



THE FLEET TOWN COUNCIL NOTICE OF MEETING

Notice is hereby given of

THE VIRTUAL MEETING OF FLEET TOWN COUNCIL

On

Wednesday 7th April 2021 at 7pm

All members are summoned to attend

Any member of the public wishing to attend the virtual meeting should contact Charlotte on charlotte.benham@fleet-tc.gov.uk by midday on Tuesday 6th April 2021.

The virtual meeting of Fleet Town Council will be live streamed on YouTube and the link for this meeting is:

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

SIGNED:

Janet Stanton,
Town Clerk

Date: 30th March 2021

AGENDA

1. APOLOGIES

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

2. DECLARATIONS OF INTEREST

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

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

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

To receive questions and statements from members of the public.

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 Susanna on susanna.walker@fleet-tc.gov.uk by midday on Tuesday 6th April 2021.

4. MINUTES OF PREVIOUS MEETINGS

To receive and approve as a correct record the minutes of the Council Meeting held on Wednesday 3rd March 2021 (*copy attached*).

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

RLA	17 th March 2021
Development Control	8 th & 22 nd March 2021

Part 1 – ITEMS FOR DECISION

5. MEETINGS

Government has decided not to extend the temporary legislation on the holding of virtual meetings and all Council Meetings after the 7th May should revert to face to face meetings. This will present some logistical problems for the Council while the auditorium is being used as a vaccination centre.

There is inadequate space in the available rooms to accommodate, at a safe social distance, all Councillors, Officers and possibly members of the public.

It is suggested in the government paper that Councils consider bringing any meetings scheduled in May to before the 7th when virtual meetings will still be legal and all resolutions of the meeting binding.

It is therefore proposed that the Annual General Meeting of the Council is brought forward to the 5th of May. The primary purpose of this meeting is to establish the administrative practices of the Council for the coming year, elect chairmen, allocate councillors to committees etc. Much of this work can be established prior to the meeting with the support of Members. Any matters that may require debate can be deferred to the next Council Meeting on 2nd June.

RECOMMENDATION.

To approve the date of the Annual Meeting of the Council to conduct the statutory business of the first council meeting of the year on 5th May 2021.

6. SACHA'S PROJECT

To receive and consider a grant application for hire of The Point by Sacha's Project. Members will recall that at the November Council meeting, it was resolved to

approve the grant application from Sasha's Project for the hire of the POINT one night per week. The project to be supported until the end of the financial year, when FTC would reassess the situation.

However, due to COVID affecting the availability of volunteers during this period, it was not possible for Sacha's Project to start until Saturday 27 March 2021.

RECOMMENDATION

- To approve the use of the POINT for one night per week on a Saturday night/Sunday morning for Sacha's Project for a period of 6 months

7. EVENT APPLICATION

To receive and consider an event Application from Friends of Ancells Farm to hold a Community table tennis fun day at Ancells Farm and playing fields on Saturday 10 July

RECOMMENDATION

- To Approve the Community Table Tennis Fun Day on Saturday 10 July

8. FINANCIAL MONITORING

1. To receive:
 - a. The bank reconciliation for February 2021 on FTC portal and web site
 - b. The list of receipts for February 2021 on FTC portal and web site
 - c. The list of payments for February 2021 on FTC portal and web site
2. Councillor Robinson to confirm that the bank statements match the reconciliation and he has signed the bank statements and payment schedules.

RECOMMENDATION

1.
 - a. To accept into the minutes the bank reconciliation for February 2021.
 - b. To accept into the minutes the list of receipts for February 2021.
 - c. To accept into the minutes the list of payments for February 2021.
2. To accept Councillor Robinson's confirmation that the bank reconciliation for February 2021 equals zero, and the bank statements match the reconciliation.

9. FIBRE DATE CENTRE

To receive and consider a report on a proposed Data Fibre Centre in Fleet

RECOMMENDATON

That:

- Members approve the location of the Data Centre in Calthorpe Park
- Members approve negotiations with Up Connect's client for the parcel of land in Calthorpe Park and progress the lease/legal documents

Part 2 – ITEMS TO NOTE

10. TOWNTALK

The TownTalk newsletter will be delivered to properties in Fleet between 1 and 15 April.

11. RESIDENTS PRESENTATION

Further to the decision of Council at its February 2021 meeting where it was resolved that, due to COVID restrictions, it would not be possible to hold the Annual residents in its usual public format but instead that an on-line video presentation would be produced.

This new format and the reasons behind the decision is now being communicated to residents through the latest edition of TownTalk newsletter. It explains how it will allow residents to watch it at a time to suit themselves from 25 May 2021 onwards. This will be followed by an online live Question & Answer session – the date of this will be advised on the FTC website and through its social media pages.

The presentation is keen to address any concerns or questions residents may have and the newsletter asks residents to send these into the Council by 19 April and, where possible, they will be accommodated within the presentation. If not, they will be included in the on-line live Question and Answer session

12. WAR MEMORIAL CENTENARY

April 2021 represents the 100th anniversary of the Fleet War Memorial, now sited in Gurkha Square. Initially built to commemorate all those who died in the First World War and later those servicemen who lost their lives in the 2nd World War. In non-COVID times Fleet Town Council would have held a public ceremony in Gurkha Square but regrettably with the current restrictions in place, this will not be possible.

Instead a short film is being produced to commemorate the centenary and will be publicly available to watch on the Fleet Town Council Website or on social media from mid-late April.

13. GOVERNMENT CONSULTATION ON FORM OF MEETINGS.

Having ended the use of virtual meetings from 7th May the government is now collecting evidence on the experience of Authorities and individuals in the use of virtual meetings. There is a questionnaire at:

<https://www.gov.uk/government/consultations/local-authority-remote-meetings-call-for-evidence/local-authority-remote-meetings-call-for-evidence>

The Town Council should respond to this questionnaire as should individual members. This is an opportunity for members to briefly voice their views on the positive or negative aspects of virtual meetings,

14. COMPLAINTS

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

15. COVID UPDATE AND TOWN CLERK'S REPORT

To receive an update report from the Clerk.

16. HCC/HDC

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

17. DATE AND TIME OF NEXT MEETING

The next virtual meeting of the Council is scheduled to be held on Wednesday 12 May 2021 at 7pm. **(subject to the resolution of Item 5)**

Part 3 CONFIDENTIAL ITEMS

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

The following types of business will be treated as confidential:

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

There are no confidential items



FLEET TOWN COUNCIL

MINUTES OF THE FULL COUNCIL VIRTUAL MEETING

held on

Wednesday 3rd March 2021

PRESENT

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

Also Present:

Janet Stanton - Town Clerk
Susanna Walker - Committee Clerk
Charlotte Benham - Project and Committee Officer
Councillor John Bennison - HCC
Councillor Steve Forster - HCC
Councillor Wendy Makepeace-Brown – HCC

FC March 2021 ITEM 1

APOLOGIES FOR ABSENCE

There were no apologies for absence.

FC March 2021 ITEM 2

DECLARATIONS OF INTEREST

Councillor Chenery declared an interest in Item 5 – Fleet Town Football Club.

FC March 2021 ITEM 3

QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from the public.

Members were made aware that HCC/HDC Update has been moved to the Items to Note section, giving opportunity for all formal business of the Council which relies on Council decisions to take priority.

Councillor Schofield updated members on the following:

- **Fleet Pond Society AGM.**
 - 55 attendees online.
 - Zoom voting used successfully during the meeting.
- **Microsoft Teams.**
 - FTC to trial poll voting during virtual meetings.
- **HVA AGM**
- **NALC Webinar**
- **British Legion War Memorial Centenary Meeting.**
- **Fleet BID Board Meeting**
 - Support for Christmas Lights down to the station.

Members received and approved as a correct record the minutes of the Council Meeting held on Wednesday 3rd February 2021. Members also received and approved the confidential minutes of the Council Meeting held on 6th January 2021.

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

RLA	16 th December 2020
Establishment	13 th January 2021
Establishment – Confidential	13 th January 2021
Policy & Finance	15 th February 2021
Development Control	8 th & 22 nd February 2021

FC March 2021 ITEM 5**FLEET TOWN FOOTBALL CLUB**

Further to the Council Meeting of May 2020, members resolved:

“That Fleet Town Football Club rental payments be deferred for 6 months, with a review to be held at Council after that period”.

Members were reminded of Fleet Town Football Club’s (FTFC) original request:

“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?”.

Members reconsidered and reviewed this, and discussed the matters below following an update from Councillor Woods:

- FTFC had their first management committee meeting in a year.
- FTC met with the treasurer.
- Concern with the stability of the club management and finance.
- FTFC have recently received a £10,000.00 grant.
- There are several maintenance issues and grounds repairs.
- FTFC would like to renegotiate a long-term lease to enable additional funding.
- Current football season will not start until September 2021.
- FTFC to join the Combination County League.
- FTFC rent to be deferred for 6 months and then restart in the 3rd quarter of the financial year 2021/2022.
- Subject to one condition that FTFC agree to resolve the floodlight issue by the time the season starts.
- Agreement of terms to focus on FTFC as a community group and awareness of residents around the football club.
- FTFC to become a company without guarantee, subject to approval at the AGM in March 2021.

Following this, members discussed the following:

- Sustainability of FTFC.
- FTC to have access to FTFC accounts.
- The word deferral infers that FTFC will back pay the unpaid rent.
 - Amend the word defer to cancel.
- FTFC will not have paid any rent for the financial year 2020/2021.
- Ideal to receive a report with accurate financial information.

Following the discussion, it was proposed that FTC waive FTFC rent from 1st April 2020 – 31st March 2021. The Lease Working Group together with the Council’s Representatives on the FTFC will then review FTFC finances, rent and lease and present a full report to the Annual Council Meeting in May 2021, to be reviewed alongside all other tenants.

Members **RESOLVED** that

Fleet Town Council will waive Fleet Town Football Club's rental charge for the financial year 2020/2021. The Lease Working Group together with the Council's Representatives on the FTFC will produce a full report to be brought to Council at the Annual Council Meeting in May 2021, to review the rent position with Fleet Town Football Club for the next financial year 2021/2022.

FC March 2021 ITEM 6

HCC / HDC UPDATE

HCC / HDC

Councillor Bennison reported on the following:

- **Retirement of John Coughlan, CEO of HCC.**
 - Replacement process to be completed after the elections in May 2021.
- **Fly Tipping.**
 - Rise in reported cases.
- **Road Funding.**
 - Funding from Central Government has decreased by 25% to £38.8million.
- **Solar Panels.**
 - Grant of £30million available for 350 sites across the county, including schools and council buildings.
- **Bus Passes.**
 - HCC Bus Pass cannot be used before 0930 from 08.03.2021, due to schools going back.
- **Secondary Schools.**
 - 90% of children have got their first choice of school.
 - 98% of children have got their preferred choice of school.
- **Flooding.**
 - Dinorban Avenue work to start on 08.03.2021.
- **Watery Lane.**
 - Redfields Lane reopen.
 - 2nd planning application for roundabout has been turned down.
 - 1st planning application to be reviewed by the end of March.

Councillor Forster updated members on the following:

- **Fly Tipping.**
 - HDC cases reduced by 25% in 2020, from 568 to 425.
- **COVID Vaccinations.**
 - 96% of over 80s have been vaccinated in the local area.
 - Proposed increase from 1200 to 3000 vaccinations a week.
- **Calthorpe Park School.**
 - 47% of the project is completed.
 - 70% of internal works completed.
 - Consultation with parents and school regarding congestion and traffic flow improvements.
 - New crossing and cycle route.

Councillor Makepeace-Browne reported on the following:

- **Civic Regeneration.**
 - Public engagement to take place after elections in May 2021.
 - HDC to set up a webpage to update residents on Civic Regeneration.
- **Fly Tipping.**
 - Cardboard waste in Church Road car park to be cleared.
 - Prosecutions.
- **COVID Vaccinations.**
 - Success of The Harlington.

FC March 2021 ITEM 7

HARLINGTON UPDATE

Members noted that FTC had a meeting with HDC to discuss the current version of the Harlington Lease. The lease is currently with HDC legal advisors and the Harlington Working Group will meet to discuss the draft lease once it has been reviewed. Members noted that future negotiations will continue with Councillor Radley and Gabrielle Ellen, who is taking over from Glyn Lloyd.

FC March 2021 ITEM 8 & 9

ANNUAL RESIDENT'S MEETING & WAR MEMORIAL CENTENARY CELEBRATION

Councillor Schofield proposed the discussion of both Item 8 – Annual Resident's Meeting & Item 9 – War Memorial Centenary Celebration at this point. Members were reminded that at the Council meeting in February, members discussed and agreed a small budget for an external film company to film a video for the War Memorial Centenary Celebration.

Members were made aware that a local film company in Fleet were excited to be involved in a community project and had agreed to film both the video for the War Memorial Centenary Celebration and the Annual Resident's Meeting in May 2021. It was noted that the company will provide an amount of funding towards this, and the cost for both videos was within the budget set by FTC.

FC March 2021 ITEM 10

FLEET TOWN COUNCIL - COVID19 RECOVERY

Members received an update from the Town Clerk on the COVID19 recovery at FTC. Members noted the following:

- **Vaccinations.**
 - There have been approximately 2400 people vaccinated at The Harlington in the last 2 weeks.
 - The government have requested further use of The Harlington past the current agreed date of 30th June 2021.
 - Special thanks given to all the doctors, staff, volunteers, and clinicians.
 - The Harlington to return to its usual business in September 2021.

FC March 2021 ITEM 11

TOWN CLERK'S REPORT

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

- **Grants.**
 - Potential government grants available for local communities to buy local assets.
- **Farnham Infrastructure.**
 - Consultant's communication regarding Farnham town infrastructure and its links to surrounding communities.
 - Deadline for any suggestions and comments is 14th March 2021.
- **Fly Tipping.**
 - Fly-tipping is increasing on FTC land
 - Not included in local data due to FTC's responsibility to clear up own land.

FC March 2021 ITEM 12

COMPLAINTS

Members noted that there have been no new complaints received since the last meeting.

The date and time of the next virtual meeting of the Council is scheduled for Wednesday 7th April 2021 at 19.00.

There being no further business the meeting closed at 20.30.

Signed.....

Date.....

Chairman

Part 3 CONFIDENTIAL ITEMS

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

FC March 2021 ITEM 14

STAFFING

Members discussed and approved the confidential recommendation put forward by the Establishment Committee at its meeting held on 13th January 2021.



FLEET TOWN COUNCIL

MINUTES OF THE RECREATION, LEISURE & AMENITIES VIRTUAL COMMITTEE MEETING

Wednesday 17th March 2021 at 7pm

PRESENT

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

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

RLA March 2021 ITEM 1 APOLOGIES

There were no apologies.

RLA March 2021 ITEM 2 DECLARATIONS OF INTEREST

There were no declarations of interest.

RLA March 2021 ITEM 3 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from the public.

RLA March 2021 ITEM 4 MINUTES OF PREVIOUS MEETING

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

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

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

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

Following this, members discussed:

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

RESOLVED

Members approved the change of date for the Falkner's Arms Fun Day in 2021 to Sunday 29th August.

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

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

RESOLVED

To note the report of the Cemetery Office.

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

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

RESOLVED

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

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

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

RESOLVED

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

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

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

Members noted the following:

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

RLA March 2021 ITEM 9 FUTURE EVENTS

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

RLA March 2021 ITEM 10 COVID-19 UPDATE REPORT

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

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

RLA March 2021 ITEM 11 CLERKS REPORT

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

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

RLA March 2021 ITEM 12 DATE AND TIME OF NEXT MEETING

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

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

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

Chairman



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Virtual Meeting held on Monday 8th March

Present:

Cllr Schofield
Cllr Robinson
Cllr Holt
Cllr Pierce – Chairman
Cllr Carpenter
Cllr Jasper
Cllr Hope

Also present: Cllr Woods

Officers: Charlotte Benham – Projects and Committee Officer

1	Apologies Not present, Cllrs: Wildsmith
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 that would have been held on Monday 22nd February were accepted as a correct record of the meeting.
5	21/00337/HOU Mulberry House 87A Elvetham Road Fleet GU51 4HL <u>Conversion of loft into habitable accommodation incorporating 3 pitched roof dormer on the front elevation and 1 on the side elevation. 7 conservation style Velux roof windows on the front and side roof slopes.</u> Comments required by 11 March

OBJECTION

- Out of keeping with character of North Fleet Conservation Area
- 3 storey dwelling with 3 dormers on front will have some overview of the front of No.87 therefore a loss of privacy?
- The number of velux windows is excessive and out of character
- If approved, need a condition that no construction vehicles to be parked on Elvetham Road - busy main road. Preference is all construction activity contained on site

21/00336/HOU

44 Guildford Road Fleet Hampshire GU51 3EY

[Erection of a two storey front extension and insertion of window to first floor side.](#)

Comments required by 11 March

NO OBJECTION subject to a dimensioned car parking plan that meets Harts standards together with a landscape design to show it meets Fleets Neighbourhood Plan Policy 15, that 50% of the front be soft landscaping

21/00362/HOU

6 Guernsey Drive Fleet Hampshire GU51 2TG

[Demolition of existing conservatory and erection of a single storey rear extension. Conversion of garage into habitable accommodation to include the replacement of the garage door with a window and insertion of door to the rear.](#)

Comments required by 12 March

OBJECTION

- Inadequate on-site parking - loss of a garage. Whilst it is in Zone 1 it will need 2.7 (effectively 3) car parking spots. The road is a main feeder to lots of houses so parking on the narrow road is not suitable and opposite the junction with Jersey Close
- Need a dimensioned car parking plan that meets Harts standards together with a landscape design to show it meets Fleet Neighbourhood Plan Policy 15, that 50% of front be maintained for soft landscaping

21/00357/ADV

CO-OP 20 Kings Road Fleet Hampshire GU51 3AD

[1x Slatted Fascia with internally illuminated Co-op logo and non illuminated welcome text 1x Folded aluminium fascia with internally illuminated Co-op logo 1x Internally illuminated Co-op projector](#)

Comments required by 16 March

OBJECTION to overall proposed modifications.

- signage in principle is acceptable but
- the new artwork on the side panels dominates the street scene and proposed colour scheme and artwork colours makes the building far more dominant in an otherwise residential area.
- The current colour scheme is more in keeping with local character.

21/00404/PRIOR

2 Victoria Parade Victoria Road Fleet Hampshire GU51 4DG

[Change of use from office \(Class B1a\) to residential \(Class C3\) to provide 7 flats to include alterations to a ground floor rear window and the replacement of a ground floor side door with a window](#)

Comments required by 9 March

OBJECTION

- Flats 2, 3 and 4 are less than 30 square metres – only 2 flats manage to meet the minimum space standards. Poor design and overdevelopment of site!
- Flat 1 has no storage space
- Shop 1 loses their toilets and amenity space.
- No indication of on-site parking, but with 7 flats and 3 retail units the parking is inadequate. A dimensioned car parking plan is required for the flats and shops below
- Only the two flats facing Fleet Road have balconies to access outside space.
- No amenity space.
- The internal corridors are very narrow and whole design is overdevelopment and cramped.

20/03089/HOU

Pound Ridge Stockton Avenue Fleet GU51 4NH

[Erection of a part ground floor, part two storey, part first floor side extension, erection of a single storey rear extension and erection of a part single part storey, part two storey front extension](#)

Comments required by 10 March

OBJECTION

- Need details for the protection of trees during construction.
- This development would totally fill the plot to the boundaries and at two stories congest the development with the neighbouring property. The proposal constitutes an unacceptable overdevelopment of site where the form and height of development is inappropriate given the scale of adjoining properties which provide the essential character of the area resulting in an incongruous feature within the street scene contrary to Hart Policy Gen 1 and Fleet Neighbourhood Plan Policy 10 .

21/00392/HOU

10 Westover Road Fleet GU51 3DG

[Erection of a single storey rear extension following demolition of existing conservatory and extension, extension of rear dormer window, blocking up of ground floor side door and window and creation of ground floor side door and window](#)

Comments required by 17 March

NO OBJECTION subject to

The entire front garden not being converted to gravel.

Fleet Neighbourhood Plan Policy 15 states at least 50% of front be retained as soft landscaping.

21/00377/HOU

11 The Lea Fleet Hampshire GU51 5AX

[Demolition of conservatory and erection of a part two/part single storey rear extension.](#)

Comments required by 17 March

NO OBJECTION

subject to a dimensioned car parking plan that meets Harts standards together with a landscape design to show it meets Fleets Neighbourhood Plan Policy 15, that 50% of front be retained soft landscaping

21/00277/HOU

13 Cedar Drive Fleet Hampshire GU51 3HD

Demolition of conservatory and erection of a single storey rear extension, conversion of garage into habitable accommodation to include the replacement of the garage door with a window. Alterations to windows and doors.

Comments required by 17 March

NO OBJECTION subject to:

- The proposal is to convert the garage to habitable space and therefore loss of garage
- a dimensioned car parking plan that meets Harts standards needs to be submitted together with a landscape design to show it meets Fleets Neighbourhood Plan Policy 15, that 50% of front be retained as soft landscaping, preferably with keeping the mature cacti or relocating them.
- Although not immediately affected should show some tree protection plans to established trees to rear garden.

21/00077/HOU

66 Basingbourne Road Fleet GU52 6TH

Erection of a single storey rear extension and single storey front extension. Alterations to doors and windows on the side elevation.

Comments required by 18 March

NO OBJECTION subject to

- a dimensioned car parking plan that meets Harts standards together with a landscape design to show it meets Fleets Neighbourhood Plan Policy 15, that 50% of front be soft landscaping
- No issue with design, but infringes on 45⁰ rule to No. 68 and takes away some early morning light from rear of 68

21/00411/HOU

16 Adams Drive Fleet GU51 3DZ

Erection of a first floor front extension, extension of porch, insertion of ground floor and first floor side windows and replacement of garage door, front door and ground floor side door and alterations to ground floor side window

Comments required by 19 March

NO OBJECTION

A well designed extension that improves the host building.

21/00406/HOU

Willow House Elms Road Fleet Hampshire GU51 3EG

Erection of a first floor side extension and conversion of garage to habitable accommodation to include the replacement of the garage door with a window and the blocking up of the door to side

Comments required by 19 March

OBJECTION

- Loss of light to a main room, the kitchen breakfast room, in adjacent property which only appears to have light from a window on the side of the property.

	<p>The proposed first floor extension would take a lot of light away from the NW side of the property and darken the space between the two properties.</p> <ul style="list-style-type: none"> Overlooking should not be significantly compromised however the new bedroom has two windows and the one nearest the boundary should be changed to obscure glass or made into a high level window <p>21/00425/HOU 86 Clarence Road Fleet GU51 3RS Erection of a ground floor side extension and single storey rear extension following demolition of existing Comments required by 22 March</p> <p>NO OBJECTION subject to:</p> <ul style="list-style-type: none"> a dimensioned car parking plan that meets Harts standards together with a landscape design to show it meets Fleet Neighbourhood Plan Policy 15, that 50% of front be maintained as soft landscaping <p>21/00456/AMCON Whisperwood Stockton Avenue Fleet GU51 4NH Variation of Condition 2 (Approved Plans) attached to planning permission 20/00851/FUL dated 24/07/2020 to allow construction of an orangery to the rear of the property. Comments required by 24 March</p> <p><i>Objected to the original approval of the demolition - adequate house that needing updating not demolishing. Objected to original replacement house design as out of keeping with the character of the North Fleet Conservation Area and the variation to allow the front garden area to be block paved totally against the advice of the NFCA Management plan. However, having already breached NFCA management plan on the visible signs of development (the street scene) a rear extension has no significant impact so as previously stated</i></p> <p>NO OBJECTION</p> <p>21/00420/AMCON Hartland Park Bramshot Lane Fleet Hampshire Variation of Condition 2 attached to planning permission 20/01885/REM dated 26/11/2020 to allow changes to approved drawings and documents Comments required by 24 March</p> <p>OBJECTION Previous comments stand:</p> <ul style="list-style-type: none"> Over intensive development of the site. Extensive SUDS required to compensate for extensive impermeable areas – long term maintenance issues Inadequate parking Poorly located affordable housing on outskirts of site
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6	Noted: Planning Enforcement notices
7	Noted: Hart Planning Meeting Dates N/A
9	Date of Next Virtual Meeting 22 nd March, 18:30 for 19:00

Meeting closed: 8.45pm

Signed:.....

Date:



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Virtual Meeting held on Monday 22nd March

Present:

Cllr Schofield
Cllr Robinson
Cllr Holt
Cllr Pierce – Chairman
Cllr Jasper
Cllr Hope

Also Present: Cllr Woods

Officers: Charlotte Benham – Projects and Committee Officer

1	Apologies Cllr carpenter Not present, Cllrs: Wildsmith
2	Declarations of interest to any item on the agenda None declared
3.	Public Session One member FCCS
4	Approval of the Minutes The minutes of the development and control meeting that would have been held on Monday 8 th March were accepted as a correct record of the meeting.
5	21/00483/FUL Albert Social Club 47 Albert Street Fleet Hampshire GU51 3RL Change of use from private members social club to Class E. Comments required by 25 March NO OBJECTION But ensure car parking will meet Hart's standards - parking standard for play groups and nurseries is 1.33 per staff member, doctor/Dentist/Vet requires 3 spaces per consulting room.

21/00271/HOU

Lakeside House 16A Cove Road Fleet GU51 2RN

[Erection of a carport.](#)

Comments required by 25 March

OBJECTION

- Too close to the road
- Out of keeping with street scene
 - Significant visual impact from rear elevation which is nearly 8m wide and 3m high
- Car port stated to be built on 200mm thick reinforced concrete slab to avoid foundations, but this will blind off a large area of the root zone to the tree shown on the tree location plan. Trees in this area are important to retain the local non-urban character.
- Parking currently inadequate – submit a dimensioned parking plan that meets Hart's standards

21/00286/HOU

60 Dinorben Avenue Fleet GU52 7SH

[Erection of a two storey front extension, extension and alteration to front dormer, single storey rear extension, conversion one of the bays of the double garage to habitable accommodation, replacement of ground floor rear window with door and ground floor front window with door, alterations to first floor front window and blocking up of ground floor side door](#)

Comments required by 25 March

NO OBJECTION subject to the waste bins at the front of the house being enclosed in a bin store to maintain the street scene and a professional bat survey as required by the Ecologist

Also to note, the Heritage Statement appears to have totally missed the New Local Plan and the Fleet Neighbourhood Plan and most of the policies referred to are redundant. CON 10 is the only relevant policy saved from the old Local Plan.

21/00435/HOU

5 Florence Road Fleet GU52 6LF

[Erection of a single storey rear extension with roof lantern, creation of roof lantern in existing roof and blocking up of two ground floor side windows](#)

Comments required by 25 March

NO OBJECTION

21/00366/HOU

3 Elvetham Close Fleet Hampshire GU51 4QU

[Proposed alteration to front boundary treatment including posts and rail fencing \(retrospective\).](#)

Comments required by 26 March

OBJECTION

- Out of keeping with the conservation area
- Poor drawings

- North Fleet Conservation area (NFCA) Management Proposals at Section 7 highlights issues which need to be addressed. Para 7.2 highlights:
 - The need to preserve and protect existing front boundaries and ensure the works do not detract from the sylvan character of the conservation area.
 - The protection of front gardens including the resistance to the creation of parking areas.
 - The potential loss of hedges and other shrubbery
 - The use of timber fencing and walls
 - The application of the existing Article 4 Direction including enforcement.
- Para 9.2 under Recommendations states:
 - The District /council will continue to enforce the existing Article 4 Direction and will encourage property owners to keep existing vegetation if carrying out works to their front gardens.
 - The District Council will enforce against owners who carry out unauthorised works to their frontages.
- If the District Council follow the adopted Management Proposals stated above then there is no option but to enforce the removal of the timber fence and reinstate with a front boundary that meets the requirements and character of the NFCA
- 1.8m high fence does not meet Hart's requirements for front fences – too tall
- Concrete posts may well have damaged mature tree on the corner
- Majority of the front is covered with pea shingle and would be capable of holding a vast number of cars. Does not meet the Fleet Neighbourhood Plan Policy 15 that 50% of frontage be soft landscaping.
- There is record that the front area next to the pavement was originally hedging which has been removed. Reinstatement after replacement of the timber fencing may improve design.

Send before and after photos

21/00476/FUL

Richmond Surgery Richmond Close Fleet GU52 7US

[Alteration to roof to allow first floor extensions, creation of second floor and replacement of window at ground floor front with double doors](#)

Comments required by 29 March

OBJECTION

- Inadequate car parking – on-street parking is already an issue with the houses nearby. With increase of on-site services, 2 more doctors consulting rooms, 4 more nursing stations and 5 dentists plus support staff, staff alone would occupy all parking?
- Overdevelopment of site.
- Style, bulk and mass of the building is totally out of character with the surrounding area and looks industrial in a traditional residential setting. Policy GEN1 and NFP Policy 10.
- The proposed dental service does not have to be there. Could be at another location. If letter from Dr Sham Seera is correct, then the need for expansion of the dental services is not required

21/00519/HOU

78 Kings Road Fleet GU51 3AP

[Erection of a part single part two storey side and rear extension following demolition of existing conservatory, insertion of one window on each side at first floor, replace three ground floor side windows and a door with two ground](#)

[floor side windows and a door and two ground floor rear windows with one ground floor rear window](#)

Comments required by 30 March

NO OBJECTION subject to the following Condition;

That the ground floor extension is finished in brick to match the host building's traditional brickwork. This is a building of some architectural value that would be devalued by the change in materials/finish.

Matching materials would significantly improve the design.

This will dominate the neighbour at No.80 although no loss of light. The objection from No.80 relates to overlooking from the new side window which could be reduced by using opaque glass.

21/00506/HOU

5 Little Copse Fleet Hampshire GU52

[Demolition of garage and conservatory and erection of a two storey side extension including garage, single storey rear extension and front dormer.](#)

Comments required by 31 March

NO OBJECTION subject to:

- This extension not breaking the 45% rule and take light away from a main room window. the neighbour's living room.
- Garage is too short to be classed as a garage under Hart's standards however there is room for 3 cars parking on the site.

21/00520/HOU

12 Wellington Avenue Fleet GU51 3BF

[Demolition of existing attached double garage and two storey side element, erection of part single part two storey side extensions and alterations to first floor front window](#)

Comments required by 1 April

NO OBJECTION in principle as it improves street scene however:

- the rear Juliet window at the rear against FTC recommendations
- the proposed garage is undersized and does not meet Hart's standards therefore:
- Compliance with Fleet Neighbourhood Plan Policy 15 is required - conversion to front garden parking must retain at least 50% of original garden as soft landscape.

21/00580/HOU

45 Elvetham Road Fleet Hampshire GU51 4QP

[Conversion of the existing integral garage into habitable accommodation, alterations to the windows and doors on the front elevation and erection of a detached garage](#)

Comments required by 1 April

OBJECTION

- Located in North Fleet conservation area. This small group of older buildings are all set back from the road and although building line is no longer a material issue, the development to the front of the property is out of character.
- Reference again to para 9.2 in the Conservation Area Management Plan regarding the protection of front gardens including resistance to the creation of parking areas.

- A garage is a very significant parking area and from the proposed plans virtually the whole front garden area would be turned over to parking
- Protection of tree roots during construction – require submission of a tree protection plan
- Will breach Fleet Neighbourhood Plan Policy 15, that 50% of the front garden is retained as soft landscaping

21/00262/HOU

High Trees , Herbert Road, Fleet, GU51 4JN

Erection of a single storey rear/side extension to the rear of the existing garage

Amended plans:

1 Proposed balcony removed from scheme

comments required by 22 March

OBJECTION

- Agree with Hart's tree officer's comments that lots of TPO trees are at risk
- Extension includes a utility room and shower room with a toilet that can readily become an independent living unit if approved there should be a condition that it remains as a single dwelling.
- The original building which sat comfortably within its plot is now extended across the full width of the plot and does not maintain the local character of Character Area 1 of the North Fleet Conservation Area.

21/00569/HOU

Treetops 5 Burnside Fleet GU51 3RE

Erection of an infill extension between garage and house, new tile roof over existing flat roof of Porch and extend tile roof across front of house. Replace garage door with a door and alterations to the windows on the front elevation.

Comments required by 5 April

OBJECTION

- a dimensioned car parking plan that meets Hart's standards is required due to loss of a garage. Plan should also demonstrate that it meets Fleet Neighbourhood Plan policy 15, retaining 50% of the front garden as soft landscaping.
- Unattractive front elevation, poor design does not integrate the proposed extension with the host building. – out of keeping / does not enhance the street scene.

21/00502/HOU

124 Tavistock Road Fleet Hampshire GU51 4EE

Erection of a single storey rear and side extension.

Comments required by 7 April

Building on an existing, but unused foundation - piled slab so tree roots already protected.

NO OBJECTION subject to:

- Plans show changing from brick and tile to render and slates – materials in the extension should match those of the host building
- The development not infringing on the 45° rule from windows overlooking the neighbours (No 122) rear garden.

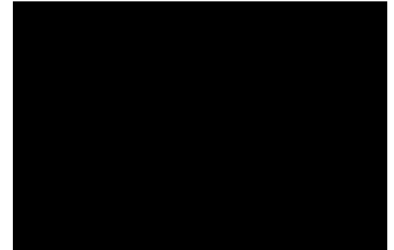
	<ul style="list-style-type: none"> Environmental Health has recommended a Condition on working hours which is supported. <p>21/00523/HOU 1 Rosedene Gardens Fleet GU51 4NQ <u>Erection of a single storey side and rear extension, extended patio and alterations to two doors to ground floor front, one door to ground floor side and replacement of window to ground floor side elevation of garden room with doors</u> Comments required by 7 April</p> <p>NO OBJECTION subject to:</p> <ul style="list-style-type: none"> a Condition that tree protection works are in place before the commencement of any building work. the new front wall is set back slightly to improve the appearance and design of the front for the house. That planting /screening is provided to reduce the impact of the mass of development spreading across the whole width of the plot and improve the design. Impact on the street scene. <p>AN INFORMATIVE</p> <ul style="list-style-type: none"> A new fence has been installed along Avenue Road., the boundary of the NFCA. Whilst the 1.8m high timber fence is acceptable for a back garden, the bright red paint and concrete posts are out of keeping with the Conservation Area. There is room between the fence and the pavement to allow greenery to be added in front of the fence. The fence should also be repainted in a dark green or brown/natural wood finish to be more in keeping. <p>21/00652/HOU 6 Fairland Close Fleet Hampshire GU52 7LU <u>Demolition of storm porch and erection of a two storey front extension and alterations to fenestration</u> Comments required by 8 April</p> <p>OBJECTION</p> <ul style="list-style-type: none"> The new frontage design is poor and is totally out of keeping with the host building and with the other surrounding houses both in style and use of materials which provide the essential character of the area resulting in an incongruous feature within the street scene. Velux windows on the side may overlook the neighbours. This fails HDC Policy GEN1 and Fleet Neighbourhood Plan policy 10.1 and 10.2 it does not complement or is well integrated with neighbouring properties in terms of scale and materials and the design does not reflect high quality local design references.
6	<p>Noted:</p> <p>Planning Enforcement notices</p>

7	Noted: Hart Planning Meeting Dates N/A
9	Date of Next Virtual Meeting 5 th April, 18:30 for 19:00

Meeting closed: 8.10pm

Signed:.....

Date:



13th October 2020

Janet Stanton
Town Clerk
Fleet Town Council
236 Fleet Road
Fleet GU51 4BY

Sasha's Project

As Trustees of Sasha's Project, we are reaching out to you regarding the possibility of setting up a Sasha's Project crisis drop centre in the The Point Centre in Fleet. We have been looking for a suitable location as close to Fleet Town Centre as possible, to deliver our project and believe that The Point in Harlington Way would make an ideal base for the support we would like to make available to young people.

We have been fundraising and planning for a crisis centre for some time, but there is now an increased sense of urgency as the implications of COVID-19 start to be felt. We have yet to see the full impact that COVID-19 will have on the mental health and wellbeing of our young people and community as a whole, but it is anticipated that there will be a significant increase as a result for a number of reasons for example, unemployment, increased poverty, depression, domestic abuse and the lockdowns in general. 12% of Hampshire's youngsters suffer from poor mental health, with 30-40% of the UK population experiencing social, emotional and behavioural difficulties. This means approximately 93,000-124,000 of our younger community will experience some difficulties during their lifetime.

We believe suicide is not "other people's" problem; it's our problem, a community problem. The number of suicides in young people is increasing according to the National Confidential Inquiry into Suicide. It is the only age group that has steadily risen over the past decade and it has dramatically increased for young men, with a 31% increase from 2017 to 2018. Female suicides have generally increased in recent years, particularly the 10-24 years age group which has increased significantly



since 2012. In 2016, 31 younger people (under 25) in Hampshire lost their lives to suicide. In addition, roughly 4,500 young people under 24 were admitted to A&E for self harm during 2011-2016.

Sasha was a young lady from Fleet who, despite experiencing her own mental health issues, was passionate about helping others. She sadly died by suicide aged just 20. Following her death, we are establishing an organisation, Sasha's Project, with the aim of providing a safe place where the young people of Hampshire can come when they are struggling with their mental health. At the crisis centre these young people will be welcomed by a team who will listen without judgement and help them by providing advice and support or by signposting to the other services available. Most importantly, the crisis centre will be open during the night. This being the time, when many people struggle the most, and when many mental health services and professionals are not readily available.

Our vision for Sasha's Project is to provide the emotional support that helps reduce suicidal thoughts and behaviours, to challenge and change the public perception about the stigma of mental health issues. We want to inspire others to do the same, alongside promoting a zero tolerance of suicide. Many young people who are thinking about taking their own lives do not seek help because of the stigma attached to mental health. We will provide this much needed support at no cost to those who seek help and will operate, on a non-profit basis, by fundraising and utilising volunteers.

The crisis centre will be of benefit to the young people in the area, but it will also benefit the much wider community. Every suicide has a ripple effect, in 2019 it was recognised that up to 135 people were affected to some degree by a single suicide. The first wave impacted the individual's immediate community, family, friends, school; the second wave affecting colleagues, emergency services, i.e. Police. Early intervention can improve outcomes for young people, their families and the wider community. Sasha's Project, by providing a safe place for struggling young people, will reduce the pressure on our busy A&E departments. It will reduce the overall impact on NHS resources too, but most importantly it will help families to cope, reduce the trauma on the community and emergency services (witnessing a suicide) and provide GP surgeries with an alternative source/network of support.

It is very important to us that the property is in the centre of Fleet and for it to be discreet but easily accessible, as many youngsters seeking help will not have access to independent transport. We would like to utilise the premises when they are not used by the current organisations of The Point. We would respectfully request you to consider allowing us to utilise the premises for a short term basis on a no fee/reduced rent at least until we have established ourselves within the community and local area. Our initial goal is to open during the night at weekends but we would like to discuss



extending this as time goes on. Ideally albeit a short timeframe we would like to open the centre by the end of December this year.

At present we would like to open Saturday nights 10 pm to 6am to start, with potential to add a second night session on Fridays.

One of our Trustees would be available to discuss the proposal in more detail if you have any queries.

We sincerely hope you will be able to support Sasha's project and look forward to hearing from you.

Regards

A handwritten signature in blue ink, appearing to read 'S. Turner'.

On behalf of the Trustees of
Sasha's Project

Application for Grant Form

Please note that grants cannot be given to individuals and are normally for a maximum of £1000 unless you can demonstrate benefit for a significant percentage of residents of Fleet (not including Elvetham Heath and Church Crookham who have their own Parish Councils).

1.	Name of Organisation Address Bank Account details for payment Account Sort Code	Sasha's Project <div style="background-color: black; height: 1.2em; width: 100%;"></div> <div style="background-color: black; height: 1.2em; width: 100%;"></div> <div style="background-color: black; height: 1.2em; width: 100%;"></div>
2.	Name, Address and Status of Contact & position	Angela Forster, Trustee <div style="background-color: black; height: 1.2em; width: 100%;"></div>
3.	Telephone Number of Contact	<div style="background-color: black; height: 1.2em; width: 100%;"></div>
4.	Is the Organisation a Registered Charity?	No – awaiting charities commission approval
5.	Date of establishment of Organisation	Friday 1 st March 2019
6.	Details of purpose of Grant (please use additional sheet to include details)	Grant required to rent premises, The Point, from Fleet Town Council The purpose of using the premises is to provide a crisis drop-in centre for the young people of Hampshire, aged 16 – 25yrs, who are experiencing a mental health crisis. The need for such support is more urgent than ever, following the Covid pandemic We would be very grateful for a grant sufficient to allow us to keep open until the end of this year (December 2021)
7.	Amount applied for	£2,960 (37 nights x £80)
8.	Details of who will benefit - how many residents from Fleet Town Council will benefit and how will you measure this? Please supply postcodes.	There are approximately 4,000 young people who may be in scope, and visited A&E last year for self-harming, across Hampshire. It is believed that proportionally to Hampshire's population the number in Fleet needing support to help their mental health during a crisis could be significant (around 2% or 80 young people in Fleet) although due to the demographics of Fleet resident (age and other stresses), and based on the number supported by HVA and Fleet Phoenix, this could be higher locally.

9.	Projected income and expenditure of project/event	We are on target for matching our fundraising income from last year (approx., £8,000) and anticipate the following expenditure:- Rent £80 per night we are open Promotional materials £200 Stationery / admin £400 Insurance @£1,000 Session costs £780 Covid related costs £500 Volunteer training £2,500 Crisis Intervention & Management Training £4,495 per counsellor					
10.	Details of any other grants applied for this project/event/activity and status	Body	Amount	Date applied	Approved	Refused	Pending
11.	If your Grant application to Fleet Town Council is not successful how will the event/project still go ahead? If so how?	The Trustees are committed to Sasha's Project and acknowledge the need and importance of this type of local support for young people. If this application is unsuccessful, we will continue to grant search until we have sufficient funds but this will delay the support for young people – which is critical as incidents have risen due to Covid.					
12.	Details of any previous Grant awarded to your organisation by Fleet Town Council.	Sasha's Project was very grateful to Fleet Town Council for their allocation of a grant last year for this purpose. Sadly, the impact of Covid on our organisation meant that too many of our Listening Volunteers were either self-isolating or infected, for us to be able to open safely. We are now scheduled to open on Saturday 27 th March 2021.					
13.	How will you publically acknowledge Fleet Town Council's contribution?	We will release a press statement acknowledging Fleet Town Council's contribution. We will also include details on our website and promotional material.					

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

Signed.....

Date.....

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

	YES	T.C. USE CHECKED
Last Financial Years Accounts		
Constitution		

Copy of most recent Bank Statement for all accounts		
Safeguarding Policy		

Office Use

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

Item 6b

30/03/2021 MCA

Account Entries

0 6 entries found

0 5 transactions found from 01/08/2020 to 23/03/2021 limited by: Entry all

SASHA S PROJECT COMMUNITY	20-05-20 43904105	Available Balance 9,734.59
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Refer Stream 436

Search for transactions

Find by keyword

0 row(s) Please search

Date	Desc	Typ	Src	Money out	Money in	Statement balance
17/04/2020 Fri	BALANCE FO RWARD					£ 8,438.09
16/10/2020 Fri	100002	CHQ	HUB	£ 15.00		£ 8,393.09
20/10/2020 Tue	45FLEET 1000 04	REM	POS		£ 233.50	£ 8,626.59
28/01/2021 Thu	B Rogers Aucti on Money	TFR	FIP		£ 510.00	£ 9,136.59
08/03/2021 Mon	M Butcher Mar k Butcher	TFR	FIP		£ 700.00	£ 9,836.59
16/03/2021 Thu	100004	CHQ	HUB	£ 102.00		£ 9,734.59

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Event Application Form

Name of event Community table tennis fun day
Event location Ancells Farm Park & playing fields
Event date 10 th July 2021

For Official use only	
Event Reference Number	
Booking Reference:	
Date processed	

Section 1 – Organiser Details

Name of organisation	Friends of Ancells Farm	
Name of applicant ⁽¹⁾	Isabella Paton	⁽¹⁾ Over 18 years
Position <i>(if applicable)</i>	Secretary, Friends of Ancells Farm	
Contract Address	<div style="background-color: black; width: 150px; height: 1.2em; margin-bottom: 5px;"></div> <div style="background-color: black; width: 80px; height: 1.2em; display: inline-block; margin-bottom: 5px;"></div> <div style="background-color: black; width: 80px; height: 1.2em; display: inline-block; margin-bottom: 5px;"></div>	
Is the above address to be used for invoices? YES		
Personal Contact Details	Home	<div style="background-color: black; width: 100px; height: 1.2em;"></div>
	Work	N/A
	Mobile	<div style="background-color: black; width: 100px; height: 1.2em;"></div>
	Email Address	<div style="background-color: black; width: 250px; height: 1.2em;"></div>
Event Public Tel. Enquiry No.	N/A	
Event Web Site Address	www.ancellsfarm.org.uk	

Section 2 – Event Details

Table tennis competition to launch our new table tennis table. Potentially, children's sports day. Potential barbeque.

Please indicate the type of Event

Charity Event ⁽¹⁾	<input type="checkbox"/>	Fund Raising	<input checked="" type="checkbox"/>
Non-commercial	<input type="checkbox"/>	Community Event	<input checked="" type="checkbox"/>
Commercial	<input type="checkbox"/>		

⁽¹⁾ Name of Charity Friends of Ancells Farm (community group, not registered charity)

Charity Registration Number

Will all proceeds from the Event go to the Charity concerned? YES ☒ NO ☐

If NO please give details:

Timings

Date/time to enter site for preparation: 8am Saturday 10th July 2021

Date/time to vacate the site after the Event 8pm Saturday 10th July 2021

If event is for more than one day, please give details of the Start and Finish times each day N/A

Charges

Is the Event free? YES ☒ NO ☐

If NO what are the approximate admission price?

Adults

Children (include any age ranged)

Concessions

Will programmes be available? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If YES, what is the proposed price?
Approximate number of people expected to attend? If over 500 people are expected please give details of security / stewarding. 50-200

Do you intend to utilise or permit any of the following attractions at the event? If so, please tick the appropriate boxes (some of these may not be permitted at all sites):-

Fireworks/pyrotechnics	<input type="checkbox"/> Live Music ⁽¹⁾	<input type="checkbox"/>
Carnival procession ⁽¹⁾	<input type="checkbox"/> Live Entertainment ⁽¹⁾	<input type="checkbox"/>
Fairground equipment	<input type="checkbox"/> Lost children point	<input type="checkbox"/>
Aircraft	<input type="checkbox"/> Barrier/Fencing	<input type="checkbox"/>
Parachutists	<input type="checkbox"/> Marquees	<input type="checkbox"/>
Balloon launch	<input type="checkbox"/> Portable generator ⁽²⁾	<input type="checkbox"/>
Hot Air Balloons	<input type="checkbox"/> Power supply	<input type="checkbox"/>
Horses/donkeys/other animals	<input type="checkbox"/> Toilets	<input type="checkbox"/>
Motorcycles	<input type="checkbox"/> Alcohol ⁽³⁾	<input type="checkbox"/>
Other motor vehicles	<input type="checkbox"/> Food/drink concessions	<input checked="" type="checkbox"/>
Coconut shy	<input type="checkbox"/> On site communications	<input type="checkbox"/>
Inflatables (e.g bouncy castle)	<input type="checkbox"/> Market stalls	<input type="checkbox"/>
Portable staging	<input type="checkbox"/> Re-enactment groups	<input type="checkbox"/>
P.A. System	<input type="checkbox"/> Living history or other	<input type="checkbox"/>
Stewarding/Security	<input type="checkbox"/> Other	<input type="checkbox"/>

NOTES:

(a) Please supply as much information as possible on all the items above

(b) Following submission of this application, no additional items may be included without the express consent of the appropriate department.

(1) A Temporary Event Notice (TEN) may be required if the Event involves, music, dancing, singing or similar.

(2) Generators are not permitted on the highway and must be diesel only.

(3) A Temporary Event Notice (TEN) will be required for the sale of alcohol.

(4) If a TEN application is submitted to Hart District Council, permission will be obtained from FTC before the TEN will be granted.

CAR PARKING

Will vehicles require access to the venue? YES ☐ NO ☒

If yes, when and for how long?

NOTE: Parking is NOT allowed on footpaths or the grassed areas of the Council's Parks and Open Spaces. Access to council buildings & Facilities must be left accessible to vehicles at all times unless otherwise arranged with FTC.

If you have ticked yes above, please provide more details

Will you require Car Park space for Event Staff YES ☐ NO ☒

And/or the general public YES ☐ NO ☒

If you have replied YES to either option, please indicate below the proposed car parking arrangements (including any stewarding), the approximate number of vehicles attending the event and how you intend to manage the parking of those vehicles. Please note that parking is not permitted on grassed areas or footpaths.

Facilities

You will be required to ensure that the toilet facilities are adequate. Please submit details of your proposals to include method of disposal and if toilets are hired, the name and address of the hire company.

Use of toilets in pavilion and pub

Please identify the method to be used in order to maintain the area free of litter and refuse:

Scouts & local residents & FOAF members litter picking

Notes:

1. The event organiser should ensure that the site is regularly litter-picked during the event and at the end of each. In the event that the organiser fails to do this then the Council reserves the right to carry out the works in default and charge the event organiser the cost incurred.
2. It is the event organiser's responsibility to arrange removal of all rubbish from the site. You will not be permitted to use any on-site skip/litter bins or any bins in the vicinity of the site, etc for disposal.
3. Where permanent catering facilities are available in the vicinity of the site where the event will take place, the organisers must advise the caterers at least one month before the event takes place of the refreshments they will be providing.

UTILITIES

If available, do you require the use of on-site electricity and water? No

Note: In parks such as The Views, Standpipe meters can be obtained from Aquam Water Services Ltd
0844 984 1589
southeastwater@waterservicesltd.com

Electricity ☐ Water ☐

Please take meter readings before and after the event.

Please explain your requirements ie, when will this be required and for how long?

Bad Weather Plan

Will unexpected rain or high winds affect the event? YES ☒ NO ☐

Will the event be; Cancelled ☐ Postponed ☒ Continue ☐

Please give details if Cancelled or Postponed: Seek to rearrange to later in the year.

If the event will continue, please give details of what plans are in place to deal with bad weather situations and please provide details on the Risk Assessment.

N/A

Section 3 - Insurance

Event Organisers are required to hold a current policy of insurance in respect of Public Liability or Third Party risks (including products' liability where appropriate). The relevant limit of indemnity shall be an amount approved by the Council's Head of Finance. Under no circumstances shall this be less than £5 million and the Council reserves the right to require a higher limit if deemed necessary.

Organisers will be required to produce evidence of their insurance cover, and may be requested to produce copies of insurance for any of the exhibitors, band/dance

group, Fairground, sub-contractor, caterer, etc. whom they have instructed/authorised to appear at the Event.

NOTE: All documentation must be produced at least 28 days before the Event. Failure to comply may result in the Council refusing to grant final permission for holding the Event.

Section 4 – Emergency Services

Please supply details of the first aid cover to be provided. To follow.

SECTION 5 – BOND

When hiring one of the parks or Open Spaces, a bond /cheque is required to be held in case of any damage to park, facilities etc. The amount required will depend on the type and duration of the event. Please confirm details below

Name of person / organisation supplying the bond /cheque

Name Friends of Ancells Farm

Address c/o Helen Newman, 14 Hanover Drive, Fleet, GU51 2TA

Tel No 01252 692095

Email Address mrshelennewman@gmail.com

Fleet Town Council will refund the value of the cheque within 7 days of the event. However, if any damage has been caused to the Open Space / Park then an amount will be deducted to cover the cost of repairs.

Please note that loss or damage to keys, locks or padlocks may be deducted to cover costs.

Keys - £15 each

Padlocks - £65 Each

Locks - £45 each

SECTION 6 – ADDITIONAL REQUIREMENTS

1. Where appropriate a detailed site plan showing the positions of stalls, marquees, arena, exhibition units, car parking, etc. and a list of programme items should be attached to the Event Application Form.
2. In respect of races, etc. a detailed route plan showing the location of route marshals must be provided.

NB: The application must be submitted to the Council at least 10 weeks prior to the Event.

I hereby agree to comply with the conditions set out in this form, including any terms and conditions of hire and all reasonable instructions given by any authorised Officer of the Council should this event be granted approval.

Signed:

Position:

Date:

Please send the completed form, together with the required supporting documentation to:-

**The Town Clerk
Fleet Town Council
The Harlington
236 Fleet Road
Fleet
Hampshire
GU51 4BY**

Tel: 01252 625246

Email: clerk@fleettowncouncil.org.uk

I have enclosed, where necessary, the following:-

Please note that new / first time applications need to be approved by the Fleet Town Council, Recreational, Leisure & Amenities Committee before an application will be accepted.

Please check dates of the next meeting and ensure that all documentation is handed in no less than 10 days prior to the meeting date.

(* these documents are required for all applications)

Documentation	YES	NO	Evidence of Insurance	YES	NO
Site Plan/Route Plan *	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Insurance for event organiser *	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Risk Assessment *	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Individual participants	<input type="checkbox"/>	<input type="checkbox"/>
Stewards Briefing Pack	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Addition Information if required	<input type="checkbox"/>	<input type="checkbox"/>

If you have answered NO to any of the above, please explain why?

Documents to follow.

Additional

Any additional information: Event to celebrate the opening of the new table tennis table and to recruit members to FOAF & scouting.

Main Events User Agreement

Conditions of Use

The hirer agrees to abide by the following terms and conditions:

- All relevant paperwork is to be submitted prior to the event. This includes risk assessments, site plans, insurance and bond.
- Noise levels will be kept to a minimum.
- The hours the event takes place will only be those set within the event application.
- Music will be turned off at times specified in the event application.
- Appropriate parking arrangements will be made.
- Appropriate toilet facilities will be managed and maintained as specified in the event application.
- Anything that becomes of nuisance or annoyance to local residents will be dealt with as soon as possible.
- No litter is to be left behind and the site is to be left in a clean state.
- The Council reserves the right to cancel an event in the absence of the applicant's wet weather plan.

Name (Authorised Signatory from Organisation)	Isabella Paton
Signature	
Date	
Event and Date	10 th July 2021
Organisation Name	Friends of Ancells Farm

Date: 04/03/2021

Fleet Town Council Current Year

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**Bank Reconciliation Statement as at 28/02/2021
for Cashbook 1 - Bank Current/Deposit Account**

User: WA

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Co-op	31/03/2020	306	0.00
HSBC	28/02/2021	496	551,790.83
			<u>551,790.83</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
23/02/2021 BACS Pymnt BACS P/L Pymnt Page 1852		6,723.28	
28/02/2021 BACS Pymnt BACS P/L Pymnt Page 1854		9,847.59	
			<u>16,570.87</u>
			535,219.96
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			535,219.96
		Balance per Cash Book is :-	535,219.96
		Difference is :-	0.00

05/03/2021

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Cashbook 1

User: EM

Bank Current/Deposit Account

Receipts received between 01/02/2021 and 28/02/2021

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 01/02/2021	40.00						
	TicketSales&BookingCharges 590	38.00		1.81	590		36.19	TicketSales 80's Rewind
	TicketSales&BookingCharges 590	2.00		0.33	1435	201	1.67	BookingChrg 80's Rewind
	Banked: 01/02/2021	16.99						
	HSBC - Nationwide	16.99			1870	101	16.99	FTC Nationwide Interest
	Banked: 01/02/2021	1,021.64						
	Sales Recpts Page 4237	1,021.64	1,021.64		101			Sales Recpts Page 4237
	Banked: 02/02/2021	32.36						
	PublicSectorDepositFund/CCLA	32.36			1870	101	32.36	Dividens Statement Jan21
	Banked: 02/02/2021	70.00						
	TicketSalesRefund&BookingChrgs	180.00		8.57	560		171.43	Ticket Sales 90's Rewind
	TicketSalesRefund&BookingChrgs	-60.00		-2.86	796		-57.14	Refund 796-
	TicketSalesRefund&BookingChrgs	-52.50		-2.50	882		-50.00	Refund 882-
	TicketSalesRefund&BookingChrgs	0.74		0.12	1435	201	0.62	Booking Fee 560,796,882
	TicketSalesRefund&BookingChrgs	0.98		0.16	1435	201	0.82	Online Booking Fee
	TicketSalesRefund&BookingChrgs	0.78		0.13	1435	201	0.65	OutsdBookingCharges560,
	Banked: 02/02/2021	399.60						
	Sales Recpts Page 4238	399.60	399.60		101			Sales Recpts Page 4238
	Banked: 04/02/2021	1,270.00						
	Mr JE&Mrs LABascran Plot 2540	1,270.00			1120	350	1,100.00	DOGPlot2540LesleyBascra
					1130	350	170.00	MEMPlot2540LesleyBascr
	Banked: 04/02/2021	1,911.65						
	Chq/Scottish&SouthnElcNetworks	1,911.65		318.61	4235	310	1,593.04	RefundMerivaleCalthPPlay
					334		1,593.04	RefundMerivaleCalthPPlay
					6000	310	-1,593.04	RefundMerivaleCalthPPlay
	Banked: 04/02/2021	54,501.88						
	HMRC	54,501.88			120		54,501.88	VAT Q3 Refund
	Banked: 08/02/2021	1,710.00						
	THE SOUTHERN CO-OP	1,710.00			1120	350	1,100.00	DOG Plot2530 Reginald
	DOG&Mem2530				1100	350	440.00	IntermntPlot2530ReginaldJ
					1130	350	170.00	MemorialPlot2530ReginaldJ
	Banked: 08/02/2021	1,710.00						
	HOLMES LTD-Plot2531 DOG&Mem	1,710.00			1120	350	1,100.00	DOG Plot2531 Jill Ewart-
					1100	350	440.00	IntermntPlot2531JillEwart-
					1130	350	170.00	Memrl Plot2531 JillEwart-
	Banked: 08/02/2021	2,540.00						
	Hastings Sarah/SallyHReservatn	2,540.00			1120	350	2,200.00	DOGPlot2542ReservationH
					1130	350	340.00	MEMPlot2542ReservationH
	Banked: 08/02/2021	770.00						

Subtotal Carried Forward:

65,994.12

1,421.24

324.37

63,478.51

Bank Current/Deposit Account

Receipts received between 01/02/2021 and 28/02/2021

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	BRUCE LEDLIE-Kerb block,KB0007	770.00			1130	350	170.00	Memorial BRUCE M
					1132	350	500.00	GoRKerbstBRUCE M
					4936	350	100.00	GoRAshDigBRUCE M
	Banked: 10/02/2021	99.00						
	Ticket sales	40.00		1.90	596		38.10	Ticket sales
	Ticket sales	54.00		2.57	567		51.43	Ticket sales
	Charges	5.00		0.83	1435	201	4.17	Charges
	Banked: 12/02/2021	648.66						
	Sales Recpts Page 4239	648.66	648.66		101			Sales Recpts Page 4239
	Banked: 12/02/2021	1,200.00						
	Sales Recpts Page 4240	1,200.00	1,200.00		101			Sales Recpts Page 4240
	Banked: 12/02/2021	453.75						
	Sales Recpts Page 4241	453.75	453.75		101			Sales Recpts Page 4241
	Banked: 12/02/2021	962.22						
	Sales Recpts Page 4243	962.22	962.22		101			Sales Recpts Page 4243
	Banked: 12/02/2021	42.00						
	Ticket sales	40.00		1.90	596		38.10	Ticket sales
	Charges	2.00		0.33	1435	201	1.67	Charges
	Banked: 12/02/2021	6,594.44						
	HMRC	6,594.44			531		6,594.44	JRS grant Jan 2021
	Banked: 12/02/2021	3,237.00						
	Hart District Council	3,237.00			1053	101	3,237.00	Local Restrictions COVID
	Banked: 13/02/2021	74.00						
	Ticket sales	70.00		3.33	795		66.67	Ticket sales
	Charges	4.00		0.67	1435	201	3.33	Charges
	Banked: 14/02/2021	21.00						
	Ticket sales	20.00		0.95	594		19.05	Ticket sales
	Charges	1.00		0.17	1435	201	0.83	Charges
	Banked: 15/02/2021	1,601.25						
	Sales Recpts Page 4242	1,601.25	1,601.25		101			Sales Recpts Page 4242
	Banked: 15/02/2021	-308.00						
	Refund ticket sales	-308.00		-14.67	580		-293.33	Refund ticket sales
	Banked: 16/02/2021	-50.00						
	Ticket refunds	-50.00		-2.38	558		-47.62	Ticket refunds
	Banked: 16/02/2021	-132.00						
	Refund ticket sales	-132.00		-6.28	580		-125.72	Refund ticket sales
	Banked: 19/02/2021	520.20						
	SUSAN MCARDLE	240.00			1100	350	170.00	IntermPhyllisJessop
Subtotal Carried Forward:		80,957.64	4,865.88	313.69			74,006.63	

Bank Current/Deposit Account

Receipts received between 01/02/2021 and 28/02/2021

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	SUSAN MCARDLE S0035	280.20		46.70	1133 4935	350 350	70.00 233.50	GorSanctPhyllisJessop2ndl GoRMemPhyllisJessop
	Banked: 19/02/2021	44.00						
	Ticket sales	42.00		2.00	592		40.00	Ticket sales
	Charges	2.00		0.33	1435	201	1.67	Charges
	Banked: 19/02/2021	44.00						
	Ticket sales	42.00		2.00	592		40.00	Ticket sales
	Charges	2.00		0.33	1435	201	1.67	Charges
	Banked: 19/02/2021	-44.00						
	Ticket correction	-42.00		-2.00	593		-40.00	Ticket correction
	Charges correction	-2.00		-0.33	1435	201	-1.67	Charges correction
	Banked: 22/02/2021	154.00						
	Ticket sales	76.00		3.62	590		72.38	Ticket sales
	Ticket sales	70.00		3.33	795		66.67	Ticket sales
	Charges	8.00		1.33	1435	201	6.67	Charges
	Banked: 22/02/2021	-112.00						
	Refund tickets	-68.00		-3.24	565		-64.76	Refund tickets
	Refund tickets	-44.00		-2.10	580		-41.90	Refund tickets
	Banked: 24/02/2021	1,072.07						
	Sales Recpts Page 4246	1,072.07	1,072.07		101			Sales Recpts Page 4246
	Banked: 27/02/2021	57.00						
	Sales Recpts Page 4244	57.00	57.00		101			Sales Recpts Page 4244
	Banked: 27/02/2021	917.76						
	Sales Recpts Page 4245	917.76	917.76		101			Sales Recpts Page 4245
Total Receipts:		83,090.47	8,333.95	365.66			74,390.86	

Date: 05/03/2021

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Bank Current/Deposit Account

List of Payments made between 01/02/2021 and 28/02/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/02/2021	British Telecom/BT Group PLC	DD	156.58		Harlington&CafeWifi 01-31Jan21
09/02/2021	HSBC	DDR	12.42		ELECTR BKG CHARGES DEC 2020
09/02/2021	HSBC	DDR	76.16		ELECTR BKG CHARGES DEC 2020
09/02/2021	CommercialCards/HSBC	DD	59.83		CommercialCard PACA Jan/Feb21
09/02/2021	CommercialCards/HSBC	DD	9.99		CommercialCard GMHC Jan/Feb21
09/02/2021	CommercialCards/HSBC	DD	19.30		CommercialCard OS&FM Jan/Feb21
09/02/2021	CommercialCards/HSBC	DD	760.57		CommercialCard TechS Jan/Feb21
12/02/2021	FDMS/Paymentsense	DD	24.99		MonthlySFHCEventsJan21FirstPay
12/02/2021	FDMS/Paymentsense	DD	25.82		MonthlyServiceFeeHCEventsJan21
15/02/2021	Legal and General	DD	3,602.16		February 2021 Payroll
15/02/2021	Legal and General	DD	-0.03		L&G correction
16/02/2021	GLOBAL PAYMENTS	DD	48.66		MonthlyServiceFeeJan21/Inv0049
16/02/2021	GLOBAL PAYMENTS	DD	181.40		MonthlyServiceFeeJan21/Inv0119
19/02/2021	PAYMENTSSENSE LTD	DD	61.67		MonthlyServiceFeeHCEventsJan21
19/02/2021	PAYMENTSSENSE LTD	DD	29.82		MonthlyServiceFeeHCEventsJan21
19/02/2021	Fleet Town Council	DDR	20,679.09		February 2021 Payroll
22/02/2021	Inland Revenue	DDR	7,209.47		February 2021 Payroll
23/02/2021	BACS P/L Pymnt Page 1852	BACS Pymnt	6,723.28		BACS P/L Pymnt Page 1852
25/02/2021	NPOWER	DD	89.04		ElectryOakleyPAV 01Oct-31Dec20
25/02/2021	NPOWER	DD	61.48		ElectryBasingbPv 01Oct-31Dec20
25/02/2021	NPOWER	DD	62.58		ElectryCalthPAV 01Oct-31Dec20
25/02/2021	NPOWER	DD	64.96		ElectricityAFPAV 01Oct-31Dec20
25/02/2021	BOC MANCHESTER ACC	DD	38.66		HCEvGas for HarlingtonBarJan21
26/02/2021	PAY AND SHOP	DD	22.80		TransactionChargesHCEvnt Jan21
28/02/2021	BACS P/L Pymnt Page 1854	BACS Pymnt	9,847.59		BACS P/L Pymnt Page 1854
Total Payments			49,868.29		

30/03/2021

Fleet Town Council Current Year

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List of Purchase Ledger Payments for Month 11

User: WA

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BIFFA Biffa Waste Services Ltd							
227T15038/Biffa Waste Services	22/01/2021	227T15038	1	602.40	0.00	602.40	0.00
Authorised:							
227T15039/Biffa Waste Services	22/01/2021	227T15039	1	108.14	0.00	108.14	0.00
Authorised:							
227T15040/Biffa Waste Services	22/01/2021	227T15040	1	98.59	0.00	98.59	0.00
Authorised:							
227T15041/Biffa Waste Services	22/01/2021	227T15041	1	39.60	0.00	39.60	0.00
Authorised:							
					0.00	848.73	
Above paid on 31/01/2021 by Online Payment Ref BIFFA							
CANFORD Canford Audio Limited							
1122737393/Canford Audio Limit	04/11/2020	1122737393	1	204.89	0.00	204.89	0.00
Authorised:							
					0.00	204.89	
Above paid on 31/01/2021 by Online Payment Ref CANFORD							
CBS Comfort Building Services Ltd							
48963/Comfort Building Service	26/01/2021	48963	1	559.36	0.00	559.36	0.00
Authorised:							
					0.00	559.36	
Above paid on 31/01/2021 by Online Payment Ref CBS							
DAISYS TEA Daisy's Tea Room Ltd							
210201/Daisy's Tea Room Ltd	06/02/2021	210201	1	277.35	0.00	277.35	0.00
Authorised:							
					0.00	277.35	
Above paid on 31/01/2021 by Online Payment Ref DAISYSTEA							
E-MAN E-Mango							
INV_30322/E-Mango	29/01/2021	INV_30322	1	144.00	0.00	144.00	0.00
Authorised:							
					0.00	144.00	
Above paid on 31/01/2021 by Online Payment Ref E-Mango							
NIGELJEFFR Nigel Jeffries Landscapes Limited							
13236/Nigel Jeffries Landscape	31/01/2021	13236	1	13,157.24	0.00	13,157.24	0.00
Authorised:							
13243/Nigel Jeffries Landscape	31/01/2021	13243	1	594.00	0.00	594.00	0.00
Authorised:							
					0.00	13,751.24	
Above paid on 31/01/2021 by Online Payment Ref NIGELJEFFR							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
PRIMA CH Cleaning Services							
001301/CH Cleaning Services	31/01/2021	001301	1	720.00	0.00	720.00	0.00
Authorised: 001302/CH Cleaning Services	31/01/2021	001302	1	317.52	0.00	317.52	0.00
Authorised: 001303/CH Cleaning Services	31/01/2021	001303	1	240.00	0.00	240.00	0.00
Authorised:					0.00	1,277.52	
Above paid on 31/01/2021 by Online Payment Ref CHCleaning							
SGPOS SG POS/Shelfguard Systems							
INV-17393/SG POS/Shelfguard Sy	02/02/2021	INV-17393	1	168.00	0.00	168.00	0.00
Authorised:					0.00	168.00	
Above paid on 31/01/2021 by Online Payment Ref SGPOS							
SIAN Sian Taylor							
JAN 2021 ST/Sian Taylor	31/01/2021	JAN 2021 ST	1	22.30	0.00	22.30	0.00
Authorised:					0.00	22.30	
Above paid on 31/01/2021 by Online Payment Ref SIANT							
SUX HR HUB The Sussex HR Hub Ltd							
INV-0580/The Sussex HR Hub Ltd	01/02/2021	INV-0580	1	109.20	0.00	109.20	0.00
Authorised:					0.00	109.20	
Above paid on 31/01/2021 by Online Payment Ref TheSussexH							
TICKETSOLV TicketSolve Ltd							
20120038/TicketSolve Ltd	31/12/2020	20120038	1	3,207.03	0.00	3,207.03	0.00
Authorised:					0.00	3,207.03	
Above paid on 31/01/2021 by Online Payment Ref TICKETSOLV							
UWR United Washrooms Limited							
HI583568/United Washrooms Limi	01/02/2021	HI583568	1	130.72	0.00	130.72	0.00
Authorised: HI583903/United Washrooms Limi	01/02/2021	HI583903	1	628.80	0.00	628.80	0.00
Authorised:					0.00	759.52	
Above paid on 31/01/2021 by Online Payment Ref UWR							

List of Purchase Ledger Payments for Month 11

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ZUR Zurich Town&Parish,Insurer Trust Account							
504747604/Zurich Town&Parish,I	27/01/2021	504747604	1	357.55	0.00	357.55	0.00
Authorised:					<u>0.00</u>	<u>357.55</u>	
Above paid on 31/01/2021 by Online Payment Ref ZUR							
BRAND Brand Pest Control							
2000/Brand Pest Control	03/02/2021	2000	1	48.00	0.00	48.00	0.00
Authorised:					<u>0.00</u>	<u>48.00</u>	
Above paid on 23/02/2021 by Online Payment Ref BRAND							
CBS Comfort Building Services Ltd							
49031/Comfort Building Service	09/02/2021	49031	1	988.80	0.00	988.80	0.00
Authorised:							
49032/Comfort Building Service	09/02/2021	49032	1	509.47	0.00	509.47	0.00
Authorised:					<u>0.00</u>	<u>1,498.27</u>	
Above paid on 23/02/2021 by Online Payment Ref CBS							
COLUMBARIA The Columbaria Company							
INV0076186/The Columbaria Comp	10/02/2021	INV0076186	1	195.60	0.00	195.60	0.00
Authorised:					<u>0.00</u>	<u>195.60</u>	
Above paid on 23/02/2021 by Online Payment Ref COLUMBARIA							
CONNECT Connect Computer Consultants Ltd							
2503/Connect Computer Consulta	03/12/2020	2503	1	360.00	0.00	360.00	0.00
Authorised:							
2516/Connect Computer Consulta	19/02/2021	2516	1	869.39	0.00	869.39	0.00
Authorised:							
2517/Connect Computer Consulta	19/02/2021	2517	1	432.00	0.00	432.00	0.00
Authorised:					<u>0.00</u>	<u>1,661.39</u>	
Above paid on 23/02/2021 by Online Payment Ref CONNECT							
FRIENDSOAK Friends of Oakley Park							
FEB21 INSURANCE/Friends of Oak	23/02/2021	FEB21 INSURANCE	1	75.00	0.00	75.00	0.00
Authorised:					<u>0.00</u>	<u>75.00</u>	
Above paid on 23/02/2021 by Online Payment Ref FRIENDSOAK							

List of Purchase Ledger Payments for Month 11

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
INTRA Intratest Limited							
# 0787/Intratest Limited	18/02/2021	# 0787	1	1,080.00	0.00	1,080.00	0.00
Authorised:					0.00	1,080.00	
Above paid on 23/02/2021 by Online Payment Ref INTRA							
MINTNETWOR Mint Network Ltd							
01211646/Mint Network Ltd	19/02/2021	01211646	1	112.03	0.00	112.03	0.00
Authorised:					0.00	112.03	
Above paid on 23/02/2021 by Online Payment Ref MINTNETWOR							
NPTREE NP Tree Management Ltd							
2027/NP Tree Management Ltd	06/02/2021	2027	1	720.00	0.00	720.00	0.00
Authorised:							
2043/NP Tree Management Ltd	19/02/2021	2043	1	936.00	0.00	936.00	0.00
Authorised:					0.00	1,656.00	
Above paid on 23/02/2021 by Online Payment Ref NPTREE							
SHIELD SEC Shield Security Services Ltd							
43758/Shield Security Services	31/01/2021	43758	1	84.00	0.00	84.00	0.00
Authorised:					0.00	84.00	
Above paid on 23/02/2021 by Online Payment Ref SHIELDSEC							
SSE SOUTHE SSE Southern Electric							
0037/SSE Southern Electric	17/02/2021	0037	1	46.41	0.00	46.41	0.00
Authorised:					0.00	46.41	
Above paid on 23/02/2021 by Online Payment Ref SSESOUTHE							
VIKING VIKING DIRECT							
908866/VIKING DIRECT	15/02/2021	908866	1	266.58	0.00	266.58	0.00
Authorised:					0.00	266.58	
Above paid on 23/02/2021 by Online Payment Ref VIKING							
BIFFA Biffa Waste Services Ltd							
227T16106/Biffa Waste Services	19/02/2021	227T16106	1	602.40	0.00	602.40	0.00
Authorised:							

List of Purchase Ledger Payments for Month 11

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
227T16107/Biffa Waste Services Authorised:	19/02/2021	227T16107	1	108.14	0.00	108.14	0.00
227T16108/Biffa Waste Services Authorised:	19/02/2021	227T16108	1	98.59	0.00	98.59	0.00
227T16109/Biffa Waste Services Authorised:	19/02/2021	227T16109	1	494.99	0.00	494.99	0.00
227T16110/Biffa Waste Services Authorised:	19/02/2021	227T16110	1	39.60	0.00	39.60	0.00
					0.00	1,343.72	

Above paid on 28/02/2021 by Online Payment Ref BIFFA

HOGSBACK Hogs Back Brewery Ltd.

SI20-5495/Hogs Back Brewery Lt Authorised:	15/10/2020	SI20-5495	1	193.18	0.00	193.18	0.00
					0.00	193.18	

Above paid on 28/02/2021 by Online Payment Ref HOGSBACK

NIGELJEFFR Nigel Jeffries Landscapes Limited

13253/Nigel Jeffries Landscape Authorised:	24/02/2021	13253	1	84.00	0.00	84.00	0.00
					0.00	84.00	

Above paid on 28/02/2021 by Online Payment Ref NIGELJEFFR

NPOWER NPOWER Ltd

LGWKR72/NPOWER Ltd Authorised:	24/02/2021	LGWKR72	1	1,930.01	0.00	1,930.01	0.00
					0.00	1,930.01	

Above paid on 28/02/2021 by Online Payment Ref NPOWER

NPTREE NP Tree Management Ltd

2053/NP Tree Management Ltd Authorised:	24/02/2021	2053	1	228.00	0.00	228.00	0.00
					0.00	228.00	

Above paid on 28/02/2021 by Online Payment Ref NPTREE

SGPOS SG POS/Shelfguard Systems

INV-17399/SG POS/Shelfguard Sy Authorised:	01/03/2021	INV-17399	1	84.00	0.00	84.00	0.00
					0.00	84.00	

Above paid on 28/02/2021 by Online Payment Ref SGPOS

List of Purchase Ledger Payments for Month 11

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
SUX HR HUB The Sussex HR Hub Ltd							
INV-0610/The Sussex HR Hub Ltd	01/03/2021	INV-0610	1	109.20	0.00	109.20	0.00
Authorised:							
					0.00	109.20	
Above paid on 28/02/2021 by Online Payment Ref TheSussexH							
VITAPLAY Vita Play Limited							
2798/Vita Play Limited	24/02/2021	2798	1	5,875.48	0.00	5,875.48	0.00
Authorised:							
					0.00	5,875.48	
Above paid on 28/02/2021 by Online Payment Ref VITAPLAY							
Total Purchase Ledger Payments for Month 11					0.00	38,257.56	

COUNCIL MEETING
Wednesday 7 April, 2021

Officer: Janet Stanton

DATE: 29 March, 2021

SUBJECT Fibre Data Centre

Background

The Council has been approached by Up Connect, acting on behalf of a client, who is planning to roll out Full Fibre, Ultrafast Broadband 1GB (1,000MB) network throughout Fleet.

In order to service that Network, the company is looking to lease a small parcel of land for the location of a mini data centre. The data centre consists of a container, typically 5.5m x 3.5m and associated equipment surrounded by fencing. In total they are looking to lease an area of circa 7.5m x 7.5m. The following photo is of a site built elsewhere which gives an idea of what the installation will look like. It can also be suitably screened with living plants.

Proposal

Up Connect and their client identified a series of sites that they felt could be suitable for this purpose as well as some that were suggested by officers. These sites have now all been reviewed by officers and the only site that is acceptable to both FTC's and Up Connect's client is the piece of Calthorpe Park scrub land on the road/track off of Crookham Road just before the entrance to Fleet Town Football Club's leased area.

- The mini data centre would not be accessed frequently - usually for maintenance or repairs.
- Planning permission would be required and the application would be made by Up Connect's client
- The company will re-instate any damage caused when installing the data centre eg repairing road surface where fibre has been installed, planting etc.
- A lease or similar legal document would be drawn up and any specific requirements of FTC would be included.
- A small rent for this parcel of land would be payable to FTC

RECOMMENDATION

That:

- Members approve the location of the Data Centre in Calthorpe Park
- Members approve negotiations with Up Connect's client for the parcel of land in Calthorpe Park and progress the lease/legal documents



COMPLAINTS

ITEM 14

2020-2021	Date of Receipt	Date Response sent	Complaint details		Number of hours to complete
COM/22/20	26.02. 21		Complaint about noise from Calthorpe Park – Follow up		1 to date
COM/23/20	27.03.21	31.03.21	Complaint about noise related to the slide in Calthorpe Park.		0.5
COM/24/20	28.03.21	31.03.21	Complaint about noise related to the slide in Calthorpe Park.		0.5
COM/25/20	29 03.21		Complaint about picnic bench in play area at Calthorpe Park		

COUNCIL MEETING Wednesday 7 April, 2021

Officer: Janet Stanton
DATE: 29 March, 2021

CLERK'S REPORT

1. Year End

Officers are currently very busy finalising the accounts in readiness for the 2020/21 year end closedown which will take place on 15 April.

2. 2020/2021 – what did we achieve during Lockdown?

In no particular order:

- The installation of the three new play areas in Calthorpe park
- Provision of CCTV in Calthorpe Park
- Negotiated and took over the market operation in Gurkha Square
- Carried out major roof and ceiling repairs to the Auditorium
- Decorated and freshened up the ground floor of The Harlington
- Improved the Council's environmental impact by installing new energy efficient LED lights in the Auditorium.
- Established a COVID safe environment for visitors and staff to The Harlington
- Staged socially distanced Acoustic Music events outside on The Views each Sunday during August
- Worked with Fleet GPs to provide a local Vaccination centre in The Harlington
- Operated with reduced resources whilst some Harlington staff were furloughed – particularly in relation to H & S, accounts etc
- Managed the 2020/21 accounts close down at the end of March under very difficult conditions and without the necessary resources.
- Achieved a clean external audit of the accounts for the year 19/20 with no qualifications
- Reviewed government guidelines daily and applied for appropriate grants.
- Produced an on-line Christmas Switch-on/Festivities film which was viewed by nearly 3,000 people on FTC's Facebook page.
- Organised and arranged the Distribution of Festive Afternoon Teas on Christmas Day for residents who would be on their own over the Christmas period.
- Park Awards
 - Small Conservation - Oakley Park, Silver Gilt & Basingbourne Park, Gold
 - Small Park - Oakley Park, Silver Gilt and Basingbourne Park, Gold
 - Large Park - Calthorpe Park, Gold Gilt. An improvement on last year's Silver Gilt!
 - Small Cemetery - Fleet Cemetery, Gold
 - The Friends of Basingbourne Park were again awarded the highest level, "Outstanding" in the 'It's your Neighbourhood' category and Gold in the 'Our Community' category

3. COVID UPDATE

- For information relating to local COVID statistics, members are reminded that the Clerk forwards the HDC COVID19 newsletter several times a week.
- Subject to vaccine delivery it is expected that 3,500 vaccinations will be given each week in The Harlington
- As vaccination delivery is taking place in the Harlington, staff when working in the building are at a higher risk of being exposed to the disease. Members of staff are therefore being encouraged to take advantage of the Lateral Flow testing at The Civic Centre.
- The tennis courts are back open
- As organised sport is allowed to restart, FTC has extended the use of the football pitches by local teams to enable them to finish off their season.
- The Harlington staff are still being flexibly furloughed