllr Wheale Cllr Woods</p>

Working Groups Membership

2020/2021

THE HARLINGTON / CIVIC QUARTER WORKING GROUP	RISK MANAGEMENT WORKING GROUP
<p>Cllr Ashworth Cllr Carpenter Cllr Chenery Cllr Einchcomb Cllr Holt Cllr Jasper Cllr Kirkpatrick Cllr Oliver Cllr Schofield Cllr Tilley Cllr Woods Cllr Wildsmith</p>	<p>Cllr Carpenter Cllr Holt Cllr Robinson Cllr Schofield Cllr Wildsmith</p>
LEASE WORKING GROUP	CLIMATE CHANGE WORKING GROUP
<p>Cllr Carpenter Cllr Holt Cllr Robinson Cllr Schofield Cllr Tilley Cllr Woods</p>	<p>Cllr Chenery Cllr Holt Cllr Jasper Cllr Oliver Cllr Schofield Cllr Tilley Cllr Woods</p>
PARKS & OPEN SPACES WORKING GROUP Includes Calthorpe Park/ The Views/Cemetery Working Groups	COMMUNITY EMERGENCY PLAN WORKING GROUP
<p>Cllr Ashworth Cllr Carpenter Cllr Einchcomb Cllr Jasper Cllr Oliver Cllr Schofield Cllr Tilley</p>	<p>Cllr Carpenter Cllr Hope Cllr Schofield Cllr Wildsmith</p>



MEMBERSHIP OF EXTERNAL BODIES

2020/2021

Hart District Association of Parish and Town Councils (HDAPTC)	Cllr Robinson Cllr Wildsmith
Fleet Football Club	Cllr Oliver Cllr Woods (reserve) Cllr Kirkpatrick (reserve)
Fleet Link and Community Transport	Cllr Hope Cllr Schofield Cllr Wheale Cllr Woods
Business Improvement District (BID)	Cllr Schofield
Fleet Pond Society	Cllr Chenery Cllr Wildsmith
Flood Forum	Cllr Schofield Cllr Wildsmith
Rushmoor Transport Forum	Cllr Holt
Fleet Phoenix (Observer)	Cllr Wildsmith Cllr Chenery (reserve)
Fleet Cricket Club	Cllr Oliver Cllr Kirkpatrick (reserve)
Older Persons Network	Cllr Ashworth Cllr Holt Cllr Woods
Hart Voluntary Action (HVA)	Cllr Wildsmith Cllr Williams
Basingstoke Canal JMC	Cllr Wildsmith
Fleet Crondall and Crookham Welfare Trust	Cllr Wright



Fleet Town Council Meetings Timetable 2020/2021

2020 Meetings	Jan 2020	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan 2021	Feb	Mar	Apr	May
Annual Residents' Meeting 7pm			24												23		
Town Council 7 pm, Monthly, first Wednesday (Except the Annual meeting held on the Third Wednesday in Election Year)	8	5	4	1	13 (A)	3	1		2	7	4	2	6	3	3	7	5
Establishment Committee 7pm, 2 times per year	15						8						13				
Recreation, Leisure and Amenity Committee 7 pm, Quarterly, third Wednesday of the month			18			17			16			16			17		
Policy and Finance Committee 7pm, Quarterly, third Monday of the month		17			18		20			19				15			17
Planning and Development Control Committee 7pm, Second and fourth Monday except where there is a Monday Bank Holiday	13	10	9	14 Tues	11	8	13	10	14	12	9	7	11	8	8	12	10
	27	24	23	27	26 Tues	22	27	24	28	26	23	21	25	22	22	26	24
Risk Management Working Group 2 pm, Twice yearly, Wednesday	30						22						20				
Highways and Transportation Working Group As required.																	

FIXED ASSET REGISTER		FLEET TOWN COUNCIL		As at April 2020
ASSET TYPE	Audit Value	INSURANCE VALUE @ January 2020 (incs 3% uplift on previous years)	DATE OF PURCHASE / UPGRADE	COMMENT
BUILDINGS				
Fleet Cemetery Shelter	£1	£7,095	01/04/2010	Tfr ex HDC
Fleet Cemetery Toilet block	£1	£46,350	01/04/2010	Tfr ex HDC
Basingbourne Sport's Pavilion	£1	£215,386	01/04/2010	Tfr ex HDC
Girl Guide Hut Basingbourne	£1	£0	01/04/2010	Insured by tenant
Scout Hut, Basingbourne	£1	£0	01/04/2010	Insured by tenant
Lion's Community Store	£1	£178,324	01/04/2010	Tfr ex HDC
Calthorpe Cricket Pavilion Clubhouse	£1	£0	01/04/2010	Insured by tenant
Calthorpe Pavilion	£1	£41,810	01/04/2010	Tfr ex HDC
Calthorpe Hut	£1	£58,271	01/04/2010	Tfr ex HDC
Calthorpe Football Clubhouse	£1	£0	01/04/2010	Insured by tenant
Calthorpe Football Club Dressing Room	£1	£0	01/04/2010	Insured by tenant
Calthorpe Scout HQ	£1	£0	01/04/2010	Insured by tenant
Oakley Pavilion	£1	£83,620	01/04/2010	Tfr ex HDC
Ancell's Farm Pavilion	£1	£196,383	01/04/2010	Tfr ex HDC
Ancell's Community Centre	£1	£641,097	01/04/2010	Tfr ex HDC
War Memorial	£1	£52,422	01/04/2010	Tfr ex HDC
	TOTAL	£16	£1,520,757	
LAND				
Oakley Park	£1	£0	01/04/2010	Tfr ex HDC
The Views	£1	£0	01/04/2010	Tfr ex HDC
Basingbourne Recreation Site 1	£1	£0	01/04/2010	Tfr ex HDC
Calthorpe Park	£1	£0	01/04/2010	Tfr ex HDC
Cemetery Land	£1	£0	01/04/2010	Tfr ex HDC
Cemetery Rd, highway	£1	£0	01/04/2010	Tfr ex HDC
Ancells Farm Amenity Area	£1	£0	01/04/2010	Tfr ex HDC
Ancells Farm Drive/Saddleback Amenity	£1	£0	01/04/2010	Tfr ex HDC
Ancells Chestnut Close public open space	£1	£0	01/04/2010	Tfr ex HDC
Ancells Cove Road/Farm Drive/Ancells Rd	£1	£0	01/04/2010	Tfr ex HDC
Ancells Faulkners Close footpath	£1	£0	01/04/2010	Tfr ex HDC
Leawood Road amenity space	£1	£0	01/04/2010	Tfr ex HDC
New Barn Close amenity space	£1	£0	01/04/2010	Tfr ex HDC
Land off Coxheath Rd/Basingstoke canal	£1	£0	01/04/2010	Tfr ex HDC
Dukes Mead open space	£1	£0	01/04/2010	Tfr ex HDC
Holland Gardens open space	£1	£0	01/04/2010	Tfr ex HDC
Longmead open space	£1	£0	01/04/2010	Tfr ex HDC
Durnsford Avenue public open space	£1	£0	01/04/2010	Tfr ex HDC
Branksomewood Rd, Victoria Rd footpath	£1	£0	01/04/2010	Tfr ex HDC
Edenbrook play area 1	£1	£0	2014	Tfr ex HDC
Edenbrook play area 2	£1	£0	2014	Tfr ex HDC
	TOTAL	£21	£0	
PATHS				
Oakley Park 270 m2	£1			
Basingbourne Park 1350 m2	£1			
Calthorpe Park	£1			
Ancells Farm Park	£1			
The Views	£1			
The Cemetery	£1			
	TOTAL	£6		

FIXED ASSET REGISTER		FLEET TOWN COUNCIL		As at April 2020
ASSET TYPE	Audit Value	INSURANCE VALUE @ January 2020 (incs 3% uplift on previous years)	DATE OF PURCHASE / UPGRADE	COMMENT
PLAY EQUIPMENT				
The Views				
1 bay 2 cradle seat swing	£1	4384.71	01/04/2010	Tfr ex HDC
Wickstead Caterpillar and Slide	£1	12179.75	01/04/2010	Tfr ex HDC
2 Bay, 4 Cradle Seat Swing	£1	4384.71	01/04/2010	Tfr ex HDC
3,4m Embankment Slide	£1	3957.26	01/04/2010	Tfr ex HDC
4,4m Embankment Slide	£1	4567.02	01/04/2010	Tfr ex HDC
Fun Buggy - Tractor	£1	8525.31	01/04/2010	Tfr ex HDC
Safety Surface	£1	18269.11	01/04/2010	Tfr ex HDC
Fencing	£1	6271.67	01/04/2010	Tfr ex HDC
Gates	£1	2923.14	01/04/2010	Tfr ex HDC
Chain link fencing	£2,994	3176.52	18/04/2018	Safe site fencing
2 Bay, 4 Flat Seat Swings	£1	3166.22	01/04/2010	Tfr ex HDC
Skate park				
Tarmac Skate Surface	£1	7307.85	01/04/2010	Tfr ex HDC
1 Spined Mini Ramp (1.5m x 1.8m x 7.5m)	£1	2435.95	01/04/2010	Tfr ex HDC
1 Spine (1,0m x 2,5m x 6,0m)	£1	2435.95	01/04/2010	Tfr ex HDC
1 Volcano (.9m x 2.5m x 6,0m)	£1	2435.95	01/04/2010	Tfr ex HDC
1 Driveway Planter (0,6m x 2,5m x 6m)	£1	2435.95	01/04/2010	Tfr ex HDC
1 Combo End Unit & seating area	£1	4871.9	01/04/2010	Tfr ex HDC
Surround Fencing	£1	12179.75	01/04/2010	Tfr ex HDC
Basingbourne Rec Ground				
Fencing	£1	3653.41	01/04/2010	Tfr ex HDC
4 Gates	£1	2923.14	01/04/2010	Tfr ex HDC
Paths and Tarmac Area	£1	10961.26	01/04/2010	Tfr ex HDC
Menagerie Tower	£1	19486.57	01/04/2010	Tfr ex HDC
10 Log Walk	£1	730.27	01/04/2010	Tfr ex HDC
4 Balance Beams	£1	487.19	01/04/2010	Tfr ex HDC
Somersault Bar and Signal	£1	1217.46	01/04/2010	Tfr ex HDC
Multi User Play	£12,000	23141.01	01/10/2011	Refurbished equipment
2 Cradle Seat Swings	£1	4384.71	01/04/2010	Tfr ex HDC
2 Flat Seat Swings	£1	3166.22	01/04/2010	Tfr ex HDC
Embankment Slide	£1	3957.26	01/04/2010	Tfr ex HDC
Station, Train and Coach	£1	14615.7	01/04/2010	Tfr ex HDC
3 Springers	£1	2191.84	01/04/2010	Tfr ex HDC
Railway Station	£1	12179.75	01/04/2010	Tfr ex HDC
3 metal benches	£1	636.54	01/04/2017	Friends of BB
Bear Bins x 2	£197	209.09	29/03/2018	glasdon
Menagerie unit	£1	7916.58	01/04/2010	Tfr ex HDC
3 Panel Multi Active wall	£49,030	£50,503.21	23/11/2018	Caloo
Vinci Swings - 2 Bays, 1 Basket Swing				Caloo
Vinci Fixed Net Climber - 3.0m High				Caloo
Vinci Overhead Twister - 1.8m High				Caloo
Quali Cite Horizontal See Saw				Caloo
Vinci Timber Multiplay Unit - 4 platforms				Caloo
Vinci Ski Simulator				Caloo
Youth Shelter				Caloo
Steel Bench (over 8's play area) - 1.8m long				Caloo
Rubber Mulch Surfacing				Caloo
Rubber Mulch Surfacing (additional)	£3,660	3883.1		caloo

FIXED ASSET REGISTER		FLEET TOWN COUNCIL		As at April 2020
ASSET TYPE	Audit Value	INSURANCE VALUE @ January 2020 (incs 3% uplift on previous years)	DATE OF PURCHASE / UPGRADE	COMMENT
1 Springer	£400	412	01/09/2018	Friends of BB
Oakley Park				
Fencing	£1	£9,744	01/04/2010	Tfr ex HDC
Gates	£1	£1,705	01/04/2010	Tfr ex HDC
Safer Surfacing	£1	£14,616	01/04/2010	Tfr ex HDC
Paths and Tarmac Area	£1	£1,217	01/04/2010	Tfr ex HDC
SMP Horison Loughborough Climber	£1	£2,374	01/04/2010	Tfr ex HDC
SMP New World Paris Tower	£1	£4,263	01/04/2010	Tfr ex HDC
SMP Junior Slide	£1	£1,887	01/04/2010	Tfr ex HDC
SMP 2 Flat Seat Swings	£1	£3,166	01/04/2010	Tfr ex HDC
SMP 2 Cradle Seat Swings	£1	£3,166	01/04/2010	Tfr ex HDC
Record Spinner	£1	£853	01/04/2010	Tfr ex HDC
SMP Polynesia Dolphin Sea Saw	£1	£1,583	01/04/2010	Tfr ex HDC
SMP Polynesia Ark Spinger	£1	£730	01/04/2010	Tfr ex HDC
SMP Trim Trail (wobble board/balance beam/stepping stones)	£1	£913	01/04/2010	Tfr ex HDC
SMP Youth Shelter	£1	£3,045	01/04/2010	Tfr ex HDC
Group Swing	£1	£3,653	01/04/2010	Tfr ex HDC
Kicking Board	£1	£2,679	01/04/2010	Tfr ex HDC
Basketball Area	£1	£609	01/04/2010	Tfr ex HDC
Defibrillator	£3,812	£4,044	20/10/2017	Donated by Friends of Oakley Park
Flymobile	£3,337	£3,540	23/11/2017	Donated by Friends of Oakley Park
Boot Scrapper	£135	£139	01/03/2019	Mark Harrod
Bear Bin	£197	£203	29/03/2018	glasdon
Ancells Farm				
Onion Youth Shelter	£3,090	£3,183	01/03/2015	Donated by Friends of Ancells Farm
Basket Ball Hoop	£536	£552	01/03/2015	Donated by Friends of Ancells Farm
Cableway	£12,600	£12,978	30/08/2019	Caloo
Pick-up Sticks	£4,832	£5,713	31/03/2011	Wicksteed
Birds Nest Swing	£6,936	£8,201	31/03/2011	Wicksteed
Rota Web Climber	£6,216	£7,350	31/03/2011	Wicksteed
Gwyder Unit with slide	£13,360	£15,797	31/03/2011	Wicksteed
Dizzy	£3,360	£3,972	31/03/2011	Wicksteed
Safety Surfaces	£14,856	£17,566	31/03/2011	Wicksteed
Trim Trail and Young Explorer Play	£6,400	£7,568	01/05/2012	Purchased new
Swing	£909	£937	01/03/2015	Donated by Friends of Ancells Farm
Simple simon slide	£1,500	£1,774	01/05/2011	Purchased New
Donkey Springie	£600	£709	01/05/2011	Purchased New
Fencing	£3,400	£4,020	01/05/2011	Purchased New
Rock n Bowl	£2,000	£2,365	01/05/2011	Purchased New
Tripple toddler swing	£3,800	£4,493	01/05/2011	Purchased New
Defibrillator and cabinet (Community centre)	£3,812	£3,926	01/06/2017	Donated by Friends of Ancells Farm
Bear Bin	£197	£203	29/03/2018	glasdon
Boot Scarpper	£135	£143	01/02/2019	Mark Harrod
Calthorpe Park				

FIXED ASSET REGISTER		FLEET TOWN COUNCIL		As at April 2020
ASSET TYPE	Audit Value	INSURANCE VALUE @ January 2020 (incs 3% uplift on previous years)	DATE OF PURCHASE / UPGRADE	COMMENT
Snake	£1,382	£1,683	01/02/2012	
Swan Seat	£1,382	£1,683	01/02/2012	
Swan Seat	£1,382	£1,683	01/02/2012	
Swan Planter	£4,152	£5,056	01/02/2012	
Grasshopper	£1,382	£1,683	01/02/2012	
Dragonfly	£1,382	£1,683	01/02/2012	
Defibrillator and cabinet (Cricket Club)	£3,812	£4,047	01/06/2017	Donated by Friends of Fleet Hospital
Wooden benches x 7	£2,450	£2,651	01/09/2017	
Bike hoops x 6	£234.96	£249.26	25/05/2017	
Edenbrook Play Area				
Toddler Pay Area	£1	£29,561	2014	Tfr ex HDC
Large Rope play	£1		2014	Tfr ex HDC
Slide and Rope Frame	£1		2014	Tfr ex HDC
Dome Swing	£1		2014	Tfr ex HDC
Small Slide Frame	£1		2014	Tfr ex HDC
Circular Spring Board	£1		2014	Tfr ex HDC
Bear Bin	£197	£209	29/03/2018	glasdon
Bear Bin	£197	£209	29/03/2018	glasdon
Junior Play Area	£1	£57,400	2014	Tfr ex HDC
Slide and Rope Frame	£1		2014	Tfr ex HDC
Dome Swing	£1		2014	Tfr ex HDC
Wooden Balance Bridge	£1		2014	Tfr ex HDC
Ground Dish	£1		2014	Tfr ex HDC
TOTAL	£182,314	£545,941		
SIGNAGE, BINS, SEATS, GOALPOSTS				
The Views				
14 seats	£1	£2,192	01/04/2010	Tfr ex HDC
5 New Bins	£1,031	£1,255	01.08.2012	Purchased New
Park Signs 2 large and 5 small signs	£1,021	£1,243	2013	Purchased New
Skatepark				
2 Disclaimer Signs	£1	£106	01/04/2010	Tfr ex HDC
2 Litter Bins	£1	£354	01/04/2010	Tfr ex HDC
4 New Bins	£672	£818	01.08.2012	Purchased New
Basingbourne Rec Ground				
Nature Sign	£1	£1,217	01/04/2010	Tfr ex HDC
4 Park Seats	£1	£2,923	01/04/2010	Tfr ex HDC
4 Bins	£1	£730	01/04/2010	Tfr ex HDC
8 New Bins	£1,400	£1,705	01.08.2012	Purchased New
2 x Goalposts padlocked to outside of pavilion	£1	£3,045	01.04.2010	Tfr ex HDC
Park Signs - 5 prk signs and 3 small signs	£1,783	£2,171	2013	Purchased New
Oakley Park				
7 benches and picnic table x1	£1	£1,827	01/04/2010	Tfr ex HDC
10 bins	£1	£366	01/04/2010	Tfr ex HDC

FIXED ASSET REGISTER		FLEET TOWN COUNCIL		As at April 2020
ASSET TYPE	Audit Value	INSURANCE VALUE @ January 2020 (incs 3% uplift on previous years)	DATE OF PURCHASE / UPGRADE	COMMENT
Goalposts and nets Locked to the ground	£1	£3,653	2010	Tfr ex HDC
4 Bins	£978	£1,191	01.08.2012	Purchased New
Park Signs - 4 large signs and 4 small signs	£1,556	£1,894	2013	Purchased New
9v9 Goal Posts	£816	£993	29.09.15	Purchased New
Picnic table x3			24/7/2017	Donated by Friends of Oakley Park
Ancells Farm				
3 Benches	£888	£993	28.08.14	Donated by Friends of Ancells Farm
2 Wooden Bridges	£2,389	£2,461	17/05/2019	Donated by Friends of Ancells Farm
Tree Seat	£1,000	£1,217	31/03/2011	Wicksteed
1 bench Seat	£1	£974	31/03/2011 Refurb	Tfr ex HDC - Refurb
2 Park Seats	£1	£1,462	31/03/2011 Refurb	Tfr ex HDC - Refurb
3 Seats concrete	£2,800	£3,289	2011	Donated 1/5/2011
Park Signs - 3 large and 3 small	£1,167	£1,421	2013	Purchased New
7 x wooden benches	£1	£3,410	01.04.2010	Tfr ex HDC
5 Bins	£1	£1,462	01.04.2010	Tfr ex HDC
12 Bins	£2,337	£2,846	01.08.2012	Purchased New
6 rubbing posts	£648	£667	11/04/2019	Donated by Friends of Ancells Farm
3 Wildlife Boards	£648	£667	12/04/2019	Donated by Friends of Ancells Farm
Park Signs 6 large signs	£1,848	£2,250	2013	Purchased New
EDENBROOK				
Junior area				
Signage x2	£1	£0	2014	Tfr ex HDC
Litter bins	£1	£0	2014	Tfr ex HDC
Seating	£1	£0	2014	Tfr ex HDC
Toddler area				
Signage x2	£1	£0	2014	Tfr ex HDC
Litter bins	£1	£0	2014	Tfr ex HDC
Cemetery				
3 Benches	£1	£1,026	Mar-Aug 2014	Donated (1 by Fleet Lions, 2 by Public)
Notice Boards	£599	£655	01/03/2016	
Memorial kerb stones	£2,040	£2,101	01/12/2018	Columbaria
Sanctums	£24,840	£25,585	01/12/2018	Columbaria
Bench	£9,000	£9,270	01/09/2018	Gaze Burvill
Town Centre				
Lakeside Benches x2	£2,326	£2,396	15/11/2019	Broxap - Lakeside Bench
Baltimore Cast Iron Bench x 23	£27,600	£34,066	April 2010 - Aug 2019	Town scape - see Bench Details - Town Centre
TOTAL	£92,979	£130,137		
CONTENTS				
Oakley Park Pavilion				
2 Tea tables	£1	£122	2010	Tfr ex HDC
8 Plastic Chairs	£1	£243	2010	Tfr ex HDC
Cups/Kettle/Cultery	£1	£62	2010	Tfr ex HDC

Mrs Janet Stanton
Fleet Town Council
1st Floor Office
The Harlington Centre
Fleet Road
Fleet
Hampshire
GU51 4BY

Local Council Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number	YLL-2720433893
Insured	Fleet Town Council
Business	Parish / Town Council
Period of Insurance	
From	01 st April 2020
To	31 st March 2021
and any other period for which cover has been agreed.	

Renewal Premium	£ 8,132.19
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Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Schedule Number	71236862
Long term agreement active until	01 st April 2022
Preparation Date	05 th May 2020



STATEMENT OF COUNCILLORS ATTENDANCE

AT

ORDINARY FULL COUNCIL MEETINGS 2019/2020

(10 meetings held)

Councillor Name	No of attendances	Apologies presented
Cllr Ashworth	5	4
Cllr Carpenter	8	0
Cllr Chenery	7	3
Cllr Einchcomb	10	n/a
Cllr Harrison (Williams)	10	n/a
Cllr Holt	10	n/a
Cllr Hope	6	2
Cllr Jasper	10	n/a
Cllr Kirkpatrick	4	1
Cllr Oliver	10	n/a
Cllr Pierce	8	0
Cllr Robinson	7	3
Cllr Schofield	10	n/a
Cllr Tilley	9	1
Cllr Wheale	8	1
Cllr Wildsmith	4	2
Cllr Woods	10	n/a
Cllr Wright	7	1



FLEET TOWN COUNCIL

Standing Orders

As at May 2020

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FLEET TOWN COUNCIL

Standing Orders

1. Meetings of Full Council and Committees

CORONA VIRUS PANDEMIC - April 2020 – Emergency Temporary Measures

- Meetings to be held via video (usually Microsoft Teams) for each Committee and Council Meeting during the COVID19 Crisis.
- Members of the public may “attend” the virtual meeting and will need to contact charlotte.benham@fleet-tc.gov.uk at least 24 hours before the meeting in order for access to be arranged.
- Questions or statements from the public will need to be emailed to charlotte.benham@fleet-tc.gov.uk at least 24 hours before the meeting.
- Documents to accompany the agenda for the meeting will all be placed on www.fleet-tc.gov.uk or can be accessed via the Members portal. Confidential documents will be emailed to all Fleet Town Councillors
- At the start of the meeting the Chairman will state the method of Voting to be used. It will be a recorded vote for all meetings. The two methods of voting are:
 - Verbally - when asked, the Member to give their name and state For, Against or Abstain or
 - Electronically - when asked, in the “Conversation” section of Microsoft Teams to type the Agenda Item Number and For, Against or Abstain.
- That all agendas are advertised on Fleet Town and Hart District Councils’ web sites.
- These measures are to be reviewed at each Council Meeting.

- a **Meetings do take place in the Harlington which is licensed for the supply of alcohol as this is the most practical venue to hold Council meetings. Alcohol however is not served in the part of the building when the meeting is taking place.**
- b **When calculating the 3 clear days for notice of a meeting to councillors and the public, the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning shall not count.**
- c **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public’s exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public’s exclusion.**
- d Subject to standing order 1(c) above, members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. This will be subject to the paragraphs below and will ordinarily occur during the time set aside for public participation at the beginning of the meeting.
- e The period of time [which is at the Chairman’s discretion] OR [which is designated for public participation in accordance with standing order 1(d) above] shall not exceed 15 minutes unless the Chairman wishes to use his discretion.
- f Subject to standing order 1(e) above, each member of the public is entitled to speak once only in respect of business itemised on the agenda and must hand a written copy of the question to the Town Clerk immediately before the meeting at the latest. The length of the question must not exceed

65 words. The total time for public participation shall not exceed 15 minutes.

- g In accordance with standing order 1(d) above, a question asked by a member of the public during a public participation session at a meeting shall not require a response or debate. The question will be included in the minutes.
- h In accordance with standing order 1(g) above. Questions will be answered in one of the following ways:
- When an answer can be given immediately, the answer will be included in the first draft of the minutes
 - When an answer requires research to be taken over a period of up to 4 weeks, the answer, as soon it is available, will be added to the draft minutes displayed on the Council website and will be included in the minutes adopted by the next following Council meeting
 - When an answer still cannot be answered by this Council meeting then an update will be included at item 3 on the next and every subsequent agenda, until an answer can be provided and will then be included in the next available set of minutes.
- i A summary record of a public participation session at a meeting shall be included in the minutes of that meeting.
- j Any person speaking at a meeting shall address his comments to the Chairman.
- k Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chairman shall direct the order of speaking.
- l A copy of the above Public Participation rules shall be placed in the public seating area at the Council meeting.
- m Subject to standing order 1(n), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- n A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- o In accordance with standing order 1(c) above, the press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- p Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman may in his absence be done by, to or before the Vice-Chairman (if any).**
- q The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**
- r Subject to model standing order 1 (t) below, all questions at a meeting shall be decided by a majority of the Councillors present and voting thereon.**
- s The Chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote. (See also standing orders 2 (h) and (i) below.)**
- t ~~Unless standing orders provide otherwise~~, Voting on any question, with the exception of Councillor co-option, shall be by a show of hands. Voting by Secret Ballot is permitted for the co-option of a councillor. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**

- t **The minutes of a meeting shall record the names of councillors present** and absent also the names of officers and visiting Councillors as well as the number of members of the public.
- u **The code of conduct adopted by the Council shall apply to councillors in respect of the entire meeting.**
- v **An interest arising from the code of conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes.** (*See also standing order 9 below.*)
- w **No business may be transacted at a meeting unless at least one third of the whole number of members of the Council / Committee are present and in no case shall the quorum of a meeting be less than 3.**
- x **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting.
- y Meetings shall not exceed a period of 3 hours.
- z The Chairman's decision as to the application of Standing Orders at meetings shall be final.
- aa A Councillor's failure to observe Standing Orders more than 3 times in one meeting may result in him being excluded from the meeting in accordance with Standing Order 12b.

2. Annual Council meetings

See also standing order 1 above

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new Councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.**
- e **The election of the Chairman and Vice-Chairman of the Council shall be the first business completed at the annual meeting of the Council.**
- f **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chairman of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the meeting until a successor Chairman of the**

Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.

- i In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.**
- j Following the election of the Chairman of the Council and Vice-Chairman of the Council at the Annual General Meeting of the Council, the order of business shall be as follows.**
 - i. In an election year, delivery by Councillors of their declarations of acceptance of office.
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council and to receive and note minutes of and/or to determine recommendations made by committees.
 - iii. Receipt of nominations to existing committees.
 - iv. Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them.
 - v. Review and adoption of appropriate standing orders (including Review of delegation arrangements and terms of reference to committees, sub-committees, employees and other local authorities) and financial regulations.in line with the requirement at SO 33b
 - vi. Review of representation on or work with external bodies and arrangements for reporting back.
 - vii. Review of inventory of land and assets including buildings and office equipment.
 - viii. Review and confirmation of arrangements for insurance cover in respect of all insured risks.
 - ix. Review of the Council's and/or employees' memberships of other bodies.
 - x. Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.

3 Extraordinary meetings

See also standing order 1 above

- a The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b If the Chairman of the Council does not or refuses to call an extraordinary meeting of the Council within 7 days of having been requested to do so by two Councillors, those two councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two Councillors.**
- c The Chairman of a committee (or a sub-committee) may convene an extraordinary meeting of the committee or sub-committee at any time.
- d If the Chairman of a committee (or a sub-committee) does not or refuses to call an extraordinary meeting within 7 days of having been requested by to do so by 2 councillors, those 2 councillors may convene an extraordinary meeting of a committee (or a sub-committee). The statutory public notice giving the time, venue and agenda for such a meeting must be signed by 2 councillors.

4. Preparation for Council meetings

- a. Agenda items are not to be debated if there is no supporting report or it is circulated less than three days prior to the meeting.
- b. Chairman should ensure that only items for which briefing papers have been circulated prior to the meeting are on the agenda.

- c. No financial approvals shall be given unless all relevant financial information is circulated at least three days prior to the meeting.
- d. Chairmen are to assume that all briefing papers have been read
- e. Members are responsible for reading all background papers prior to the meeting.

5. Motions requiring written notice

- a **In accordance with standing order 7(b)(iii), below no motion may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the Council's Proper Officer at least 7 clear days before the next meeting.**
- b The Proper Officer may, before including a motion in the agenda received in accordance with standing order 5(a) above, correct obvious grammatical or typographical errors in the wording of the motion.
- c If the Proper Officer considers the wording of a motion received in accordance with standing order 5(a) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer in clear and certain language at least 5 clear days before the meeting.
- d If the wording or nature of a proposed motion is considered unlawful or improper, the Proper Officer shall consult with the Chairman of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included or rejected in the agenda.
- e Having consulted the Chairman or councillors pursuant to standing order 5(d) above, the decision of the Proper Officer as to whether or not to include the motion in the agenda shall be final.
- f Notice of every motion received in accordance with the Council's standing orders shall be numbered in the order received and shall be entered in a book, which shall be open to inspection by all councillors.
- g Every motion rejected in accordance with the Council's standing orders shall be duly recorded with a note by the Proper Officer giving reasons for its rejection in a book for that purpose, which shall be open to inspection by all councillors.
- h Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.
- i All Submitted Motions must have a supporting report as per Standing Order 5a.

6. Motions not requiring written notice

- a Motions in respect of the following matters may be moved without written notice.
 - i. To appoint a person to preside at a meeting.
 - ii. To approve the absences of Councillors.
 - iii. To approve the accuracy of the minutes of the previous meeting.
 - iv. To correct an inaccuracy in the minutes of the previous meeting.
 - v. To dispose of business, if any, remaining from the last meeting.
 - vi. To alter the order of business on the agenda for reasons of urgency or expedience.
 - vii. To proceed to the next business on the agenda.
 - viii. To close or adjourn debate.
 - ix. To refer by formal delegation a matter to a committee or an employee.
 - x. To appoint a committee, sub-committee or working group or any councillors (including

substitutes) thereto.

- xi. To receive nominations to a committee sub-committee or working group
 - xii. To dissolve a committee, sub-committee or working group
 - xiii. To note the minutes of a meeting of a committee sub-committee or working group
 - xiv. To consider a report and/or recommendations made by a committee or a sub-committee or a Working Group or an employee.
 - xv. To consider a report and/or recommendations made by an employee, professional advisor, expert or consultant.
 - xvi. To authorise legal deeds signed by two councillors and witnessed.
(See standing orders 16 (a) and (b) below.)
 - xvii. To authorise the payment of monies up to £250.
 - xviii. To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.
 - xix. To extend the time limit for speeches.
 - xx. To exclude the press and public for all or part of a meeting.
 - xxi. To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct.
 - xxii. To give the consent of the Council if such consent is required by standing orders.
 - xxiii. To suspend any standing order except those which are mandatory by law.**
 - xxiv. To adjourn the meeting.
 - xxv. To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.
 - xxvi. To answer questions from councillors.
 - xxvii. To give dispensations to Councillors where appropriate (see 9)
- b If a motion falls within the terms of reference of a committee or sub-committee or within the delegated powers conferred on an employee, a referral of the same may be made to such committee or sub-committee or employee provided that the Chairman may direct for it to be dealt with at the present meeting for reasons of urgency or expedience.

7. Proper Officer

- a The Council's Proper Officer shall be The Town Clerk. The Deputy Town Clerk or other person duly authorised to so act during the Proper Officer's absence is appointed by the Council to undertake the role of the Proper Officer during the Proper Officer's absence. The Proper Officer and the Deputy Town Clerk or other duly authorised person appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in standing orders.
- b The Council's Proper Officer shall do the following.
 - i. Give notice to councillors confirming the time, date, venue and the agenda for a meeting by electronic delivery at least 3 clear days before a meeting provided any such email contains the electronic signature and title of the Proper Officer.
 - ii. **Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council or a meeting of a committee or a sub committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**
 - iii. Subject to standing orders 5a)–(e) above, include in the agenda all motions in the order received unless a councillor has given written notice at least 7 days before the meeting confirming his withdrawal of it.
 - iv. **Convene a meeting of full Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office, in accordance with standing order 7(b)i] and 7(b)ii] above.**

- v. Make available for inspection the minutes of meetings.
- vi. Receive and retain copies of byelaws made by other local authorities.**
- vii. Receive and retain declarations of acceptance of office from councillors.**
- viii. Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection.
- ix. Keep proper records required before and after meetings;
- x. Process all requests made under the Freedom of Information Act 2000 and Data Protection legislation, in accordance with and subject to the Council's procedures relating to the same.
- xi. Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
- xii. Manage the organisation, storage of and access to information held by the Council in paper and electronic form.
- xiii. Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations.
- xiv. Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.

8. Rules of debate

- a Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the Chairman's direction for reasons of expedience.
- b Subject to standing orders 5(a)–(e) above, a motion shall not be considered unless it has been proposed and seconded.
- c Subject to standing order 7(b)(iii) above, a motion included in an agenda not moved by the Councillor who tabled it, may be treated as withdrawn.
- d A motion to amend an original or substantive motion shall not be considered unless proper notice has been given after the original or substantive motion has been seconded and notice of such amendment, shall, if required by the Chairman, be reduced to writing and handed to the Chairman who shall determine the order in which they are considered.
- e A Councillor may move amendments to his own motion. If a motion has already been seconded, an amendment to it shall be with the consent of the seconder.
- f Any amendment to a motion shall be either:
 - i. to leave out words;
 - ii. to add words;
 - iii. to leave out words and add other words.
- g A proposed **and not** carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration.
- h Only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman. No further amendment to a motion shall be moved until the previous amendment has been disposed of.
- i Subject to Standing Order 5(h) above, one or more amendments may be discussed together if the Chairman considers this expedient but shall be voted upon separately.
- j Pursuant to standing order 5(h) above, the number of amendments to an original or substantive motion, which may be moved by a Councillor, is limited to one.
- k If an amendment is not carried, other amendments shall be moved in the order directed by the Chairman.
- l If an amendment is carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.

- m The mover of a motion or the mover of an amendment shall have a right of reply, not exceeding 3 minutes.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of debate and immediately before it is put to the vote.
- o Subject to standing orders 8 (m) and (n) above, a Councillor may not speak further in respect of any one motion except to speak once on an amendment moved by another Councillor or to make a point of order or to give a personal explanation.
- p During the debate of a motion, a Councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the standing order which he considers has been breached or specify the irregularity in the meeting he is concerned by.
- q A point of order shall be decided by the Chairman and his decision shall be final.
- r With the consent of the seconder and/or of the meeting, a motion or amendment may be withdrawn by the proposer. A Councillor shall not speak upon the said motion or amendment unless permission for the withdrawal of the motion or amendment has been refused.
- s Subject to standing order 8(o) above, when a Councillor's motion is under debate no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be silent or for him to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting;
 - ix. To suspend any standing order, except those which are mandatory.
- t In respect of standing order 8 (s)(iv) above, the Chairman shall first be satisfied that the motion has been sufficiently debated before being put to the vote. The Chairman shall call upon the mover of the motion under debate to exercise or waive his right of reply and shall put the motion to the vote after that right has been exercised or waived. The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption.

9. Code of conduct (England)

See also standing orders 1(v)–(w) above

All Councillors shall observe the code of conduct adopted by the Council.

- a All Councillors shall undertake training in the code of conduct within 6 months of the delivery of their declaration of acceptance of office.
- b. It is a criminal offence for a member to participate and vote at a meeting on a matter which he / she is deemed to have a disclosable pecuniary interest. If a member is unsure as to whether they hold a disclosable pecuniary interest in a matter they should first seek advice from the clerk well in advance of the meeting. If they feel they have a disclosable pecuniary interest then the Council will have to approve a dispensation prior to participating in the item at the meeting. Details of the dispensation will be recorded in the minutes.
- c. Where a member has a disclosable pecuniary interest in a matter he / she will leave the room whilst the matter is being discussed unless they have been given a dispensation as per 9(b).

10. Questions

- a A Councillor may seek an answer to a question concerning any business of the Council provided 5 clear days notice of the question has been given to the Proper Officer.

- b Every question shall be put and answered without discussion.

11. Minutes

- a If a copy of the draft minutes of a preceding meeting has been circulated to Councillors no later than the day of service of the summons to attend the scheduled meeting they shall be taken as read.
- b No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be raised in accordance with standing order 6(a)(iv) above.
- c Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the Chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The Chairman of this meeting does not believe that the minutes of the meeting of the [Full Council OR [] Committee] held on [date] in respect of [item] were a correct record but his view was not upheld by the majority of the [Full Council OR [] Committee] and the minutes are confirmed as an accurate record of the proceedings.”
- e Upon a resolution which confirms the accuracy of the minutes of a meeting, any previous draft minutes or recordings of the meeting shall be destroyed.

12. Disorderly conduct

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.
- b If, in the opinion of the Chairman, there has been a breach of standing order 12(a) above, the Chairman shall express that opinion and thereafter any Councillor (including the Chairman) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put forthwith and without discussion.
- c If a resolution made in accordance with standing order 12(b) above, is disobeyed, the Chairman may take such further steps as may reasonably be necessary to enforce it and/or he may adjourn the meeting.

13. Rescission of previous resolutions

- a A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least two-thirds of the members of the Council, or committee or by a motion moved in pursuance of the report or recommendation of a committee.
- b When a special motion or any other motion moved pursuant to standing order 13(a) above has been disposed of, no similar motion may be moved within a further 6 months.

14. Voting on appointments

- a Where more than 2 persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chairman's casting vote.

15. Expenditure

- a Any expenditure incurred by the Council shall be in accordance with the Council's Financial Regulations.
- b **The Council's financial regulations shall be reviewed once a year.**
- c **The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.**

16. Execution of legal deeds

See also standing order 6(a)(xvi) above

- a A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.
- b **In accordance with a resolution made under standing order 16(a) above, any two members of the Council, may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

17. Committees

See also standing order 1 above

- a The Council may, at its annual meeting, appoint standing committees and may at any other time appoint such other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. may permit committees to determine the dates of their meetings;
 - iii. shall appoint and determine the term of office of Councillor or non-Councillor members of such a committee (unless it is a committee which regulates and controls the finances of the Council);
 - iv. may in accordance with standing orders, dissolve a committee at any time.

18. Sub Committees

See also standing order 1 above

- a Unless there is a Council resolution to the contrary, every committee may appoint a sub committee whose terms of reference and members shall be determined by resolution of the committee.

19. Working Groups

See also standing order 1 above

- a The Council or committees may appoint Working Groups comprised of a number of Councillors and non-councillors.
- b Working Groups and any sub-Working Group may consist wholly of persons who are non-councillors.
- c Officers will not generally be required to attend Working Groups unless deemed necessary.
- d Working Groups only have power to investigate and report, unless otherwise delegated.

20. Accounts and Financial Statement

- a All payments by the Council shall be authorised, approved and paid in accordance with the Council's Financial Regulations, which shall be reviewed at least annually.
- b The Responsible Financial Officer shall supply to each Councillor as soon as practicable after 31 March, 30 June, 30 September and 31 December in each year a statement summarising the Council's receipts and payments for the each quarter and the balances held at the end of a quarter. This statement should include a comparison with the budget for the financial year. A Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for a year to 31 March shall be presented to each Councillor before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit), including the annual governance statement, shall be presented to Council for formal approval before 30 June.

21. Estimates/precepts

- a **The Council shall approve written estimates for the coming financial year** at its meeting before the end of January.
- b Any committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than the 30th September.

22. Canvassing of and recommendations by Councillors

- a Canvassing Councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.
- b A Councillor or a member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
- c This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

23. Inspection of documents

- a Subject to standing orders to the contrary or in respect of matters which are confidential, a Councillor may, for the purpose of his official duties (but not otherwise), inspect any document in the possession of the Council or a committee or a sub-committee, and request a copy for the same purpose. The minutes of meetings of the Council, its committees or sub-committees shall be available for inspection by Councillors.

24. Unauthorised activities

- a Unless authorised by a resolution, no individual Councillor shall in the name or on behalf of the Council, a committee or a sub-committee:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

25. Confidential business

- a Councillors and employees shall not disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature.
- b A Councillor in breach of the provisions of standing order 25(a) above may be removed from a committee or a sub-committee by a resolution of the Council.

26. General power of competence

- a **The General Power of Competence (GPC) allows eligible local Councils “the power to do anything that individuals generally may do” as long as they don’t break other laws. This is the power of “first resort”.**

Eligibility criteria

Two thirds of the Council must be elected (even if the election was not contested) For Fleet Town Council this is 12 members.

The Clerk must hold the CiLCA qualification, including the GPC qualification.

- b **The Council is then required to revisit that decision and make a new resolution at every ‘relevant’ annual meeting of the Council to confirm that it still meets the criteria (if it does). (i.e. a ‘relevant’ annual meeting is the annual meeting of the Council after the ordinary election that normally take place every four years.)**

27. Matters affecting Council employees

- a If a meeting considers any matter personal to a Council employee, it shall not be considered until the Council OR the establishment committee has decided whether or not the press and public shall be excluded pursuant to standing order 1(c) above.
- b Subject to the Council's policy regarding absences from work, the Council's most senior employee shall notify the Chairman, in his absence, the Vice-Chairman of any absence occasioned by illness or urgency and that person shall report such absence to the Council at its next meeting if the absence is for more than 5 days.
- c The Chairman of the Council and the Chairman of Establishment Committee shall in accordance with the Councils Appraisals system conduct a review of the performance and/or appraisal of The Town Clerk and shall keep a written record of it. The review and/or appraisal shall be reported back and shall be subject to approval by resolution by Policy and Finance Committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior employee (or other employees) shall contact the Chairman or in his absence, the Vice-Chairman in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of Establishment committee
- e Subject to the Council's policy regarding the handling of grievance and disciplinary matters, if an informal or formal grievance matter raised by The Town Clerk relates to the Chairman or Vice-Chairman of the Finance and Policy committee, this shall be communicated to another member of the Finance and Policy committee, which shall be reported back and progressed by resolution of the council.
- f Any persons responsible for all or part of the management of Council employees shall keep written records of all meetings relating to their performance, and capabilities, grievance and disciplinary matters.
- g The Council shall keep written records relating to employees secure. All paper records shall be secured under lock and electronic records shall be password protected.
- h Records documenting reasons for an employee's absence due to ill health or details of a medical condition shall be made available only to those persons with responsibility for the same.
- i Only persons with line management responsibilities shall have access to employee records referred to in standing orders 27(g) and (h) above if so justified.
- j Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 27(g) and (h) above shall be provided only to The Town Clerk

and/or the Chairman of the Council OR the Chairman of the Finance and Policy committee.

28. Responsibilities to provide information

See also standing order 29

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. **[If gross annual income or expenditure (whichever is higher) does not exceed £25,000] The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

OR

[If gross annual income or expenditure (whichever is the higher) exceeds £200,000] The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

29. Management of Information

See also standing order 30

- a. **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

30. Responsibilities under data protection legislation

(Below is not an exclusive list).

See also standing order 29.

- a **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- b **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- c **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**

- d **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- e **The Council shall maintain a written record of its processing activities.**

31. Freedom of Information Act 2000

- a All requests for information held by the Council shall be processed in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000.
- b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chairman of the Finance and Policy committee. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000 including exercising the powers of the Proper Officer in respect of Freedom of Information requests set out under standing order 7(b)(x) above.

32. Relations with the press/media

- a All requests from the press or other media for an oral or written statement or comment from the Council shall be processed in accordance with the Council's policy in respect of dealing with the press and/or other media.
- b In accordance with the Council's policy in respect to dealing with the press and/or other media, councillors shall not, in their official capacity, provide oral or written statements or written articles to the press or other media.

33. Liaison with District and County Councillors

- a An invitation to attend a meeting of the Council shall be sent electronically, together with the agenda, to the Councillors of the District or County Council representing its electoral wards.
- b Unless the Council otherwise orders, a copy of each letter sent to the District or County Council shall be sent electronically to the District or County Councillor representing its electoral ward.
- c District and County Councillors may participate in Council meetings at the discretion of the Chairman.

34. Financial matters

- a The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the accounting records and systems of internal control;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor, which shall be required at least annually;
 - iv. the inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payments;
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 34(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a**

requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.

- d Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer or Deputy Town Clerk or other duly appointed person in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

35. Allegations of breaches of the code of conduct

All allegations of breaches of the Code of Conduct will be forwarded to the Monitoring Officer to investigate and deal with the complaint.

36. Variation, revocation and suspension of standing orders

- a Any or every part of the standing orders, except those which are **mandatory by law**, which are highlighted in bold, may be suspended by resolution of at least two-thirds of the councillors at a meeting in relation to any specific item of business
- b A motion to permanently add to or to vary or to revoke one or more of the Council's Standing

Orders not mandatory by law shall not be carried unless two-thirds of the councillors at a meeting of the Council vote in favour of the same.

37. Standing Orders to be given to Councillors

- a The Proper Officer shall provide a copy of the Council's Standing Orders to a Councillor upon delivery of his declaration of acceptance of office.

38. Delegation and terms of reference to the Planning Committee

- a. To consider and respond to all applications for planning permission and planning appeals referred to Town Council by Local Planning Authorities
- b. To consider all matters relating to Listed Building Consents, Buildings of Special Architectural Interest, Historic Buildings and the Conservation Areas;
- c. To identify, comment upon, and refer to the relevant authorities any matters considered to be in breach of planning permission;
- d. To consider and comment on all planning matters relating to the Town of Fleet and advise the District and Town Council as necessary;
- e. To comment upon and monitor Tree Applications, Tree Preservation Orders and to seek approval for further TPOs if deemed necessary;
- f. To commit to engage with residents and developers for pre-application consultation.
- g. To actively promote the needs of the Town for s106 contributions
- h. To consider and comment on all planning policy matters relating to the town of Fleet and provide recommendations for report to the Town Council.
- i. To respond to all relevant consultation documents relating to planning policy and associated matters.
- j. Facilitate the development of a Neighbourhood Plan for approval by the whole council and review at least every five years.

39. Delegation and terms of reference to Policy and Finance Committee

- a. To regulate, manage and control the finance and resources of the Town Council, including the recommendation to Town Council of the annual budgets and precept within the Council's Financial Regulations;
- b. To review the expenditure on capital schemes and all budgets set by the Council;
- c. To provide guidance to Committees and Council on overall levels of income and expenditure, and the financial implication of its policies;
- d. To ensure that an adequate and effective system of internal control is in place to secure the integrity of finances and any other information;
- e. To ensure the preservation of probity and good financial and other practices within the Council;
- f. To consider and take appropriate action on all reports arising from both internal and external auditors;

- g. On the recommendation of the Risk Working Group, to take steps to identify and update key risks facing the Council, and to recommend to council appropriate measures to avoid, reduce or control those risks or their consequences including the provision of insurance cover
- h. To review quarterly performance against budget and take any necessary action
- i. To consider and where appropriate, authorise any requests for supplementary expenditure from spending committees, providing it falls within the overall approved Council budget and excluding General Reserves which must be authorised by Council
- j. To manage the central administration budget.
- k. To agree grants to organisations making a contribution to the local community in accordance with Grants Policy
- l. To keep the Council's policies and procedures under review in accordance with the Councils Policy timetable and adopt all new policies as and when required.

40. Delegation and terms of reference to Recreation Leisure and Amenities Committee

- a. Oversee the management and improvement of the Council's recreational facilities
- b. To oversee the management of Fleet Cemetery.
- c. Agree and monitor contracts for the maintenance of the Council's facilities
- d. Recommend fees for the use of the Council's facilities
- e. Oversee the maintenance of recreation grounds (Including children's play areas), recreational and amenity areas
- f. Review regular inspection of recreation ground equipment by an outside agency.
- g. To consult with interest groups and Fleet residents about matters within the committee's remit.
- h. To approve first time event applications.

41. Delegation to the Establishment Committee

- a. To set the level of staff resources together with matters relating to terms and conditions of employment, and level of salary within budgetary limits and guidelines.
- b. To ensure the Council complies with all legislative requirements relating to the employment of staff.
 - i. To advertise, interview and negotiate acceptable terms and conditions and
 - ii. make recommendations to employ the Senior Officer positions including Town Clerk and Senior Line Managers. For the sake of clarity all other positions shall be appointed by The Town Clerk or the Harlington General Manager as appropriate in accordance with the staffing resources, terms and conditions and salary levels determined by the Policy and Finance Committee and within budgetary provision.
- c. All members of the Establishment Committee must be members of the Town Council. The maximum number of this committee shall be 8, including ex-officio members, so that there remains a pool of other councillors from whom 3 can be selected for any employment appeal hearing.
- d. To hear and resolve Grievance and Disciplinary hearing appeals.
- e. To agree annual bonuses in line with Council policy and contracts of employment

- f to recommend annual pay reviews to be incorporated into annual budgets
- g To develop policies related to the employment of staff

42. Delegation to The Town Clerk

- a. To act as the Councils Proper Officer wherever referred to.
- b. Power to spend all Council Budgets, and to delegate these to appropriate staff, within the limitations of the Council's Financial Regulations.
- c. Responsibility to manage all those employees who undertake Town Council (as opposed to The Harlington) functions
- d. Responsibility for the day to day management of The Councils facilities, finances and assets, Health and Safety except for The Harlington and Ancells Farm Community Centre.
- e. To make appropriate Grant Applications to support the Councils Capital programme and service delivery.
- f. To appoint all employees who carry out the Town Council function save for Senior Line Managers
- g. To deal with all Freedom of information Act requests in accordance with Legislation and Council Policy.
- h. Grant permission for event applications in line with Council Policy where it is a repeat application or a minor event.
- i. Power to grant block dispensations as per item 9 Code of Conduct.

43. Delegation to The Harlington and Ancells Farm Community Centre General Manager

- a. Responsibility to appoint and manage employees who carry out The Harlington and Ancells Farm Community Centre (as opposed to the Town Council) function
- b. Responsibility for the day to day management and Health and Safety of The Harlington and Ancells Farm Community Centre Facilities.



FLEET TOWN COUNCIL

FINANCIAL REGULATIONS

1. GENERAL

- 1.1 These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of financial control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk and for the prevention and detection of fraud and corruption. These financial regulations are designed to demonstrate how the council meets these responsibilities.
- 1.2 The Town Clerk is the Proper Officer of the Town Council for the purpose of Section 112 of the Local Government Act 1972, and is also the Responsible Financial Officer (RFO) for the purpose of Section 151 of the same Act. The RFO, acting under the policy direction of the Council, shall administer the Council's financial affairs in accordance with proper practices. The RFO shall determine on behalf of the council its accounting records, and accounting control systems. The RFO shall ensure that the accounting control systems are observed and that the accounting records of the council are maintained and kept up to date in accordance with proper practice.
- 1.3 In the event that the Town Clerk is unable to fulfil these responsibilities owing to illness or other cause the Deputy Town Clerk or other duly authorised person shall be the appointed Proper Officer and RFO.
- 1.4 At least once a year, prior to approving the annual return, the Council shall conduct a review of the effectiveness of its system of internal control which shall be in accordance with proper practice.
- 1.5 In these financial regulations, references to the Accounts and Audit Regulations shall mean the Regulations issued under the provisions of section 27 of the Audit Commission Act 1998 or other regulations then in force.
- 1.6 In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in Governance and Accountability in local Councils in England and Wales – a Practitioners' Guide which is published jointly by NALC and SLCC and updated from time to time.

2. ANNUAL ESTIMATES (BUDGET)

- 2.1 Officers shall formulate and submit proposals to the Policy and Finance Committee in respect of revenue and capital including the use of reserves and sources of funding for the following financial year not later than the end of October each year.
- 2.2 Detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the year shall be prepared each year by the RFO in the form of a budget to be considered by the council.
- 2.3 The Council shall review the budget not later than the end of January each year and shall fix the Precept to be levied for the ensuing financial year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved budget.
- 2.4 The annual budgets shall form the basis of financial control for the ensuing year.
- 2.5 The Council shall consider the need for and shall have regard to a three-year forecast of Revenue and Capital Receipts and Payments which may be prepared at the same time as the annual Budget.

3 BUDGETARY CONTROL

3.1 Budget and Responsibilities

Policy and Finance		Recreation Leisure and Amenities				Full Council	
The Town Clerk Administration		Harlington General Manager		The Town Clerk Open Spaces and Parks		The Town Clerk Harlington Development	
Cost Centres		Cost Centres		Cost Centres		Cost Centres	
101	Central Admin	200	General	301	Open Spaces	160	New Harlington Dev.
		201	Events	208	AF Park		
105	Civic & Democratic	202	Coffee Shop	310	Calthorpe Park		
		203	The Point	315	Oakley Park		
110	Grants	204	Building	320	B/bourne Pk		
115	Precept	205	AFCC	325	The Views		
150	Events			330	Edenbrook		
475	Lengthsman			350	Cemetery		
900	Ear Marked Reserves??						

- 3.1.1 No expenditure may be incurred that will exceed the amount provided in the budget for that Committees expenditure.
- 3.1.2 The RFO shall regularly provide the Policy and Finance Committee with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the

appropriate date against that planned as shown in the budget and year end projections. These statements are to be prepared at least at the end of each financial quarter.

3.2 Financial Authorities.

- 3.2.1 The clerk is authorised to spend all budgeted items to deliver the smooth running of the Council
- 3.2.2 The General Manager may spend, without further authorisation, any amount within budget that falls within the Harlington cost centres 200-205.
- 3.2.3 The Clerk and General Manager are authorised to manage the items within a cost centre provided it does not exceed the net cost centre total.
- 3.2.4. The Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision subject to a limit of £1000. The Clerk shall report the action to the Council as soon as practicable thereafter.
- 3.2.5. The Clerk may arrange in consultation with the Chairman of the Council, to effect an emergency repair to an unlimited amount on any matter which carries a high risk to staff or members of the public, or a high risk in relation to loss of assets.

4. ACCOUNTING AND AUDIT

- 4.1 All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 4.2 The RFO shall complete the annual financial statements of the Council, including the Council's annual return, as soon as practicable after the end of the financial year and shall submit them and report thereon to the Council.
- 4.3 The RFO shall complete the Accounts of the Council contained in the Annual Governance and Accountability Return (AGAR) (as supplied by the Auditor appointed from time to time by the Audit Commission) and shall submit the AGAR for approval and authorisation by the Council within the timescales set by the Accounts and Audit Regulations.
- 4.4 The RFO shall ensure that there is adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with proper practice. Any officer or member of the Council shall, if the RFO or Internal Auditor requires, make available such documents of the Council which appear to the RFO or Internal Auditor to be necessary for the purpose of the internal audit and shall supply the RFO or Internal Auditor with such information and explanation as the RFO or Internal Auditor considers necessary for that purpose.
- 4.5 The Internal Auditor shall be appointed by and shall carry out the work required by the council in accordance with proper practices. The Internal Auditor, who shall be competent and independent of the operations of the Council, shall report to Council in writing, or in person, on a regular basis with a minimum of one annual written report in respect of each financial year. In order to demonstrate objectivity and independence, the internal auditor shall be free from

any conflicts of interest and have no involvement in the financial decision making, management or control of the council.

- 4.6 The RFO shall make arrangements for the opportunity for inspection of the accounts, books, and vouchers and for the display or publication of any Notices and statements of account required by Audit Commission Act 1998 and the Accounts and Audit Regulations.
- 4.7 The RFO shall, as soon as practicable, bring to the attention of all councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative matter.

5. BANKING ARRANGEMENTS AND CHEQUES

- 5.1 The Council's banking arrangements, including the Bank Mandate, shall be made by the RFO and approved by the Policy and Finance Committee. They shall be regularly reviewed for efficiency.
- 5.2 A schedule of the payments required, forming part of the Agenda for the Meeting shall be prepared by the RFO and, together with the relevant invoices, be presented to the Audit working group or the nominated councillor. If the schedule is in order it shall be initialled by the Chairman of the Audit working group or the nominated councillor and shall subsequently be authorised by a resolution of the Policy and Finance Committee and if more appropriate the detail may be shown in the Minutes of the Meeting.
- 5.3 Cheques drawn on the bank account in accordance with the schedule referred to in paragraph 5.2 or in accordance with paragraph 6.4 shall be signed by two members of Council.
- 5.4 To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the list of Purchase Ledger - Cheques Printed.

6 PAYMENT OF ACCOUNTS

- 6.1 **Payments shall be effected electronically and by cheque or other order drawn on the Council's bankers**

Electronic payments will be made by BACS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made.

- 6.2 All invoices for payment shall be examined, verified and certified by the RFO. The RFO shall satisfy him/herself that the work, goods or services to which the invoice relates shall have been received, carried out, examined and approved.
- 6.3 The RFO shall examine invoices in relation to arithmetic accuracy and shall allocate them to the appropriate expenditure heading. The RFO shall take all steps to settle all invoices submitted, and which are in order, within 14 days of receipt.
- 6.4 The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
- a) A cash float of up to £100 for the administrative office and up to £2,500 for the Harlington for the purpose of defraying operational and other expenses and

floats. Vouchers for payments made from petty cash shall be kept to substantiate the payment.

- b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
- c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council under 5.2 above.

6.5 If thought appropriate by the Policy & Finance Committee, payment for utility supplies (energy, telephone and water) may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to council as made.

6.6 **COVID 19 Pandemic Emergency Temporary Measures**

The following measures will be invoked to ensure suppliers are paid during the Pandemic:

- Invoices will be scanned and sent via email to signatories of the Bank together with the Purchase ledger showing the list of payments to be made and the BACs payment schedule.
- 2 Bank Signatories will check the invoices against the Purchase Ledger report and BACS payment schedule; using the security device provided by the Bank they will authorise the payment electronically. An email should then be sent confirming the authorisation.

These measures are to be reviewed monthly at each Council Meeting until no longer required.

7 **PAYMENT OF SALARIES**

7.1 As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salaries shall be as agreed by the Establishment Committee.

7.2 Payment of salaries and payment of deductions from salary such as may be made for tax, national insurance and pension contributions, may be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts.

8 **LOANS AND INVESTMENTS**

8.1 All loans and investments shall be negotiated in the name of the Council and shall be for a set period.

8.2 The Council should diversify its risk away from all funds being held in one institution.

8.3 All investments of money under the control of the Council shall be in the name of the Council.

8.4 The Council's investment strategy is to secure maximum interest from interest bearing accounts taking into account 8.2 above.

8.5 All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The terms and conditions of borrowings shall be reviewed at least annually.

8.6 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

9 INCOME

9.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.

9.2 The Appropriate Committee will review all fees and charges annually, following a report of the Clerk.

9.3 Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.

9.4 All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.

9.5 The origin of each receipt shall be entered on the paying-in slip.

9.6 Personal cheques shall not be cashed out of money held on behalf of the Council.

9.7 The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least quarterly.

9.8 Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10 ORDERS FOR WORK, GOODS AND SERVICES

10.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2 Order books shall be controlled by the RFO.

10.3 All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining two or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11 (l) below.

11 CONTRACTS

11.1 Procedures as to contracts are laid down as follows:

(a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that these regulations shall not apply to contracts which relate to items (i) to (vi) below:

(i) for the supply of gas, electricity, water, sewerage and telephone services;

- (ii) for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - (iii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - (iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - (v) for additional audit work of the external Auditor up to an estimated value of £500
 - (vi) for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.
- (b) Where it is intended to enter into a contract exceeding £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall use www.contractsfinder.service.gov.uk.
- (c) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- (d) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk. Each tendering firm shall be supplied with a tender for that contract.
- (e) All returned tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of Council.
- (f) If less than three tenders are received for contracts above £25,000 the Council may accept the lowest tender or seek further tenders.
- (g) When it is to enter into a contract less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £500 the Clerk shall obtain more than one quote if it is deemed necessary.
- (h) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- (i) Where the value of a contract is likely to exceed **£189,330** (or other threshold specified by the Office of Government Commerce from time to time the Council must consider whether the Public Contracts Regulations 2015 and Utilities Contracts Regulations 2016 (apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules.
For construction works above **£4,733,252** must be advertised in the Official Journal of the European Union (OJEU) even if the contracts are not covered by the European procurement regulations, their general principles should be followed.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.
- 12.3 Subject to de minimus levels, any variation to a contract or addition to or omission from a contract must be approved by the Clerk (in Consultation with the Chairman of Policy & Finance) to the Contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

13 STORES AND EQUIPMENT

- 13.1 The officer shall be accountable for the care and custody of stores and equipment within their designated section.
- 13.2 Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3 Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4 The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14 ASSETS, PROPERTIES AND ESTATES

- 14.1 The Clerk shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council. The RFO shall ensure a record is maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2 No property shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250
- 14.3 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15 INSURANCE

- 15.1 Following the annual risk assessment (per Financial Regulation 17), the RFO in consultation with the Deputy Clerk or other duly authorised officer shall effect all insurances and negotiate all claims on the Council's insurers.
- 15.2 The RFO shall give prompt notification to the Council of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.

- 15.4 The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.
- 15.5 All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council.

16 CHARITIES

- 16.1 Where the Council is sole trustee of a Charitable body the Clerk shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

17 RISK MANAGEMENT

- 17.1 The council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the Policy & Finance Committee, a risk management register / policy in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Policy and Finance Committee at least annually.
- 17.2 When considering any new activity, on the recommendation of the Risk Working Group to the Policy and Finance Committee for onward recommendation to Full Council, the Clerk and RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption.

18 REVISION OF FINANCIAL REGULATIONS

- 18.1 It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The RFO shall make arrangements to monitor changes in legislation or proper practices and shall advise the Policy and Finance Committee of any requirement for a consequential amendment to these financial regulations.

COUNCIL MEETING
Wednesday 13 May, 2020

OFFICER: Janet Stanton

DATE: 20 April 2020

SUBJECT: Corona Virus Update Report

I am pleased to be able to report, that to date, thankfully no FTC staff, Councillors or (to the best of our knowledge) their families have contracted the COVID19 virus.

Since the outbreak of COVID 19, there have been many actions and changes made to ensure the continued operation of Fleet Town Council during this crisis.

1. Prior to the closure of the Harlington, permanent hand sanitising units were installed at all the entrances to The Harlington, and additional cleaning took place several times a day in the building.
2. All permanent staff, with the exception of the Harlington Duty Managers, have been working at home since 23 March in line with Government Guidance. However, there was a shortage of resources for this purpose as the Council is not equipped for staff to work at home. However, by purchasing one additional lap top, two mobile phones, an additional answering machine, resurrecting several very old lap tops and staff being willing to use their own home computers, this has now been achieved with everyone working in their home environment.
3. Every element of the FTC / Harlington 's operations during this close down has been reviewed in order to achieve the maximum savings to offset some of the loss of income during this crisis.
4. A new financial procedure has been put in place to ensure that suppliers can be paid during the COVID19 outbreak. This procedure was approved by the Chairman of the Policy & Finance Committee and, with Councillors Holt and Woods help, has been working very satisfactorily.
5. During this close down period, other duties in the building to include decorating and refurbishing the bar area have been undertaken by the duty managers and bar/catering manager as they are limited to the tasks they can carry out from home. Rotas have been designed so that a duty manager is present during the majority of office hours to give staff members working from home the ability to access the building should they need to and amended hours to cover blood donation sessions, which are still running in line with Government and NHS requests. Rotas have kept staff members separated as far as possible and social distancing has been observed where necessary."
6. Regrettably the telephone system at the Harlington is very old and it is not possible to directly transfer callers to a mobile. It had been the intention to update the telephone system once there was either a new or refurbished Harlington. To solve this problem, answering machines have been linked to both the FTC and Harlington telephone numbers with a message directing callers to ring a mobile number which is answered during the normal reception/Box Office hours of the FTC and Harlington.
7. The Facilities and Open Spaces Manager is regularly monitoring all the FTC Open Spaces and Buildings. At the start of the Lockdown, the officer had to take all the play equipment out of action and put up

signage in all the parks with advice on social distancing. Regrettably, as soon as the signage was being put up, it was being taken down but thankfully most people now understand the Government's message.

8. The Grounds Maintenance Teams have continued to maintain all the Parks, Open Spaces and particularly the Cemetery to a very high standard whilst maintaining social distancing.
9. Based on Government Guidance, Fleet Cemetery did close between 4 and 6 April whilst clarification was sought by the ICCM on behalf of its membership on the need for cemetery closures. Thankfully, the government, after being lobbied, clarified the wording which now allows stand alone cemeteries to be open to the public provided they follow the Governments guidance on social distancing etc.
10. To date there have been no COVID 19 related burials at Fleet Cemetery. Each week FTC is required to report to HCC on the number of burials which have taken place and the capacity of the cemetery. This is to ensure that there is always capacity within the county.
11. All shows and events at The Harlington are being gradually cancelled month by month, with all up to the end of May confirmed. Cancellation to the end of June is currently taking place. This will be reviewed on a month by month basis or as more information is made available by the Government. All room bookings (other than blood donors) are cancelled until further notice.
12. New Government legislation states that any Council or Committee Meetings held during the COVID 19 Crisis period must be held remotely. The public must be able to "virtually" attend the meeting and there still needs to be the ability to have a Confidential Part at each meeting. It is the intention for FTC to use Microsoft Teams for its meetings.
13. All staff and most Councillors have now been set up to use Microsoft Teams. Although all staff and Members have Microsoft 365, problems have occurred as Members have a wide range of IT equipment and the solutions are all different. One member of staff has spent over a week trying to ensure that all Members have the ability to access Microsoft Teams in readiness for Council and Committee Meetings.
14. In mid-March FTC offered support to HDC and HVA with a view to helping support local residents during the crisis. In April, on behalf of HDC/HVA, officers have been in contact with Fleet residents who have applied to be volunteers.
15. FTC is supporting the efforts of Fleet Phoenix by providing free use of The Point for their food distribution venture.
16. Although the Fleet Link Community Bus Service, part funded by FTC, has been suspended during this crisis, they are continuing to support their customers with shopping and prescription deliveries. Ways of transporting individual customers to their hospital / doctor's appointments whilst observing social distancing measures to protect both the driver and the patient are being looked into.
17. Retail, Hospitality and Leisure Grant Funding s has been applied for from HDC due to the loss of income as a result of the cancellation of shows/ events and closure of The Harlington as result of government advice on social distancing and mass gatherings.
18. Interpreting the Government Guidance on Furloughing for Local Authorities, it is believed that zero hours and some permanent staff who are not able to work from home can be furloughed. These staff work exclusively for The Harlington's commercial element of the Council's operations and paid from the income received from the commercial shows and events. The staff concerned have been notified and furloughed until the end of May. This will be reviewed against any further advice from the Government to local authorities at the end of May and again at the end of June.

COUNCIL MEETING

Wednesday 13 May 2020

OFFICER: Janet Stanton
DATE: 6 May 2020
SUBJECT: Clerk's Report

1. Year End Accounts

The 2019-2020 Year End Accounts have now been finalised and a full report on the final outcome will be taken to Policy & Finance later in the month. Finalising the accounts remotely proved to be extremely difficult and slow. However, thanks to the great team effort of the staff working from this was achieved.

2. Resignation

Ruth Ashworth representing Fleet Central has decided to stand down as a Fleet Town Councillor for personal reasons. Out thanks go to Ruth for the time she has given to the Council in support of the town's residents of Fleet.

Clarification has now been sought from the Democratic Services Officer at HDC regarding advertising the vacancy.

3. Internal Audit

The internal Auditor's final year end visit will take place on Wednesday 13 March. This will be completed on site adhering to the Government's Guidelines on social distancing.