



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

**Wednesday 7<sup>th</sup> February 2024 at 7pm at The Harlington**

All members are summoned to attend

**To Councillors:**

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

Rochelle Halliday, Executive Officer  
31<sup>st</sup> January 2024

**AGENDA**

<b>1.</b>	<b>APOLOGIES</b> Schedule 12 of the LGA 1972 requires a record to be kept of members present, and that this record forms part of the minutes of the meeting. A resolution must be passed on whether the reason(s) for a member's absence are acceptable.
<b>2.</b>	<b>DECLARATIONS OF INTEREST</b> Under the Local Authorities Localism Act 2011, members must declare any interest and the nature of that interest, which they may have in any of the items under consideration at this meeting.  Members are reminded that they must disclose both the existence and the nature of a personal interest that they have in any matter to be considered at this meeting. A personal interest will be considered a prejudicial interest if this is one in which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the members' judgement of the public interest.
<b>3.</b>	<b>QUESTIONS FROM THE PUBLIC</b> (3 min per person maximum 15 minutes) To receive questions and statements from members of the public.
<b>4.</b>	<b>CHAIRMAN'S ANNOUNCEMENTS</b> To receive any updates from the Chairman of Fleet Town Council.
<b>5.</b>	<b>HCC/HDC</b> (3 mins per person – max 15 mins) To receive any update on HDC/HCC matters concerning FTC which are not included within the agenda.
<b>6.</b>	<b>MINUTES OF PREVIOUS MEETINGS</b> To receive and approve as a correct record the minutes of the Council Meeting held on 3 <sup>rd</sup> January 2024 ( <i>copy attached</i> ).  To receive resolutions and consider approval of recommendations from the following committees and to return to committees any issues for reconsideration: <ul style="list-style-type: none"><li>• Development Control 8<sup>th</sup> and 29<sup>th</sup> January 2024</li></ul>

**Part 1 – ITEMS FOR DECISION****7. INTERIM INTERNAL AUDIT**

- a) To receive the internal audit report for January 2024 from the Internal Auditor (*copy attached*).
- b) To consider and agree the actions report following the interim internal audit in January 2024 (*copy attached*).

**RECOMMENDATIONS**

- a) To note the January 2024 interim internal audit report.
- b) To approve the interim audit actions report January 2024.

**8. ANNUAL RESIDENTS' MEETING**

To consider and agree the date, format and content for the Annual Residents' Meeting to be held in March 2024 (*copy attached*).

**RECOMMENDATION**

To approve the new date, format and content for the Annual Residents' Meeting as proposed.

**9. MUSIC ON THE VIEWS EVENT**

To consider and agree the Council's involvement in organising the Music on the Views event in August 2024 (*copy attached*).

**RECOMMENDATION**

To approve the organisation of the event as a one-off event outside the 'Open Air Civic Events' Policy.

**10. FLEET CRICKET CLUB CAR PARKING PROPOSAL**

To consider and approve the proposal from Fleet Cricket Club to add additional parking spaces for use by the Club along Baker Way (*copy attached & see Executive Officer's Report*).

**RECOMMENDATION**

- a) To approve the request.
- b) Council to advise of any conditions associated with the works.

**11. ACTION DAY**

To agree the date for the Action Day in 2024 (*see Executive Officer's Report*).

**RECOMMENDATION**

To approve Action Day taking place on Saturday, 18<sup>th</sup> May 2024 on and around Fleet Road.

**12. CEMETERY MEMORIAL HEADSTONES**

To consider and agree standardising the headstone measurements at Fleet Cemetery for full interments (*copy attached*).

**RECOMMENDATION**

To approve changing the headstone measurements for full interments and to appropriately update the Burial Policy at the next Policy and Finance Committee meeting.

**13. HAMPSHIRE COUNTY COUNCIL FUTURE SERVICES CONSULTATION**

To consider and agree the process for drafting the Hampshire County Council Future Services Consultation. The final comments to be approved at the Council meeting in March 2024 (*copy attached*).

**RECOMMENDATION**

To approve the process for preparing a response to the Hampshire County Council Future Services consultation.

<b>Part 2 – ITEMS TO NOTE</b>	
<b>14. COMPLAINTS</b>	To receive notification of any complaints.
<b>15. EXECUTIVE OFFICER’S REPORT</b>	To receive and note the update report from the Executive Officer ( <i>copy attached</i> ).
<b>16. DATE AND TIME OF NEXT MEETING</b>	The next meeting of the Council is scheduled to be held on Wednesday 6 <sup>th</sup> March 2024 at 7pm in the Harlington.
<b>Part 3 – CONFIDENTIAL ITEMS</b>	
	<p>Under the Public Bodies (Admission to Meetings) Act 1960 Exclusion of the public in accordance with Section 1(2) and by reason of the confidential nature of the business of the Town Council, the Public and Press will be excluded from the meeting.</p> <p>The following types of business will be treated as confidential:</p> <ul style="list-style-type: none"> <li>a. Engagement, terms of service, conduct and dismissal of employees</li> <li><b>b. Terms of tenders, and proposals and counter-proposals in negotiations for contracts.</b></li> <li>c. Receipt of professional legal advice and preparation of cases in legal proceedings.</li> <li><b>d. The early stages of any dispute.</b></li> <li>e. Matters of a commercial nature.</li> </ul>
<b>17. FLEET TOWN FOOTBALL CLUB LEASE</b>	<p>To receive recommendations from the Lease Working Group and consider and agree the final content to the Fleet Town Football Club lease (<i>confidential report attached</i>).</p> <p><b>RECOMMENDATION</b> To approve the Final Draft of the Fleet Town Football Club lease agreement.</p>
<b>18. GURKHA SQUARE LEASE AND LICENCE FOR FLEET MARKET</b>	<p>a) To consider and agree the lease renewal with Hart District Council for the use of Gurkha Square for Fleet Market (<i>confidential report attached</i>).</p> <p>b) To consider and agree amendments to the licence with Fleet Market CIC for the use of Gurkha Square (<i>confidential report attached</i>).</p> <p><b>RECOMMENDATIONS</b></p> <p>a) To approve the lease renewal with Hart District Council for the use of Gurkha Square for Fleet Market.</p> <p>b) To approve the amendments to the licence with Fleet Market CIC for the use of Gurkha Square.</p>
<b>19. HARLINGTON LEASE</b>	<p>To receive an update on the Harlington Lease.</p> <p><b>RECOMMENDATION</b> To note the update.</p>
<b>20. FLEET CEMETERY INTERMENT REQUEST</b>	<p>To consider and agree a one-off interment request at Fleet Cemetery (<i>copy attached</i>).</p> <p><b>RECOMMENDATION</b> To determine the request.</p>

## **FLEET TOWN COUNCIL**

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

held on

Wednesday 3<sup>rd</sup> January 2024 at 7.00pm

#### **PRESENT**

**Councillors:** R. Schofield (Chairman), G. Chenery, P. Einchcomb, S. Engström, L. Holt, E. May, A. Oliver, R. Richmond, R. Robinson, D. Taylor, B. Willcocks, G. Woods.

**In Attendance:** Rochelle Halliday – Executive Officer  
Friends of Oakley Park Representative

#### **FC JANUARY 2024 ITEM 1                      APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs K. Cottrell (family circumstances), A. Hope (away), S. Krishnamurthy (family circumstances) and S. Tilley (unwell).

Cllrs R. Fang and P. Wildsmith were absent.

#### **FC JANUARY 2024 ITEM 2                      DECLARATIONS OF INTEREST**

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

#### **FC JANUARY 2024 ITEM 3                      QUESTIONS FROM THE PUBLIC**

There were no questions from the public.

#### **FC JANUARY 2024 ITEM 4                      CHAIRMAN'S ANNOUNCEMENTS**

Cllr Schofield thanked Officers involved with the Christmas Grotto and to Cllr Woods for their contributions. The Christmas Grotto secured over a £1,000 for the local charity, Stepping Stones DS.

Cllr Schofield thanked the volunteer team and staff for another successful Christmas Day Lunch, and special thanks to Cllr Engstrom and her husband for helping at the Christmas Day lunch.

#### **FC JANUARY 2024 ITEM 5                      HCC/HDC ANNOUNCEMENTS**

There were no announcements to report.

#### **FC JANUARY 2024 ITEM 6                      MINUTES OF PREVIOUS MEETINGS**

The minutes of the Council meeting held on 6<sup>th</sup> December 2023 were approved and signed by the Chairman.

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

- Development Control 19<sup>th</sup> December 2023
- RLA 20<sup>th</sup> December 2023

Members discussed that the Development Control Committee should review the Hart District Council Cycle and Parking New Development Supplementary Planning Document.

## **FC JANUARY 2024 ITEM 7 BUDGET AND PRECEPT FOR 2024/25 FINANCIAL YEAR**

Cllr Schofield provided a summary of the budget and an overview of the accompanying reports.

A discussion ensued, and the following points were made:

- A maintenance budget is being set, with modest provision for future capital improvements built in.
- The draft budget enables the Council to continue providing a full range of services without any reduction in service provision.
- The Executive Officer proposed an amendment to the budget as follows, in light of the Basingstoke Canal contribution amount being latterly confirmed for 2024/25:
  - Reduce the Basingstoke Canal grant to £15,600 (reduction of £3.8k) and increase the Climate Change budget by the corresponding amount to £5,800.
  - The amendment was supported.

Cllr Woods thanked Officers for the budget projections for 2023/24, which shows an improved position in the Council's finances.

### **RESOLVED**

- 1) To approve the Council's budget for the 2024/25 financial year, with the amendment to the budget proposed above.
- 2) To approve the precept request of £1,342,858 for the 2024/25 financial year.

## **FC JANUARY 2024 ITEM 8 FINANCIAL MONITORING REPORT**

Members noted receipt of:

- a) The bank reconciliation and a list of payments for November 2023.
- b) A statement from Councillor Robinson confirming that the bank reconciliation and list of payments for November 2023 have been verified and signed off against the original bank statement.

### **RESOLVED**

- 1) To receive and accept the bank reconciliation and list of payments for November 2023.
- 2) To accept the statement from Councillor Robinson that the bank reconciliation and list of payments for November 2023 have been verified and signed off.

## **FC JANUARY 2024 ITEM 9 CONTRACTUAL RENEWAL FOR THE FLEET CONNECT SERVICE**

Members received the proposal from Hampshire County Council for the Fleet Connect community transport service in the 2024/25 financial year, which is a one year extension to the contract.

It was acknowledged that Hampshire County Council is doing a full budget review, which may result in the bus service being under threat. The service does support some of the most vulnerable residents.

Members requested that Rushmoor Voluntary Service is asked to acknowledge on their website the financial support they receive from the Town Council.

#### **RESOLVED**

To approve extending the Fleet Connect contract for one year with effect from 1<sup>st</sup> April 2024 at a cost of £13,152.48.

#### **FC JANUARY 2024 ITEM 10                      BASINGSTOKE CANAL FUNDING REQUEST**

Members received the request from the Basingstoke Canal Authority to commit to funding the provision for a period of three years from the 2024/25 financial year.

Members raised concerns that the revised operating management model reduces the board involvement and voting rights of riparian funders. Further concerns were raised regarding the reduction and withdrawal of funding from higher tier Councils and the short to medium term viability of the Canal Authority.

The general view was that the Council should not be prepared to commit to funding the Basingstoke Canal for a three year period unless long term viability can be proven and the Council can have full representation on the management board.

#### **RESOLVED**

- 1) To approve one years' contribution to the operation of the canal for the financial year 2024/25, as budgeted.
- 2) To seek further confirmation regarding the Basingstoke Canal Authority's management arrangements and ensuring riparian funders have voting rights on the board.
- 3) To withdraw funding with effect from 2025/26 unless the Canal Authority can present a route to a balanced budget and demonstrate long term viability.

#### **FC JANUARY 2024 ITEM 11                      COMMUNICATIONS STRATEGY 2024**

The RLA meeting reviewed the draft Communications Strategy in December 2023.

Members discussed that the Council should follow the themes in the communication strategy at the FTC Stall, 'Pop Up Hub' at Fleet Market.

#### **RESOLVED**

To approve the Communications Strategy 2024.

#### **FC JANUARY 2024 ITEM 12                      GREENING CAMPAIGN**

Members received the report from the Executive Officer.

Cllr Engström volunteered to support the Climate Impacts on Health pillar.

The Greening Campaign launch event is scheduled for 9<sup>th</sup> March 2024 at The Views.

#### **RESOLVED**

- 1) To appoint Cllr Silke Engström to support the Climate Impacts on Health pillar.

2) To note the date of the Greening Campaign launch meeting on 9<sup>th</sup> March 2024.

**FC JANUARY 2024 ITEM 13                    ANNUAL RESIDENTS' MEETING**

Members noted the proposal that a Working Group be set up to prepare and progress the content of the Annual Residents' Meeting.

Members agreed to form a working group formed of Cllrs May, Schofield, Tilley and Woods to prepare the content of the Annual Residents meeting for agreement at a future meeting.

**RESOLVED**

To approve Cllrs May, Schofield, Tilley and Woods to form a Working Group to plan the Annual Residents' Meeting and to bring proposals to a future meeting for agreement.

**FC JANUARY 2024 ITEM 14                    COMPLAINTS**

Members noted the complaint regarding the Council's grounds maintenance contractor blowing debris across ashes plots at Fleet Cemetery.

The complaint has been resolved quickly to a high standard by the Council's contractor. The complainant is satisfied with the response and therefore the matter is now closed.

**FC JANUARY 2024 ITEM 15                    EXECUTIVE OFFICER'S REPORT**

Members noted the report from the Executive Officer.

Members requested that a Leases Working Group meeting is arranged soon to review the current situation with the Council's active lease negotiations.

Cllr Willcocks has volunteered to man the Council's stand at Fleet Market 1:00pm-3:00pm on the 13<sup>th</sup> January 2024.

The meeting closed at 8:25pm

**Signed**.....  
**Chairman**

**Date:**.....



## MINUTES OF DEVELOPMENT CONTROL COMMITTEE

### DEVELOPMENT CONTROL COMMITTEE

Meeting held on Monday 8<sup>th</sup> January 2024  
at 7pm in The RVS, The Harlington

**Present:**

Cllr Schofield - Chair  
Cllr Holt  
Cllr May  
Cllr Robinson

**Officers:** Charlotte Benham

1	<b>Apologies</b>  Apologies received from Cllr Hope.
2	<b>Declarations of interest to any item on the agenda</b>  None Declared
3	<b>Public Session</b>  None present.
4	<b>Approval of the Notes</b>  The minutes of the development and control advisory group meeting held on Tuesday 19 <sup>th</sup> December were accepted as a correct record of the meeting.
5	23/02549/AMCON 57B Elvetham Road, Fleet GU51 4QP <a href="#">Variation of Condition 8 attached to Planning Permission 17/02005/HOU dated 22/11/2017 to amend the approved plans for the garage Proposed roof pitch to be revised from 35 degrees to 43 degrees to provide greater roof void storage space</a> Comments required by 29 December <ul style="list-style-type: none"><li>• It is assumed that as the majority of the works were completed that the garage works are still legal development although the original 3 year period has lapsed.</li><li>• The principal dwelling was rendered white despite concerns that it was out of keeping with the character of the NFCA.</li></ul>



- The proposed amendment to the garage raises the ridge height from 5.0m to 5.7m (18.7ft) which is an increase of just over 2 ft. This is now the size of a small bungalow.
- There is no apparent need for the additional height except the space could be used to enable future accommodation.
- The only mitigating factor is the substantial hedge to the front boundary on Elvetham Road, otherwise this is a significant mass to the front of the property. It is potentially more visible to the adjoining neighbour.
- Key question is does this preserve or enhance the character of the Conservation Area and the answer is no.

OBJECTION

23/02657/HOU

28 Greenways, Fleet, Hampshire TXG

[Demolition of conservatory and erection of a single storey rear extension, front porch extension and partial garage conversion to include the replacement of one of the garage doors with a window](#)

Comments required by 29 December

- Plans appear to show that one garage has already been informally adapted as a gym and the residual garage is no longer deemed a parking space.
- A minimum of three spaces needs to be provided for a 4-bedroom house.
- Para 5.13 of Hart's new SPD requires a standard parking space to be 2.5 x 5m, 2 cars in tandem to be 2.5 x 11m and two cars side by side adjacent to a wall requires an additional 0.5m so the overall parking area needs to be 5.5 x 11m – according to the plans this looks like it would be a tight fit on the plot.
- A snug with a shower room at the ground floor could be readily used as an additional bedroom.
- Para 5.8 of the SPD defines any room that could be used as a bedroom but labelled as “office/study/family room will be treated as a bedroom” for the purposes of applying the parking standards unless evidence is provided otherwise. The parking provision therefore increases which will result in further problems trying to fit all the spaces onto the plot.

NO OBJECTION in principle to the extension but concern about parking issues and the potential breach of FNP Policy 15 front gardens.

23/02571/HOU

9 Beechwood Close, Church Fleet GU51 5PT

[Erection of a single storey front and side extension with pitched roof over and conversion of garage into habitable accommodation](#)

Comments required by 2 January

No issues with the proposed development of the host building however 4 bedrooms requires a minimum of 3 parking spaces - 3 cars wide adjacent to the boundary fence will require 8m in width which will occupy the majority of the front garden contrary to Fleet Neighbourhood Plan Policy 15 Front Gardens, which requires 50% of frontage to be retained as soft landscaping.

NO OBJECTION in principle to the extension but concern about parking issues

23/02684/GPDBUH

92 Connaught Road, Fleet, GU51 3LP

[Construction of additional storey within the limitations of Part 1 Class AA of the consolidated General Permitted Development Order](#)

Comments required by 4 January

This is the Permitted Development fall back for the breach of Fleet Neighbourhood Plan Policy 11, retention of bungalows. It appears to have been constrained within the permitted development limitations so unable to object but it is still the loss of a bungalow so breaches the Neighbourhood Plan.

23/02468/GPDCOM

12 Reading Road South Hampshire GU52 7QL

[Change of Use from Class E \(retail\) to C3 \(residential\)](#)

Comments required by 4 January

- Poor design – no bathroom access for one bedroom without entering through other.
- No parking provision.
- Just meets minimum size standard conversion from retail to residential. OBJECTION in principle, poor design and no on-site parking provision.

23/02650/HOU

6 Woodlark Mews, Fleet, GU51 3HG

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

Comments required by 10 January

- Plans show a front dormer, but elevations show a rear dormer – need clarification which is correct.
- Objection letter from Berkeley Homes Managing Agent states that planning cannot be sought to amend properties unless Berkley Homes and neighbours support and that support has not been secured.
- These are conditions outside the planning process, but as a consequence the application cannot be supported.

23/02586/HOU

31A Wood Lane, Fleet, Hampshire GU51 3EA

[Demolition of garage and utility room and erection of a two storey side extension \(to include replacement garage\) and new entrance porch](#)

Comments required by 10 January

- Extension to the host property looks acceptable and well blended.
- The residual/ extended garage does not comply with Hart's standards and is discounted as a garage under Hart's newly adopted SPD.
- Potential breach of Fleet Neighbourhood Plan Policy 15 front gardens and especially as one tree is removed - need demonstration of maintaining biodiversity and carbon capture.

OBJECTION until parking plan submitted to front garden that accommodates at least 3 cars and provides permanent protection to the rootzone of the TPO'd oak tree.

23/02617/FUL

Osborne Court ,Albert Street Hampshire, GU51 3YG

[Replacement of existing timber windows with Rosewood on white PVCu with styles to match existing](#)

Comments required by 11 January

NO OBJECTION

23/02616/HOU

37 Albert Street, Fleet, Hampshire, GU51 3RL

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

Comments required by 11 January

- Raised a holding objection to the earlier application for the issue of parking.
- Applicant now has approval for a full width dropped kerb to allow parking to the front of the property.
- Depth of front garden does not meet the 5m standard so parking would need be at an angle in order to get two cars onto the front of the property.
- Will cause a loss of on street parking but HCC have control of the highway and have approved it therefore

NO OBJECTION

23/02715/HOU

31A Avondale Road,Fleet GU51 3LE

[Erection of a part single, part two storey part first floor rear extension and insertion of a glazed lantern to existing single storey rear extension](#)

Comments required by 11 January

- This property 22/02115/HOU secured planning approval at the end of 2022. The originally proposed extension was to the side of the property over the garage - it did not extend to the rear of the property.
- Although building closer to No.31 it would have a lesser impact on the light afforded to No.31.The design also reduced the ridge height of the extension below that of the host building.
- The extension to the rear although apparently further away from No.31 has two affects:
  - It will remove early morning sunlight from the downstairs and particularly the conservatory and kitchen of No.31 until such time as the sun rises above the ridge level.
  - It is overbearing on the area immediately to the rear of No.31 and again the conservatory area.

OBJECTION due to loss of light to No.31 and overbearing nature of development

6	<p><b>Noted:</b></p> <p>The weekly lists</p>
7	<p><b>Noted:</b></p> <p><b>Hart Planning Meeting Dates</b></p> <p>10<sup>th</sup> January 2024</p>
8	<p><b>Date of Next Meeting</b></p> <p>22<sup>nd</sup> January 2024</p>

**Meeting closed: 8.10pm**

**Signed:**.....

**Date:** .....



## MINUTES OF DEVELOPMENT CONTROL COMMITTEE

### DEVELOPMENT CONTROL COMMITTEE

Meeting held on Monday 29<sup>th</sup> January 2023  
at 7pm in The RVS, The Harlington

**Present:**

Cllr Schofield  
Cllr Holt  
Cllr May

**Officers:** Charlotte Benham

1	<b>Apologies</b>  Apologies received from Cllr Hope and Cllr Robinson.
2	<b>Declarations of interest to any item on the agenda</b>  None declared
3	<b>Public Session</b>  3 members of the public were in attendance to support application 23/02820/FUL, Atrium House ,89 Fleet Rd including a developer from Forays Homes: <ul style="list-style-type: none"><li>• Current building not commercially viable so unused</li><li>• Proposed plans more attractive than current state</li><li>• Parking provision stated to be based on data, not Hart's SPD</li><li>• Have already asked their contractors to check site access</li><li>• All units have rear garden access so bins can be stored in back garden – can look into waste storage again.</li><li>• Can confirm drainage plans. Overall hard standing is reduced from current position.</li></ul>
4	<b>Approval of the Notes</b>  The minutes of the development and control advisory group meeting held on Monday 8 <sup>th</sup> January were accepted as a correct record of the meeting.
5	Applications to consider:  23/02740/HOU 54 Pondtail Road Fleet Hampshire GU51 3JF

[Erection of a single storey rear extension, alterations to roof of existing study and snug, doors and windows to ground floor side and rear and hard landscaping](#)

Comments required by 18 January

- Increase from 3 to 4 bedrooms requires 3 allocated parking spaces. All would need to be to the front of property as garage no longer counts as a parking space under Harts standards.
- If the study is deemed a potential bedroom, then a 5-bedroom house requires 4 parking spaces. Either way the whole of the front garden will be given over to parking which breaches Fleet Neighbourhood Plan Policy 15.
- Proposed extension would appear to have no impact on neighbours or the street scene.

NO OBJECTION in principle but concern over parking issues and impact on local character, carbon absorption loss and impact on biodiversity.

23/02745/HOU

4 Forest End Fleet GU52 7XE

[Demolition of garage and utility room and erection of a two storey side extension to include replacement garage, single storey front extension and single storey rear extension. Conversion of loft into habitable accommodation to include rear dormer and insertion of 1 velux window to the front roof slope.](#)

Comments required by 23 January

- Going from 3 to 4 bedrooms and potentially 5 bedrooms with a study that could also become an additional bedroom. 4 bedrooms require 3 allocated and 0.5 unallocated parking spaces, but if deemed a 5 bedroom house will need 4 parking spaces.
- In any event the whole of the front garden will be given over to parking so will breach Fleet Neighbourhood Plan Policy 15 - front gardens, resulting in a loss of soft landscaping and a reduction in carbon absorption and loss of biodiversity. If approved then there should be a condition for compensation planting as a minimum.
- Potential breach of the 45<sup>0</sup> rule as rear extension comes within the view of the neighbour's rear windows.

No objection in principle to development but OBJECTION on grounds of parking issues

23/02729/HOU

14 The Lea Fleet Hampshire GU51 5AU

[Erection of a single storey rear extension following demolition of existing conservatory, single storey front extension following demolition of existing porch and alterations to one window to ground floor rear](#)

Comments required by 23 January

- Garage does not count as a parking space under Hart's standards, so 3 parking spaces are required to the front of the property. Plans look as if it would be difficult to accommodate three parking spaces.
- It is indicated that the proposed rear extension matches the neighbouring property. If this is correct then no issue.

NO OBJECTION in principle but concern over parking issues

23/02596/HOU

9 Highland Drive Fleet Hampshire GU51 2TH

[Retention of outbuilding.](#)

Comments required by 23 January

- This structure is very visible from two viewpoints and has an impact on the street scene. The materials and colour make the structure stand out from the host building.
- It has been suggested by a neighbour that the “rear/side garden” be enclosed with a fence to remove the impact of the structure and make it effectively a rear garden feature. This would appear a practical solution.

NO OBJECTION in principle subject to condition that outbuilding be made more in keeping – either through screening or by staining surface a darker colour more in keeping with surrounding brickwork.

23/02798/GPDCOM

Flagship House Reading Road North Fleet

[Application to determine if prior approval is required for a proposed change of use from commercial, business and service \(Use Class E\) to dwelling houses \(Use Class C3\) to provide 16 apartments with associated parking, cycle parking and refuse storage](#)

Comments required by 23 January

- This appears unusual as it is not being proposed to convert the whole building to residential – is this therefore eligible as a hybrid application?
- A relatively thorough analysis of the potential problems has been raised by an employed firm of Town Planners. There are a number of conditions that have to be met to secure prior approval, one of them is not securing SANG land if development is within the control zone of the SPA.
- The vast majority of the proposed apartments are at the very minimum end of the minimum gross internal area. They meet the minimum which probably makes them “legal” but highly undesirable.
- Also do not need more flats in Fleet, although this is not a planning issue.
- Question is if enough parking is being left for commercial use – need the split of commercial vs residential.

23/02647/HOU

44 Frere Avenue, Fleet, GU51 5AP

[Erection of single storey rear extension following demolition of single storey element and first floor side extension over the garage](#)

Comments required by 26 January

- Proposed development of the host building looks acceptable, extension blends well with the original residence.
- The primary issue is parking. Increased from 3 to 4 beds, so requires 3 allocated parking spaces. All need to be to the front as the garage no longer counts as a parking space. Looks to be adequate space but the whole of the front garden would be given

over to parking which breaches Fleet Neighbourhood Plan Policy 15 - front gardens, where 50% of the front garden should be retained as soft landscaping.

- Development should produce a 10% increase in biodiversity, the loss of soft areas contradicts this requirement.

NO OBJECTION in principle but concern over parking issues and breach of Neighbourhood Plan, policy 15

23/02550/HOU

10 Magnolia Way, Fleet, Hampshire, GU52 7JZ

[Erection of a two storey front infill extension and front porch. Alterations to existing roof and fenestration](#)

Comments required by 22 January

Hart have already Refused Planning – no comment.

24/00086/GPDBUH

92 Connaught Road, Fleet, GU51 3LP

[Construction of an additional storey within the limitations of Part 1 Class AA of the consolidated General Permitted Development Order](#)

Comments required by 2 February

This is the Permitted Development fall back for the breach of Fleet Neighbourhood Plan Policy 11, retention of bungalows. It appears to have been constrained within the permitted development limitations so unable to object but it is still the loss of a bungalow which is regretted.

23/02820/FUL

Atrium House ,89 Fleet Hampshire, GU51 3PJ

[Erection of 7 dwellings \(3 x 2 bed and 4 x 3 bed\) together with associated car parking, cycle and refuse storage and landscaping, following the demolition of the existing office building.](#)

Comments required by 1 February

- The introduction of small family houses is to be applauded and fills a market void.
- Interesting design which if built as illustrated would be attractive and complement the street scene – also appreciated to see some greenery included.

NO OBJECTION in principle but serious concerns over following issues:

- 1) Parking provision is inadequate under Hart's new SPD - 18 spaces required (para 5.5) rather than 12. Looks as if no more can be accommodated on site and no immediate on road parking adjacent to the site..
- 2) Concern over adequacy of waste provision as each property needs two bins and a glass box. Bin storage to frontage of properties is unsightly so could be stored in rear gardens but would need to be taken to kerb for collections. Kerb site waste bin holding area needs to be clearly identified. Developer can look into again.
- 3) Access and exit from the site as highlighted by the Highways Officer – Fleet Road is a busy road in the morning and evening rush hours. Confirmed developer has asked their contractor to check access plans are adequate so as not to cause delays on Fleet Road.



	<p>4) 89% of the site being used for development with no obvious SUDS provision (acknowledged the hard standing area is less than present – developer to confirm drainage details.</p> <ul style="list-style-type: none"> <li>• There is a slight issue that the dimensioned drawings do not appear to match the scale.</li> </ul> <p>24/00076/FUL  4 Woodman Court, 160 Albert Fleet GU51 3YE  <a href="#">Replacement of existing windows with uPVC double glazed windows</a>  Comments required by 1 February</p> <p>NO OBJECTION</p>
6	<p><b>To Note:</b>  Review of weekly lists</p>
7	<p><b>Noted:</b></p> <p><b>Hart Planning Meeting Dates</b></p> <p>6<sup>th</sup> February</p>
8	<p><b>Date of Next Advisory Group Meeting</b></p> <p>12<sup>th</sup> February 2024</p>

**Meeting closed: 8.20pm**

**Signed:**.....

**Date:** .....

# Do the Numbers Limited

37 Upper Brownhill Road

10<sup>th</sup> January 2024

Rochelle Halliday, Executive Officer  
Fleet Town Council

Dear Rochelle,

## **Subject: Review of matters arising from second Internal Audit for 31 March 2024**

Following my visit to the office today, please find below the list of matters arising.

The internal audit was carried out in accordance with the requirements of the [Audit and Accounts Regulations 2015](#) and the guidance and instruction in the [Practitioners Guide 2023](#)

<b>Test</b>	<b>Matter arising</b>	<b>Recommended Action</b>
A	<i>Appropriate accounting records have been properly kept throughout the financial year</i>	
	The records of the council comply	with this test
B	<i>This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for</i>	
Staff recruitment	There have been several recent officer changes. It is good practice to clearly minute the names of new officers and the roles they fill.	Public minutes clarifying all financial decisions are a legal requirement.
Casual staff	The Harlington has a steady turnover of casual staff, all paid on similar terms.	It may be useful to add the number of current casual staff to the chart so that the supervisory burden is highlighted.
Document retention policy	The current model document is under review	The council should take a risk based approach to document retention and destruction
FOI policy	The published policy document contains an erroneous header and out of date information.	The policy should be reviewed and web published documents highlighted.
Financial regulations	The council is not using the model Financial regulations resulting in contradictory and invalid clauses.	When the new model is published in the spring, it should be adopted in its entirety.
Standing Orders	The standing orders of the council are not based on the recent model.	The NALC model document should be adopted.
C	<i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these</i>	
Risk assessment	The risk assessment does not reflect the change in software service	Please ensure that the cloud service is incorporated into the register.
D	<i>The budget resulted from an adequate budgetary process, progress against the budget was regularly monitored, the reserves were appropriate</i>	
Harlington refurbishment	It is hoped that the lease will be signed before the year end, allowing an assessment to be made of to make best value improvements to the building.	This project will require close monitoring due to the sums and disruption involved.
E	<i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for</i>	

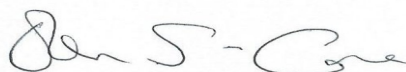
eleanorgreene@thedunnefamily.co.uk

Registered in England No. 7871759

Director: Eleanor S Greene

Event income	The vast majority of events are now being cleared down in a timely manner.	It may be worth assessing small value regular events to see if there is a better way to handle them.
Casual venue hires	It does not appear that there is a standard tariff for room deposits on casual venue hirers. This reduces accountability.	Then the fees list is next reviewed, deposit charges should be published.
F	<i>Petty cash payments were properly supported by receipts, all petty cash was approved and VAT appropriately accounted for</i>	
Not covered at this visit		
G	<i>Salaries to employees and allowances to members we paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied</i>	
Staffing budget	There is insufficient detail in the minuted staffing budget to enable auditors and members to assess accuracy.	The staffing budget and organisation chart should specify pay bands and number of officers so that transparency about the work done by the council can be proven.
H	<i>Asset and investment registers were complete and accurate and properly maintained</i>	
Not covered at this visit		
I	<i>Periodic Bank reconciliations were carried out during the year</i>	
Current account balance	The council holds significantly more in its current account than is prudent. Net of generated income, the council spends on average £65k per month. (also raised last two years)	The current account should hold no more necessary – around £200k Three months of revenue expenditure with other amounts on 30 day access would be more prudent.
Interest on balances	The council has £1.3m in an account bearing no interest at all. It has two existing accounts that bear 2% and 5.25% interest.	If all non day to day funds were moved into the higher rate account, £13,000 of interest would be earned before year end.
J	<i>Accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cash book, supported by an adequate audit trail and debtors and creditors recorded.</i>	
Not covered at this visit		
K	<i>Certified Exempt in prior year</i>	
Not applicable to Fleet Town Council		
L	<i>Transparency Code</i>	
	The records of the council comply	with this test
M	<i>Public Rights</i>	
Not covered at this visit		
N	<i>Publication of prior year AGAR</i>	
The records of the council comply with this test.		
O	<i>Trust funds</i>	
Not applicable to Fleet Town Council		
P	<i>Borrowing</i>	
Not applicable to Fleet Town Council		

If either you or your members have any queries, please do not hesitate to contact me.  
Regards,



Eleanor S Greene

eleanorgreene@thedunnefamily.co.uk

Registered in England No. 7871759

Director: Eleanor S Greene



**OFFICER:** Rochelle Halliday, Executive Officer  
**DATE:** 1<sup>st</sup> February 2024  
**MEETING:** Council 7<sup>th</sup> February 2024  
**SUBJECT:** Item 7b - Interim Internal Audit Actions Report January 2024

AGAR Internal Control Objective	Matter Arising	Recommended Action	Action to be Taken
<b>A</b> - Appropriate accounting records have been properly kept throughout the financial year.	The records of the Council comply with this test.		N/A.
<b>B</b> - This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for.	<b>Staff Recruitment</b> There have been several recent Officer changes. It is good practice to clearly minute the names of new Officers and the roles they fill.	Public minutes clarifying all financial decisions are a legal requirement.	Noted. New positions will be included in the public minutes of the Establishment Committee in future.
	<b>Casual Staff</b> The Harlington has a steady turnover of casual staff, all paid on similar terms.	It may be useful to add the number of current casual staff to the chart so that the supervisory burden is highlighted.	Noted for inclusion on the organisation chart.
	<b>Document Retention Policy</b> The current model is under review.	The council should take a risk based approach to document retention and destruction.	Noted.
	<b>FOI Policy</b> The published policy document contains an erroneous header and out of date information.	The policy should be reviewed and web published documents highlighted.	Auditor has explained that the policy contains reference to documents that are now available online. Policy to be issued for reconsideration at February Policy and Finance Committee meeting.
	<b>Financial Regulations</b> The council is not using the model Financial regulations resulting in contradictory and invalid clauses.	When the new model is published in the spring, it should be adopted in its entirety.	Adopting the new model Financial Regulations and incorporating any FTC specific items into the model will make statutory controls easier to identify and implement.

AGAR Internal Control Objective	Matter Arising	Recommended Action	Action to be Taken
	<b>Standing Orders</b> The Standing Orders of the Council are not based on the recent model.	The NALC model document should be adopted.	Noted, as per previous action comment.
<b>C</b> - The authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<b>Risk Assessment</b> The risk assessment does not reflect the change in software service.	Please ensure that the cloud service is incorporated into the register.	Change in server status to be noted by the Risk Management Working Group, for adoption when the Risk Assessment is next formally approved. Statement to be obtained from IT provider.
<b>D</b> - The budget resulted from an adequate budgetary process, progress against the budget was regularly monitored; and reserves are appropriate.	<b>Harlington Refurbishment</b> It is hoped that the lease will be signed before the year end, allowing an assessment to be made of to make best value improvements to the building.	This project will require close monitoring due to the sums and disruption involved	Financial monitoring for the development project will be set up as part of planning for the works.  Operational disruptions will also be considered by the Council.
<b>E</b> - Expected income was fully received based on correct prices, properly recorded and promptly banked; and VAT appropriately accounted for.	<b>Event Income</b> The vast majority of events are now being cleared down in a timely manner.	It may be worth assessing smalls (*small*) value regular events to see if there is a better way to handle them.	Noted.
	<b>Casual Venue Hires</b> It does not appear that there is a standard tariff for room deposits on casual venue hirers. This reduces accountability.	Then the fees list is next reviewed, deposit charges should be published.	The damage deposit fee and updated fee list was reviewed by the RLA Committee in December. Upfront payment terms will be reviewed by Officers and implemented by the new financial year.
<b>F</b> - Petty Cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	Not covered at this visit.		N/A.

AGAR Internal Control Objective	Matter Arising	Recommended Action	Action to be Taken
<p><b>G</b> – Salaries to employees and allowances to members were paid in accordance with this authority’s approvals and PAYE and NI requirements were properly applied.</p>	<p><b>Staffing Budget</b> There is insufficient detail in the minuted staffing budget to enable auditors and members to assess accuracy.</p>	<p>The staffing budget and organisation chart should specify pay bands and number of officers so that transparency about the work done by the council can be proven.</p>	<p>The organisation chart is being updated to show hours of work. Staff salaries will be grouped and banded for similar roles / seniority. This will be published on the Council’s website.</p> <p>The Establishment Committee will review how salary information is summarised in the public minutes to aid transparency.</p>
<p><b>H</b> – Asset and investment registers were complete and accurate and properly maintained.</p>	<p>Not covered at this visit.</p>		<p>N/A.</p>
<p><b>I</b> – Periodic Bank reconciliations week carried out during the year.</p>	<p><b>Current Account Balance</b> The council holds significantly more in its current account than is prudent. The council spends on average £65k per month (also raised last two years).</p>	<p>The current account should hold no more necessary – around £200k. Three months of revenue expenditure with other amounts on 30 day access would be more prudent.</p>	<p>Noted. A transfer from the current account to a higher rate account is underway. See note below.</p>

AGAR Internal Control Objective	Matter Arising	Recommended Action	Action to be Taken
	<p><b>Interest on Balances</b> The council has £1.3m in an account bearing no interest at all. It has two existing accounts that bear 2% and 5.25% interest.</p>	<p>If all non day to day funds were moved into the higher rate account, £13,000 of interest would be earned before year end.</p>	<p>Auditor's recommendation is to transfer the larger portion of surplus operational funds to the CCLA account, to get the best return. Harlington income provides short term funds, thus reducing the need to hold larger amounts in the current account to cover expenditure.</p> <p>Projected net expenditure to year end is approximately £256k. Current account balance at time of writing is £1.175m.</p> <p>It is proposed that the following transfers from the HSBC current account are made:</p> <ul style="list-style-type: none"> <li>• £400k to the HSBC Business Money Manager (instant access with interest)</li> <li>• £500k to the CCLA Public Sector Deposit Fund.</li> </ul> <p>The above transfers would leave £275k in the current account.</p>
<p><b>J</b> - Accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cashbook, supported by an adequate audit trail and debtors and creditors were properly recorded.</p>	<p>Not covered at this visit.</p>		<p>N/A.</p>
<p><b>K</b> – Certified exempt in prior year.</p>	<p>Not applicable to Fleet Town Council.</p>		<p>N/A.</p>
<p><b>L</b> – Transparency Code.</p>	<p>The records of the Council comply with this test.</p>		
<p><b>M</b> – Public Rights.</p>	<p>Not covered at this visit.</p>		

AGAR Internal Control Objective	Matter Arising	Recommended Action	Action to be Taken
N – Publication of prior year AGAR.	The records of the council comply with this test.		N/A.
O – Trust funds.	Not applicable to Fleet Town Council.		N/A.
P – Borrowing.	Not applicable to Fleet Town Council.		N/A.



## 2024 Annual Residents' Meeting

- Members were previously notified of a date change for the meeting to Monday 18<sup>th</sup> March, due to the venue being unavailable on the original date.
- The Annual Residents' Meeting Working Group met on the 16<sup>th</sup> January to discuss the content for the meeting. A draft agenda has been proposed as below.
- The Working Group opted not to hold an exhibition of community groups prior to the event this year, but to have displays in the Function Room instead.
- The Working Group discussed introducing a social aspect to the event, with refreshments after the presentations to provide a less formal setting for discussion questions and answers with residents and improve engagement.
- 



## Annual Residents' Meeting

Monday 18th March 2024

7pm start

*with refreshments from 6.30pm*

The Harlington, Fleet Road, Fleet

## A G E N D A

1. Opening performance **from Funtime Dance & Drama**
2. Welcome  
*Approval of the Minutes of the last Annual Residents' Meeting held on the 21<sup>st</sup> March 2023.*
3. Community Speakers: **Youth Representative** and Hampshire Police Commissioner.
4. Fleet Town Council Presentations: Focus on the Future and Council Vision & Values, Harlington Development Update and Greening Fleet.

**A Live Poll regarding the Fleet Market will be conducted.**

5. Refreshments will be served.  
A short breakaway session will be held – your opportunity to speak to the Councillors and Officers.

**If it is felt that the standard Q&A Session is required too – would members like this to be held before or after the refreshments/breakaway session?**

Timings (are approx.)	Activities Green = subject to accepting invitation
6.00pm – Refreshments	<ul style="list-style-type: none"> <li>Refreshments – drinks.</li> <li>Displays in the Function Room from community groups and Fleet Town Council - financial summary, residents feedback from pop up at the Market, parks and open spaces and Greening Fleet.</li> </ul>
7pm - Performance	Performance from Funtime Dance & Drama
7.15pm – Welcome	<ul style="list-style-type: none"> <li>Housekeeping</li> <li>Sign off minutes from 2023 meeting</li> <li>Introduce guest speakers</li> </ul>
7.20pm – Youth Representative	<ul style="list-style-type: none"> <li>Presentation (10 min)</li> </ul>
7.30pm – Hampshire Police Commissioner	<ul style="list-style-type: none"> <li>Presentation + Q&amp;A (20-30mins)</li> </ul>
8.00pm – Focus on the Future, Council Vision and Values and Harlington Development Update (FTC - Bob)	<ul style="list-style-type: none"> <li>Presentation (10-15mins)</li> </ul>
8.15pm – Greening Fleet <i>(one of the Pillar leads)</i>  <i>To cover launch event, activities planned for year, repair café, schools engagement etc.</i>	<ul style="list-style-type: none"> <li>Presentation (10min)</li> </ul>
8.25pm – Refreshments and Breakaway Session.  Q&A Session TBC	Refreshments – sandwiches, nibbles etc.  Engagement with residents during this section.  Bar open (if staff available).
9.00pm – End.	

**OFFICER:** Rochelle Halliday, Executive Officer  
**DATE:** 1<sup>st</sup> February 2024  
**MEETING:** Council – 7<sup>th</sup> February 2024  
**SUBJECT:** Item 9 – Music on The Views Event Report

## 1. Background

At the Council meeting in October 2023, a provisional proposal was submitted by Cllr Tilley, as part of a voluntary committee, for the organisation of a music festival on The Views. Provisional approval for the event to take place at The Views was given, to enable event planning to start.

A subsequent update report was issued for the RLA Committee meeting in December 2023, highlighting the initial plans and the intention to submit an application to the National Lottery for funding.

Several meetings have been held with the Harlington General Manager to scope out the event, and an indicative budget has been prepared by the event team.

The proposal is for the Council to consider taking a lead to organise this event in conjunction with the voluntary committee in year one, with a view of the Council's role reverting back to facilitating any future event.

## 2. Event Details

The proposed event date is Sunday 25<sup>th</sup> August 2024, 12.00pm to 10.00pm.

An outline of the event is as follows:

- One day music festival on a stage, with a mix of commercial and local talents to cater for a variety of tastes.
- A Kids Zone.
- Catering stalls.
- Bars, to include a bar from The Harlington.
- Family focus.

The number of attendees is projected to be 2,500 across the whole day.

Other factors:

- The event will be ticketed.
- Barrier fencing will be erected around the venue site, keeping the key access areas around the playground, skate park and path freely available to the non-attending public.
- A fee will be charged to catering concessions.
- Any event profits to be ringfenced to support future community events.

## 3. Role of the Council

Initially, the Council's role was to facilitate the event, in line with the Council's Open Air Civic Events policy. As further details emerged, however, it became apparent that the Council would be asked to take a leading role for some aspects of the event, including:

- Submitting a funding application, covering 73% of costs, to the National Lottery in the Council's name, as the event team is not a constituted body.
- Organising and contracting the music acts.
- Providing a small Harlington bar and staff.
- Providing public liability insurance (separate event cancellation insurance to be organised by the event team).
- Licensing the event.

- Involving staff in organising the event (over and above administrative support and advice). This may prove difficult on the day due to the event being on the Bank Holiday weekend.

Although the event team (which is the Christmas Festival committee) will be organising the event, the Council is being asked to organise aspects of the event that carry a degree of risk.

The Council is asked to consider whether it will grant a one-off departure from policy to enable this event to be organised by the Council this year, in partnership with the voluntary committee.

#### 4. Event Funding

Due to the short timescales for organising the event, Members were previously informed that an application has been submitted in the Council's name for National Lottery funding. If successful, this will fund approximately 73% of the total cost of the event.

At present, the event will not be possible without the Lottery grant or alternative funding, and so the Council is asked to consider approval subject to an adequate level of funding being secured.

#### 5. Risk Analysis

Table 1 identifies the main risks of the event that the Council may wish to consider.

<b>Risk Factor</b>	<b>Outcome</b>	<b>Mitigation</b>
Lottery funding not awarded / insufficient funding to cover all event costs and upfront deposits for stage / acts / equipment.	Event will not take place.	Secure alternative sponsorship and range of funding to spread financial risk. Postpone the event until funding has been secured.
Short notice cancellation of event.	Irrecoverable costs, e.g. deposits for equipment and acts. Reputation damaged.	Event cancellation insurance – coverage needs to be checked. Booking of known acts with favourable contract terms.
Budget overruns for unexpected costs.	Event at risk.	Budget plan kept up to date so that emerging costs are known early on. Obtain quotes for higher cost activities as soon as possible.
Weather disruption.	Irrecoverable costs. Customer dissatisfaction (tickets will be non-refundable unless the event is cancelled).	Ensure weather contingency plan is in place. Alternative event date to be considered in case of short notice cancellation.
Insufficient tickets sold.	Irrecoverable costs.	Early bird discounts to encourage early sales and spread cash flow. Event marketing plan to attract target audience required. Consider using local outlets to sell tickets.
Low bar sales / people bringing their own drink.	Irrecoverable costs.	Harlington bar to be small in year 1, to minimise excess stock and staffing costs.

		More than one bar to be provided by external company to spread risk.
Crowd control within fenced area.	Safety compromised.	Emergency evacuation procedure in place. Trained event marshals required. Manned entry and exit points around perimeter. Review of safety procedures by Council staff and insurance company, if possible.
Performers and concession no-shows / contractual disputes.	Event at risk. Reputation at risk.	Backup bands will be on call. Bookings to be made with known or trusted entities. Use own show contracts so can set own payment terms.
Technical issues.	Event at risk.	Use known professional stage company. Tech support available in-house. Duty Manager available to run the show.
Staffing issues on the day.	Poor organisation. Excessive workload on staff who attend.	All attempts will be made to staff the event adequately.

Table 1

The Council may wish to request a specific event agreement to be drawn up for all parties to outline responsibilities and the requirements to address the key risks.

## 6. Recommendation

To approve the organisation of the event as a one-off event outside the 'Open air Civic Events' Policy, subject to:

- Adequate external funding being received to support the event and lower the risk to the Council.
- The approval of the Council taking a lead being valid for year one of the event only.

# Fleet Cricket Club Car Parking Proposal

Report prepared by Fleet Cricket Club

## 1. PROPOSAL

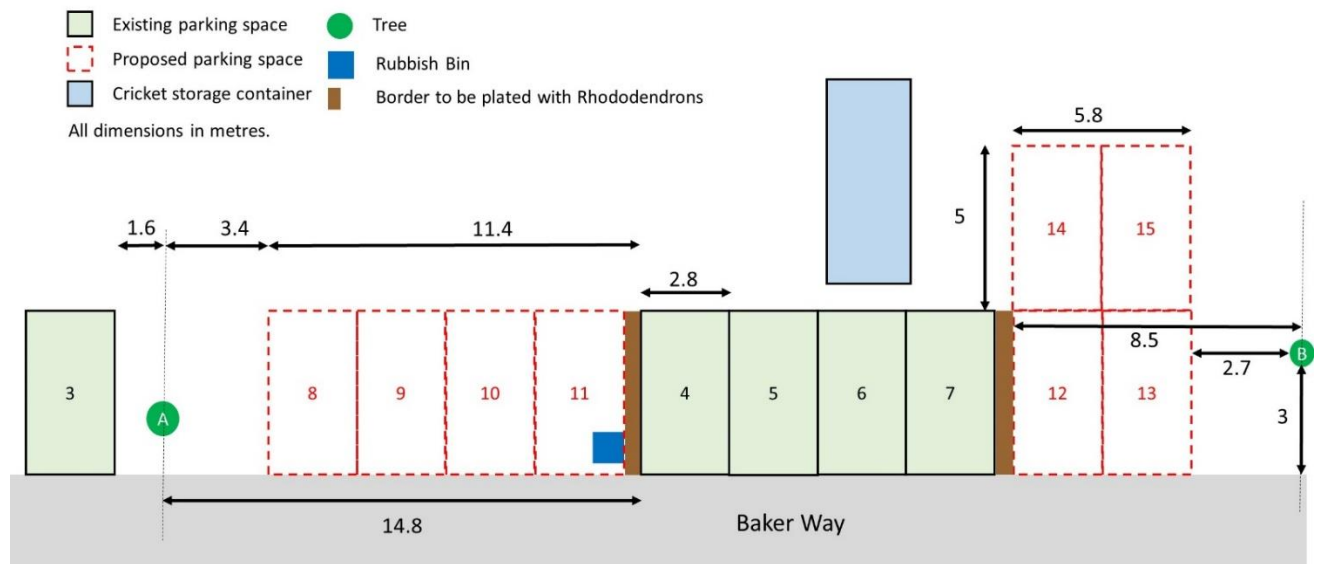
We are proposing to add 8 additional parking spaces for Fleet Cricket Club's use in the summer and all users outside of the cricket season. We have very little parking to accommodate the visiting clubs who play matches at the club every weekend through the summer. Also on most weekdays, we host a junior match as well as junior training sessions at the same time. Based on this, we will have 22 players taking part in the match and around 25 to 30 children taking part in a training session, so that could mean over 40 cars needing to park. Currently we have spaces for around 10 cars at the back of the clubhouse depending on how closely the cars are parked, plus 7 spaces down the lane. We are therefore looking to add an additional 8 places, which will take us up to 25, which will give us much more capacity to be able to host these well attended community events.

For the new spaces, we propose to cut back the bushes and thorns to create these spaces. There are two trees that are in close proximity to the proposed parking spaces, which we are keen not to cause any damage to. The proposed layout shows that the edges of the parking spaces will be 3.4 metres from tree A and 2.7 metres from tree B. This should ensure that there is minimal impact on the roots of the trees, but this is subject to a root impact assessment to confirm that.

Our proposal includes two pairs of parking spaces (12 – 15) to enable double parking for the members during a cricket session when members will attend for the duration of a session, providing more space for other vehicles to move on Baker Way. The existing rubbish bin next to the existing space number 4 will be relocated to another position.

## 2. PROPOSED PLAN

Here is a map of the proposed parking spaces located in amongst the existing trees.



### **3. METHOD STATEMENT**

We are looking to create two new parking bays either side of an existing bay. We will separate the bays with planted borders in which we will plant rhododendrons to break up the continuous parking space. We are looking at a few possible options for products to use for creating the parking spaces, but these are subject to the advice that will be provided by the root impact survey, which we are in the process of booking. This will hopefully determine if the parking space we propose are far enough away from the trees to not impact the tree roots, plus advise on any preferred method for installation and any depth restrictions.

#### **OPTION 1 – CRUSHED ASPHALT**

This material has enough structure to hold under the weight of a vehicle, is porous and has enough flexibility to allow for any movement underneath, plus is a recycled product. It also has a bonding property so it will hold its structure well. We will strip back the minimum amount of vegetation from the top of the existing soil to enable solid edges to be fixed for the product to be laid between and then compact the product into place.

#### **OPTION 2 – POROUS PAVING GRIDS**

Subject to the cost, we will look to scrape back the existing undergrowth, and then install the plastic porous paving grids on top of the existing ground. The gaps between the plastic squares will then be filled with a small stones to provide a solid platform for parking.

#### **OPTION 3 – TYPE 1 HARDCORE**

This product is porous and is currently used for 3 existing parking spaces. Similar to crushed asphalt, we will strip back the minimum amount of vegetation from the top of the existing soil to enable solid edges to be fixed for the product to be laid between and then compact the product into place. This product does not bond as well as crushed asphalt so some deterioration is likely over time, but existing parking spaces are built with this product.

**OFFICER:** Sian Taylor, Cemetery Clerk  
**DATE:** 31<sup>st</sup> January 2024  
**MEETING:** Council – 7<sup>th</sup> February 2024  
**SUBJECT:** Item 12 – Cemetery Memorial Headstones Report

### Background

This proposal relates to amending the permitted memorial headstone height dimension for full interments only in all areas of the cemetery, except the lawn cemetery. No other changes to the existing memorial dimensions are proposed.

The Council's policy states that headstones for full interments must not exceed 30" (762mm). The Cemetery Clerk has had several requests for headstone heights to be greater than the Council's policy limit of 30".

Prior to the lawn cemetery being created by Hart District Council, headstone height was apparently not restricted to 30" and kerbsets including headstones of the standard size of 36" H x 2'6" W x 6' 6" L were permitted.

When the lawn cemetery was opened in 2002, the height was restricted to no more than 30". It is understood from the local stonemasons that this restriction was also applied to the remainder of the cemetery and not just the lawn cemetery memorials.

Since then, the rules have changed back (2018) to allow kerbsets in all areas except the lawn cemetery, and in some instances, it is apparent that some stonemasons assumed the headstone height would remain as the standard 36". Kerbsets currently look a little out of proportion with the headstone at 30".

As some of the plots are triple plots, there is not enough room for three inscriptions on the existing size of 30".

### Comparative Memorial Heights in Local Cemeteries

In other nearby cemeteries the height restrictions vary but are all over 36" (914mm):

Hartley Wintney – 47.2" (1200mm)  
Odiham – 37.4" (1000 mm)  
Yateley 40.2" (1022 mm)  
Farnham – 41.96" (1066 mm)

### Recommendation

To approve changing the memorial headstone height for full interments to a standard height of 36" (914mm) with a maximum height of 47.2" (1200mm) for kerbsets and headstone memorials only in all areas of the cemetery, other than the lawn cemetery which should remain at 30" (762mm) for consistency. To update the Burial Policy at the next Policy and Finance Committee meeting appropriately.



**OFFICER:** Rochelle Halliday, Executive Officer  
**DATE:** 1<sup>st</sup> February 2024  
**MEETING:** Council – 7<sup>th</sup> February 2024  
**SUBJECT:** Item 13 – Hampshire County Council Future Services Report

## 1. Background

Hampshire County Council is currently running a public consultation to gather views on the future of several of its services, in order to plan for a budget shortfall of £132m by April 2025.

The consultation runs until 31<sup>st</sup> March 2024. Full details can be found on the Hampshire County Council website <https://www.hants.gov.uk/aboutthecouncil/haveyoursay/consultations/future-services-consultation>

The purpose of this report is to highlight the areas the Council may wish to submit a response to and to determine the process for compiling the responses.

The final responses will be issued for the March Council meeting for approval.

## 2. Service Areas Under Consultation

Hampshire County Council is consulting on thirteen service change proposals, designed to deliver combined budget savings of approximately £17.5m by April 2025. The County Council is keen to understand the impact of potential changes to the services identified in the consultation

The budget consultation service areas are detailed in the table below.

	<b>Service Area</b>	<b>Summary Proposed Service Changes</b>
1.	Adult social care charges Proposed budget reduction of £500k	Proposals to change the way contributions towards non-residential social care costs are calculated, so that the amount someone pays towards their non-residential care and support increases from 95% to 100% of any assessable income remaining once standard outgoings are paid for and an allowance is made for general living costs such as food, utility bills and clothing.
2.	Adult social care grant schemes Proposed budget reduction of £620k	To withdraw funding for three Adult Social Care grant programmes that assist voluntary, community and social enterprise organisations in Hampshire, namely the Council for Voluntary Services Infrastructure Grant, the Citizens Advice Infrastructure Grant and the Local Solutions Grant. Consultation states that should organisations wish to continue their services they would need alternative sources of funding to meet the shortfall.
3.	Competitive (one-off) grant schemes Proposed budget reduction of £481k	To withdraw three competitive grant schemes which provide one-off grants to a range of community groups and organisations; namely the Leader's Community Grants, the Rural Communities Fund (including country shows) and the Parish and Town Council Investment Fund.

4.	Hampshire Cultural Trust grant Annual grant reduced by £600k by April 2027	To reduce the amount of grant given to Hampshire Cultural Trust to manage and deliver arts and museums services.
5.	Highways maintenance Proposed budget reduction of £7.5m	To reduce planned highways maintenance activities, incorporating larger-scale structural repairs, surface treatments on roads, and drainage improvements.
6.	Highways winter service Proposed budget reduction of £1m	To comprehensively review and revise the criteria used to determine which roads should be treated as part of the Priority One network to better align with current national guidance and reflect changes in travelling and commuting patterns, and to update the routes accordingly. A number of roads currently included in Priority One network may no longer be part of a Priority One route under the proposal.
7.	Homelessness support services Proposed budget reduction of £2m	To stop funding services that the County Council does not have a legal requirement to provide, that support people who are homeless or at risk of homelessness. The duty to provide this service is with the District Council.
8.	Household Waste Recycling Centres Proposed budget reduction of £1.2m	To provide a sustainable, cost-effective and fit for purpose Household Waste Recycling service within a reduced budget. This might involve introducing charging for discretionary services, implementing alternative delivery models (e.g. via district or parish council level), reducing opening days and/or hours or reducing the number of HWRCs. Possible closure of Hartley Wintney site.
9.	Library stock Proposed budget reduction of £200k	To reduce how much is spent on new library stock, such as books and digital resources, each year.
10.	Passenger transport Proposed budget reduction of £1.7m	To reduce the amount of money spent on passenger transport by withdrawing all remaining funding that the County Council is not legally required to provide by April 2025. This includes funding for community transport services (incorporating Dial-a-Ride, Call and Go, Taxi Shares, Group Hire Services, and Wheels to Work), subsidies for bus routes that are not commercially viable, additional funding to extend the Concessionary Travel Scheme (older and disabled persons bus passes) and a review of the potential impact of reductions on the school transport service and social care budgets.
11.	Rural countryside parking Proposal to raise £65k per year	To introduce car parking charges at rural countryside car parks (such as nature reserves and conservation sites) that the County Council manages, where it is expected that doing so would be commercially viable.
12.	School crossing patrols Proposed budget reduction of £1.1m	To review the School Crossing Patrols (SCP) service by looking at each SCP site to decide if alternative safety measures exist or could be put in place that

		would enable the SCP to be safely withdrawn or be funded by other organisations. Possible locations to withdraw service in Gally Hill Road, Church Crookham and Fleet Road, Farnborough.
13.	Street lighting Proposed budget reduction of £500k	To reduce the brightness of streetlights further and to extend the periods that streetlights are switched off during the night (by 2 hours) where it is considered safe and appropriate to do so.

*Information taken from the Hampshire County Council website*

### 3. Drafting a Response

It is proposed that the following approach is used to formulate a draft response to the consultation:

- Determine the service areas detailed in the consultation that the Council has sufficient background information on to respond. Suggested service areas from the above table are:
  - 2. Adult social care grant
  - 3. Competitive one-off grant schemes
  - 5. Highways maintenance
  - 6. Highways winter service
  - 8. Household Waste Recycling Centres
  - 10. Passenger transport
  - 13. Street lighting
- Decide if any external engagement with community groups is required to discuss the impact of the proposals.
- Hold a meeting with all Members to discuss the comments for the chosen service areas.
- Executive Officer to collate comments and draft final responses for approval at the March Council meeting.
- Executive Officer to submit approved responses on behalf of the Council.

Please note that Members can also able to submit individual responses to this consultation.

### 4. Recommendation

#### **RECOMMENDATION**

To approve the process for preparing a response to the Hampshire County Council Future Services consultation.

**OFFICER:** Rochelle Halliday, Executive Officer  
**DATE:** 1<sup>st</sup> February 2024  
**MEETING:** Council – 7<sup>th</sup> February 2024  
**SUBJECT:** Item 15 - Executive Officer's Report

**1. Fleet Cricket Club Car Parking Proposal (Item 10.)**

Fleet Cricket Club has submitted a proposal for the creation of eight new parking bays along Baker Way, as attached.

The Facilities and Open Spaces Manager has suggested that the Council may wish to consider the following matters related to the proposal:

- That Officers are to approve the contractor to be used for the work and to check relevant insurance.
- To verify with the Club the depth of the scrape and if a membrane will be used.
- To verify with the Club the new proposed location of bin.
- To receive an update from the Club on advice they have received regarding the impact of the proposal on the surrounding tree roots.

**RECOMMENDATION**

- a) To approve the request.
- b) Council to advise of any conditions associated with the works.

**2. Action Day (Item 11.)**

It is proposed to hold Action Day on Saturday 18<sup>th</sup> May 2024, 9.30am to 12.00pm.

The plan for Action Day is the same as in previous years, where members of the public, Councillors and Officers will be involved in painting street furniture along Fleet Road and around Gurkha Square and litter picking.

Please could Members let the Council office know if you'd like to take part this year.

**RECOMMENDATION**

To approve Action Day taking place on Saturday 18<sup>th</sup> May 2024, along and around Fleet Road.

**3. FTC Stall at Fleet Market – Rota and Discussion Points**

Positive and useful feedback has been received from Members and the public during first few sessions at Fleet Market. The information collected has been logged and will also be used to develop the Vision for Fleet plan.

Next Market Stall Date

The next market stall session is on Saturday 10<sup>th</sup> February, 11am to 3.00pm, details of which are shown in the table below. The market organisers have been contacted to book the pitch.

Date & Time	Council Member	Suggested Focus Topics
<b>10<sup>th</sup> February 2024</b>		
11.00am – 1.00pm	Cllr Schofield Cllr Tilley	<ul style="list-style-type: none"> <li>• Vision – promoting a safer environment for residents and businesses.</li> </ul>

1.00pm – 3.00pm	Cllr Taylor <i>Cllr Willcocks TBC</i> Executive Officer	<ul style="list-style-type: none"> <li>• Vision – community partnerships and contribution to the community.</li> <li>• Open spaces draft projects.</li> </ul>
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### Future Market Stall Dates

It would be beneficial to continue with the monthly engagement sessions at the Fleet Market. The following dates are proposed, with April avoided due to the pre-election period:

- 9<sup>th</sup> March (same day as the Greening Fleet launch event) – topics to include Annual Residents' Meeting and the Repair Café launch.
- 18<sup>th</sup> May (same day as Action Day)
- 8<sup>th</sup> June
- 13<sup>th</sup> July

### **Action**

Please could Members sign up for either the 11.00am to 1.00pm slot or the 1.00pm to 3.00pm slot on the above dates.

### **4. TOOB Installation of Telegraph Poles for Broadband Services**

Officers have been made aware of the significant number of telegraph poles that are planned to be installed in and around Fleet, as part of the superfast fibre optic broadband roll out by TOOB.

Residents are understandably unhappy about the installation of these poles along the affected streets. The installation is being completed under Permitted Development rights.

TOOB has been contacted for comment, which will be shared with the Council if available.

### **5. HVA Environmental Grants Training**

A reminder that the training to be delivered by Hart Voluntary Action on environmental grants advice is on 13<sup>th</sup> February 2024, 6.30pm to 8.30pm at The Harlington.

This session is open to other councils in the district and there is currently plenty of space, if Members wish to attend.

### **6. Councillor IT Training**

Members have been emailed about training on Microsoft applications to be delivered by Cloudy IT.

Please could you let the Admin Support Officer know if you are available.

The training has been paid for as part of the migration to the cloud work.

Cloudy IT also has sent links to Councillors regarding their bite sized training modules. Please log into your Microsoft account to access this training.

### **7. HDAPTC Meeting – Supporting an Urgent Treatment Centre in Hart**

At the Hart District Association of Parish and Town Council meeting on 23<sup>rd</sup> January, Winchfield Parish Council asked the group if they would be interested in supporting the setting up of an NHS urgent treatment centre in Hart.

Patients are directed to visit urgent treatment centres when their condition is not life threatening but they need some form of immediate medical attention. The nearest urgent treatment centre is in Aldershot. Winchfield Parish Council feel that this is too far to travel for the more vulnerable or those without access to transport.

At this stage Winchfield is looking for a tentative expression of interest from Councils who may wish to be involved in co-lobbying for the urgent treatment centre to be situated in the district. No further details are available at this early stage of the campaign.

### **Action**

Members are asked for their initial thoughts on the proposal.

## **8. D-Day 80<sup>th</sup> Anniversary Commemorations**

The local Royal British Legion branch has confirmed that they will be supporting plans for the D-Day 80<sup>th</sup> Anniversary to take place closer to the coast.

A few parishes in the district are organising beacon lighting ceremonies. Several have no plans to date.

Member's views are sought on commemorating this special occasion by:

- Purchasing the Lamp Light of Peace for lighting on 6<sup>th</sup> June 1944 at 9.15pm at The Harlington (£55), which is suitable for indoor use. More information can be found here <https://www.day80beacons.co.uk/lamplight>
- Asking the British Legion if they can supply war collectables for a display at either The Harlington on at Hart Shopping Centre.
- Displaying a union flag and any commemorative posters in The Harlington window during the week leading up to the 6<sup>th</sup> June.

## **9. HDC UK Shared Prosperity Grant – Community Garden**

The Council's application to the UK Shared Prosperity Fund for a community garden at Ancells Farm Park is not being recommended by Officers for approval by the Hart District Council Cabinet. The Cabinet will make the final decision at their meeting on 1<sup>st</sup> February 2024.

Full details of the proposals can be found at attached to the Cabinet papers here <https://hart.moderngov.co.uk/ieListDocuments.aspx?CId=187&MId=582&Ver=4> Please see the agenda item 9 background paper and Appendix 4 for the scoring of all project submissions.

The paper states that unsuccessful applicants will be supported with information on additional sources of funding and whether section 106 funding could be used.

## **10. Hampshire Association of Local Councils - Annual Conference 20<sup>th</sup> March 2024**

Hampshire Association of Local Councils is holding their first face to face Annual Conference since 2019, taking place on 20<sup>th</sup> March at the Solent Hotel and Spa, Whiteley, 10am to 4pm.

The focus for the conference is partnership working and there will be external speakers, workshops and networking at the event.

Further details will be shared by HALC in due course. Please let me know if you would like to book a place.

## **11. HDC Climate Engagement Meeting**

I attended the Hart District Council Climate Engagement meeting, along with Cllr Cottrell on 30<sup>th</sup> January.

The meeting was useful and the following was reported:

- Carbon literacy training is to be offered by the district.
- Thermal imaging by drone is to be undertaken for businesses around the district.

- There is a £15k HDC climate grant opening for community organisations and parish councils. The Low Carbon Skills fund is also likely to reopen for another round this year and can fund projects such as consultancy for developing a decarbonisation plan.
- Hart is developing a climate district network to support actions to reduce climate change. They are also forming a strategy group and would like to be put in touch with anyone who is interested in joining.
- A new website covering a range of climate resources is being launched by Hart called Impact Hart.

## 12. Hampshire Forest Partnership

I attended a meeting with the project officer from the Hampshire Forest Partnership on 3<sup>rd</sup> January 2024 to discuss the grant funding available for community orchards and tree planting.

It was a positive meeting and it was clear that the key to a successful application is to involve the community throughout the project planning and implementation, to site the tree clusters in urban areas where they will benefit the most people and create a destination to attract people to the site.

I discussed The Views as a potential area with the Officer, and she thought this would be an ideal location with it being in the centre of the town. A submission can be made to cover multiple locations, however.

Orchards do not have to be planted in clusters but could line paths or be planted along espaliers to make them more accessible. Funding is also available for native hedging.

A meeting of the Parks and Open Spaces Working Group will be convened to produce a draft project plan, before submitting an application. It is proposed that an application is submitted as soon as possible, on the recommendation of the Hampshire Forest Partnership. Application details will be shared with the RLA Committee in March and projects can be modified after the grant has been approved.

## 13. Repair Café and Toy Library

### Repair Café

Cllr Cottrell and I attended a meeting with the Repair Café volunteers on 20<sup>th</sup> January 2024.

At the meeting an update was provided regarding the need to set up a separate small charity constitution for the Repair Café, with a small leading committee. Two members of the group came forward to join the committee in executive roles. The constitution will be light touch and will enable the Café to open a bank account and receive its own funds.

The volunteers were also given a run down on how the Café will operate on the day.

The Repair Café launch date is provisionally 6<sup>th</sup> April 2024, and it is aimed to run the Café on the first Saturday of the month but there may be some variation to this pattern. The Café will be at The Harlington, in either the Function Room or RVS.

There are several matters to iron out before the launch, including ensuring the correct number of power sockets are available and insurance.

A grant has been submitted to the Hampshire County Council Waste Prevention fund to fund the Repair Café start up costs.

### Toy Library

I had a meeting with two members of the Greening Fleet waste prevention pillar and the Fleet Library Manager on 18<sup>th</sup> January 2024, to discuss the setting up of a toy library as part of the Greening Fleet campaign.

The details are being finalised, but the Library has agreed for the volunteer group to set up within the Library. I have offered the Music Room in The Harlington as storage space for the toys, as there is limited storage space in the Library.

I have discussed with Cllr Cottrell bringing the toy library under the Repair Café constitution, so that they can benefit from shared insurance and governance.

Once the group has its own constitution, the basis of using the Council's facilities for the Repair Café will need to be formalised at a future meeting.

#### **14. General Update**

##### Communications Officer

Unfortunately, our new Communications Officer has resigned after a few months in post due to a change in family circumstances. The job advert for the Communications Officer is currently active, with a closing date of 18<sup>th</sup> February.

##### New Websites

The early stages of the new website project have commenced. Officers met with web designers, Cosmic, to go through the design brief, sitemaps and to confirm the definitive budget. The next stage will be for the designers to start building out the homepages, so that Officers can assess the style and layout.

##### Virgin Media Broadband

The paperwork side of the new broadband line is now complete and we await an install date from the engineering team at Virgin Media for the new dedicated internet line. This service will improve internet speed and provide a more reliable connection for bar services at The Harlington.

#### **15. Upcoming Council Meeting Dates**

- 7<sup>th</sup> February 2024, 5.45pm – Climate Change Working Group
- 12<sup>th</sup> February 2024, 7.00pm – Development Control Committee
- 21<sup>st</sup> February 2024, 7.00pm – Policy & Finance Committee
- 22<sup>nd</sup> January 2024, 7.00pm – Development Control Committee
- 26<sup>th</sup> February 2024, 7.00pm – Establishment Committee
- 6<sup>th</sup> March 2024, 7.00pm – Council