



Notice is hereby given of

**A MEETING OF FLEET TOWN COUNCIL**

**Wednesday 4<sup>th</sup> March 2026 at 7pm at The Harlington**

All members are summoned to attend

**To Councillors:**

R. Schofield (Chairman), G. Chenery, P. Einchcomb, R. Fang, L. Holt, A. Hope, K. Kuntikanamata, E. May, S. Neves, A. Oliver, P. Powell, R. Richmond, J. Stanton, D. Taylor, S. Tilley, P. Wildsmith, G. Woods.

Rita Tong, Executive Officer  
25<sup>th</sup> February 2026

**AGENDA**

|           |   |
|-----------|---|
| <b>1.</b> | <b>APOLOGIES</b><br>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><br>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.<br><br>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)<br>To receive questions and statements from members of the public.   |
| <b>4.</b> | <b>CHAIRMAN'S ANNOUNCEMENTS</b><br>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)<br>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><br>To receive and approve as a correct record minutes of the Town Council held on 4 <sup>th</sup> February 2026 ( <i>copies attached</i> ).<br><br>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 26<sup>th</sup> January 9<sup>th</sup> and 23<sup>rd</sup> February 2026</li><li>• Policy and Finance 18<sup>th</sup> February 2026</li><li>• Establishment 25<sup>th</sup> February 2026 (if available)</li></ul>   |

## Part 1 – ITEMS FOR DECISION

### 7. FINANCIAL MONITORING REPORT

- a) To receive the bank reconciliation and list of payments for December 2025 and January 2026 (*copies attached*).
- b) To receive a statement from Councillor Stanton that the bank reconciliation and list of payments for January 2026 have been verified and signed off against the original bank statement.

#### RECOMMENDATIONS

- a) To receive and accept the bank reconciliation for January 2026 and list of payments for December 2025 and January 2026.
- b) To accept the statement from Councillor Stanton that the bank reconciliation and list of payments for January 2026 have been verified and signed.

### 8. THE VIEWS PLAY PARK – TENDER APPROVAL

Members are asked to consider and approve the attached Tender Brief and associated procurement documents for the proposed replacement of play equipment at The Views Play Park.

The brief sets out the scope of works, project objectives, and key design and safety requirements. The redevelopment seeks to deliver a high-quality, safe, inclusive and engaging play environment suitable for children aged under 8 and 8–12 years.

Given the estimated contract value of approximately £200,000, the procurement must be undertaken through a compliant competitive tender process. Subject to approval, Officers will publish the opportunity on the UK Government's central procurement platform, Find a Tender Service, and invite design-and-build proposals in accordance with public procurement legislation and the Council's Financial Regulations.

It is proposed that submissions will be evaluated by a Tender Evaluation Panel appointed by the Council comprising Officers and nominated Councillors. In recognition of their financial contribution to the project, a representative from Fleet BID will also be invited to participate as a member of the evaluation panel.

Tender submissions will be evaluated strictly against the published criteria by the appointed panel. The Council will remain the contracting authority and retain full responsibility for the procurement process and the final contract award decision. All panel members will be required to declare any conflicts of interest prior to evaluation.

A shortlist of tender design proposals will be subject to a public consultation to determine residents preferred option.

Following completion of the evaluation process including public consultation, Officers will report back to Members with a recommendation for contract award.

#### RECOMMENDATIONS

- a) To approve the Tender Brief and associated procurement documents.
- b) To authorise Officers to commence a compliant tender process via Find a Tender.
- c) To approve the formation of a Tender Evaluation Panel comprising Officers, nominated Councillors, and Fleet BID representation.
- d) To report back to Full Council with a recommendation for contract award.

### 9. HARLINGTON UPDATE

To receive an update from the Chairman on the Harlington renovation project. This update will include:

- The Stage 2 Report from BFF.
- Online meeting with Stuart Shanks on the Business Plan
- Progress on alternative venue

## RECOMMENDATIONS

To note the update from the Chairman.

### Part 2 – ITEMS TO NOTE

#### 10. ANNOUNCEMENTS

To receive and note announcements from the Executive Officer or any Member by permission of the Chair.

#### 11. FRIENDS OF ANCELLS

Members are asked to note the receipt of £4.7k from the former Friends of Ancells group, donated upon their dissolution.

These funds were raised to support improvements at Ancells Farm Park and will be placed in an earmarked reserve to be used solely for capital improvements at Ancells Farm Park, such as improved surfacing around play equipment or works to connect pathways between play areas.

The Council formally records its thanks to the group for its work and legacy contribution to the park and wider community.

#### 12. ANNUAL RESIDENTS' MEETING

To note the final agenda for the Annual Residents' Meeting on 10 March 2026.

#### 13. DATE AND TIME OF NEXT MEETING

The next meeting of the Council is scheduled to be held on Wednesday 1<sup>st</sup> April 2026 at 7pm at the Harlington.

### Part 3 – CONFIDENTIAL ITEMS

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

The following types of business will be treated as confidential:

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

**There are no confidential items.**



## FLEET TOWN COUNCIL

### MINUTES OF COUNCIL MEETING

held on

Wednesday 4<sup>th</sup> February 2026 at 7pm

\* Councillor Schofield (Chairman)

\* Councillor Einchcomb (Vice Chairman)

\* Councillor Chenery

\* Councillor Fang

\* Councillor Holt

\* Councillor Hope

\* Councillor Kuntikanamata

\* Councillor May

0 Councillor Neves

0 Councillor Oliver

\* Councillor Powell

\* Councillor Richmond

\* Councillor Stanton

\* Councillor Taylor

\* Councillor Tilley

# Councillor Wildsmith

\* Councillor Woods

\* Present    # Absent & No Apology Received    0 Apology for Absence    L Late

#### Also in attendance:

Rita Tong – Executive Officer

Councillor Steve Forster – HCC

Mike Bye – Chair of Friends of Oakley Park

Darren McGrath – Chairman of FTFC

#### FC FEBRUARY 2026 ITEM 1

#### APOLOGIES FOR ABSENCE

Members received and accepted the apologies as recorded above.

#### FC FEBRUARY 2026 ITEM 2

#### DECLARATIONS OF INTEREST

There were no declarations of interest.

#### FC FEBRUARY 2026 ITEM 3

#### QUESTIONS FROM THE PUBLIC

There were no questions from the public.

#### FC FEBRUARY 2026 ITEM 4

#### CHAIRMAN'S ANNOUNCEMENTS

This is a brief report, the quiet period immediately post-Christmas and the New Year celebration.

The principal activity has been a series of exchanges with Skelley and Couch regarding the operating costs of running Air Source Heat Pumps (ASHP) and efficient new gas boilers. The outcome of this exchange is a report from S&C to be discussed under the appropriate Agenda Item.

22nd January - attended the first meeting of the year for HDAPTC, held in the Civic Offices Council chamber so that a hybrid meeting could be conducted to allow as many participants as possible. There were about an equal number of on-line participants as there were attendees.

The main event of the evening was a presentation by Hart's Chief Executive updating everyone on the latest position regarding Local Government Reorganisation and the new Local Plan. Both events now await central government direction. Local government elections will go ahead in May despite the government's offer to suspend elections yet again.

It was confirmed that Hart would not be disposing of assets prior to the reorganisation, but they would be carrying out an audit of all contracts.

It was suggested that the Council Offices became a permanent meeting place to allow hybrid meetings to continue as the facilities to conduct such meetings were generally unavailable in most local community halls.

The Chief Executive was happy to arrange some ad-hoc meetings as key issues impacting the Town and Parish Councils became available.

24th January - attended the Friends of Oakley Park Annual General Meeting. It was very well attended and an interesting talk on the Ecology and Diversity of Oakley Park was presented by Dr Wain who has been studying the natural environment of Oakley Park for some time.

27th January - along with Cllr Tilley, the Communications Officer and the Executive Officer attended a meeting to discuss the format of the Annual Residents Meeting which will again be discussed at the appropriate Agenda item.

## **FC FEBRUARY 2026 ITEM 5**

## **HCC/HDC ANNOUNCEMENTS**

The following reports were received from Hampshire County Council.

### Cllr Steve Forster (HCC)

- **Weather Impact on Roadworks:** A number of planned roadworks have been postponed due to recent adverse weather conditions, particularly at the Norris Hill Road roundabout. These works will be rescheduled, and temporary repairs will be undertaken in the interim.
- **Reading Road South Crossings:** Construction is scheduled to commence in April 2026 and is expected to take approximately two to three weeks to complete.
- **County Councillor Grants:** there is still time to apply for a County Councillor grant. Applications remain open for a further month.
- **Albert Street Junctions Safety Improvements:** Following feedback from residents and local businesses, the raised speed tables will be implemented in a single stage. Road-narrowing measures will only be installed if they are later deemed necessary to achieve the desired result.
- **Potholes:** There has been a significant increase in pothole occurrences, with over 5,000 notifications received in the previous week alone. Wet weather conditions are causing accelerated deterioration of road surfaces. Year-to-date, over 62,000 potholes have been repaired. There is a severe lack of funding for road maintenance, which is a national issue. However, Hampshire's road condition remains better than that of many other counties, for example Surrey.

- **SEND Provision:** Hampshire County Council has increased the number of SEND places. The Government is considering significant reforms to the SEND system with the aim of improving outcomes for children with SEND.
- **Illegal Parking:** The UK Government is proposing new powers for local councils to address illegal parking on pavements, particularly where it presents a significant barrier for vulnerable pedestrians. Under the proposed approach, councils would have discretion to issue penalties for “unnecessary obstruction” without the need to introduce additional traffic signage.

Cllr Chenery asked whether a map showing the proposed works at the Albert Street junctions was available.

Cllr Forster confirmed that maps had been shared on his social media accounts and that he would forward a copy to the Executive Officer for distribution to Members.

Cllr Chenery asked whether the proposed works would disrupt delivery drivers.

Cllr Forster responded that most restaurants have off-street parking and that delivery drivers often choose not to use it.

Cllr Woods asked what plans existed to improve the roads in and out of Fleet, including the High Street.

Cllr Forster advised that there are currently no plans for resurfacing works due to budget constraints, except where safety concerns require intervention.

## **FC FEBRUARY 2026 ITEM 6**

## **MINUTES OF PREVIOUS MEETINGS**

The minutes of the Town Council meeting held on 7<sup>th</sup> January 2026 were approved and signed by the Chairman.

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

- Development Control 12<sup>th</sup> January 2026

As the Development Control Committee meeting of 12 January 2026 was not quorate, Members reviewed the proposed observations and agreed they should be submitted on the Council’s behalf.

Councillor Forster left the meeting at the conclusion of this item.

## **FC FEBRUARY 2026 ITEM 7**

## **FINANCIAL MONITORING REPORT**

Members noted receipt of the bank reconciliation and the list of payments for December 2025.

Councillor Stanton confirmed that the bank reconciliation and list of payments for December 2025 had been verified and signed off against the original bank statement.

## **RESOLVED**

- a) That the bank reconciliation and list of payments for December 2025 be received and accepted.
- b) That the statement from Councillor Stanton confirming the verification and sign-off of the December 2025 bank reconciliation and list of payments be accepted.

**FC FEBRUARY 2026 ITEM 8****ANNUAL RESIDENTS MEETING**

Members participated in a brief demonstration of *Slido* and approved its use at the Annual Residents Meeting scheduled for 10 March 2026. It was noted that non-technology options would also be available to ensure accessibility for all residents.

Members considered and agreed the proposed format and agenda for the meeting. They were also reminded to nominate local residents for the Community Hero Award.

**RESOLVED**

That the use of *Slido*, the new meeting format, and the agenda for the Annual Residents Meeting be approved.

**FC FEBRUARY 2026 ITEM 9****REQUEST TO PURCHASE COUNCIL LAND**

A resident has requested that the Council consider selling a small piece of amenity land at Long Mead.

A previous similar request was refused on the grounds that the Council has a duty to protect and safeguard public land. Concern was expressed that granting such a request would set a precedent, making it difficult to refuse similar requests in the future. (Refer FC APRIL 2025 ITEM 8).

**RESOLVED**

The request to sell Council land was not approved.

**FC FEBRUARY 2026 ITEM 10****KINDNESS CAMPAIGN: PROPOSED ROAD SIGNAGE**

Members considered a proposal from Fleet Lions regarding a “Kindness” campaign, including the potential installation of road signage at key entrances to the town.

Members expressed support for the principle of promoting kindness and considerate behaviour within the community and recognised the positive intentions behind the campaign. However, concerns were raised about the effectiveness and practicality of delivering this message through highway signage.

Members felt that the example wording proposed for the signs was too lengthy and could prove distracting to drivers, noting that any messaging would need to be significantly simpler to be appropriate for road use. It was also suggested that, if signage were to be pursued, a more straightforward road safety message such as “Please drive safely” might be more suitable.

Members further noted that any signage would be subject to approval by Hampshire County Council as Highway Authority and expressed doubt as to whether the proposed approach, including wording and branding, would receive the necessary permissions. In light of this, Members questioned the value of the Town Council offering formal support at this stage, prior to clarity being obtained on highway feasibility.

Members also suggested that there may be alternative, non-highway-based ways of promoting kindness within the town which could be explored as part of the wider campaign.

## **RESOLVED**

That Fleet Town Council supports the aims of promoting kindness within the community but does not support the proposed road signage approach at this stage, pending further clarity on highway approval, wording, and alternative methods of delivering the campaign message.

## **FC FEBRUARY 2026 ITEM 11**

## **HARLINGTON UPDATE**

Members received an update from the Chairman on the Harlington renovation project.

Members considered a report from Skelly & Couch analysing the operating costs of an air source heat pump (ASHP) system compared with gas boilers. In doing so, Members took into account the following factors:

- The capital cost of each option
- The risk of project creep associated with ASHP capital costs, based on the Council's previous experience with the Decarbonisation Scheme and the current Hart District Council Frogmore Leisure Centre project
- The estimated useful life of each option, including quoted figures and known actual performance
- Operating costs, including daily standing charges
- Decarbonisation objectives of both Fleet Town Council and Hart District Council

Members concluded that, while the Council's long-term intention is to install an ASHP system (and the Council will put the necessary infrastructure in place to enable this in the current renovation project), there are currently fewer financial and logistical risks associated with installing gas boilers. Gas boilers were therefore identified as the Council's preferred option at this time. Members also noted that planned measures within the renovation would reduce heat loss and improve the building's carbon footprint, meaning progress towards decarbonisation would still be achieved.

Due to the length of time required to negotiate legal agreements, authorisation was sought to commence discussions regarding a lease at the proposed alternative venue.

Members noted that there had been no recent communication from BFF regarding the status of the project.

## **RESOLVED**

- a) To proceed with the installation of gas boilers, with the understanding that conversion to an ASHP system is intended in the future.
- b) To authorise the Executive Officer to commence lease negotiations with the landlords of the alternative venue.
- c) For the Chairman to contact BFF to arrange regular project updates.

## **FC FEBRUARY 2026 ITEM 12**

## **ANNOUNCEMENTS**

The following announcements were made:

- The draft meeting dates for 2026/27 have been circulated. Members were asked to check the dates and notify the Executive Officer of any issues.

- The Council's application to register land at the Cemetery has been submitted to HM Land Registry. Due to known backlogs, it may be some time before the application is processed.
- Cllr Einchcomb provided an update on a recent meeting regarding S106 monies. It may be possible to use S106 funding when replacing existing playgrounds, provided the application can demonstrate a change of use or scope that meets the criteria of the fund.
- Cllr Schofield reminded Members that elections are scheduled for May 2026. Members intending to re-stand were encouraged to inform the Executive Officer which ward they plan to stand in, where possible, to help avoid contested elections.

### **FC FEBRUARY 2026 ITEM 13**

### **UPDATE ON COMPLAINTS**

- Incident involving a minor and a sign while cycling at Calthorpe Park
  - The Council's insurers have assessed the site following the reported incident. The matter is being managed through the Council's insurance process, and no liability has been accepted.
- Complaint regarding line marking on Calthorpe Park Tennis Courts
  - A report has been provided to the complainant in relation to the tennis court line-marking paint. The report confirms that the appropriate paint was used and that it was applied in accordance with relevant guidance. The report also notes the importance of users wearing suitable footwear appropriate to the surface and prevailing conditions.

### **FC FEBRUARY 2026 ITEM 14**

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

The next meeting of the Council is scheduled to be held on Wednesday 4<sup>th</sup> March 2026 at 7pm at the Harlington.

### **CONFIDENTIAL ITEMS – CLOSED SESSION**

The Chairman stated that the following items for discussion relate to the engagement and terms of service in relation to employees and terms of tenders, and proposals and counterproposals in negotiations for contracts.

### **RESOLVED**

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

### **FC FEBRUARY 2026 ITEM 15**

### **FLEET TOWN FOOTBALL CLUB**

Darren McGrath, Chair of Fleet Town Football Club gave a presentation on a proposal requiring landlord consent under the provisions of the lease.

### **RESOLVED**

Members approved the proposal subject to two conditions:

- The 24/7 access referred to needs to be limited to emergency use only and not for trading.
- Safety signage at the entrance of the grounds be installed.

**FC FEBRUARY 2026 ITEM 16      S106 PROJECT**

Members received a project proposal from Cllr Tilley to install removable power sources utilising existing S106 monies earmarked for High Street improvements. Members were supportive of the proposal and indicated that the addition of an outdoor sound system in Gurkha Square could also deliver significant benefits.

Cllr Tilley reported that a quote had been received for a feasibility study to determine whether the project was viable. It remained unclear whether S106 monies could be used to fund feasibility studies, and clarification had been requested from the S106 Officer at Hart District Council, with a response still awaited. On the working assumption that feasibility studies were not eligible for S106 funding, Members discussed alternative funding options and requested that Cllr Robinson approach Fleet BID to establish whether they would be willing to fund the study.

Cllr Tilley further advised that, following advice from an Assistant Highways Manager at Hampshire Highways, she intended to challenge elements of the quote received.

**RESOLVED**

- a) To approach Fleet BID to determine if they would support the project.
- b) To challenge the quote received.
- c) To review the scope of the project presented.

The meeting closed at 10.05pm.

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

**Date**.....



## MINUTES OF DEVELOPMENT CONTROL COMMITTEE

### DEVELOPMENT CONTROL COMMITTEE

Meeting held on 26<sup>th</sup> January 2025  
at 7pm in The Function Room, The Harlington

**Present:**

Cllr Holt  
Cllr Schofield  
Cllr Chenery  
Cllr Hope

**Officers:** Charlotte Benham

|   |  |
|---|--|
| 1 | <b>Apologies</b><br><br>No apologies received  |
| 2 | <b>Declarations of interest to any item on the agenda</b><br><br>None declared   |
| 3 | <b>Public Session</b><br><br>None present  |
| 4 | <b>Approval of the Minutes</b><br><br>The minutes of the development and control meeting held on Monday 15 <sup>th</sup> December were accepted as a correct record of the meeting.<br><br>It was noted that the meeting due to be held on 12 <sup>th</sup> Jan was cancelled due to being inquorate and that notes from some members were gathered.   |
| 5 | 25/02568/FUL<br>Abbey Building Society ,152 Fleet Road,Fleet, Hampshire, GU51 4BJ<br><a href="#">External changes to the existing building including alterations to fenestration and boundary treatments, removal of an external staircase and erection of a bin and cycle store</a><br>Comments required by 28 January<br><br>This is a follow on to the Permitted Development application to create three small flats. The changes appear acceptable but three issues remain:<br>1. The removal of a fire escape. Does the proposed development meet |

fire regulations?

2. The Waste Team state that bins will have to be placed on Fleet Road for collection. This is totally unacceptable as it will create a hazard on a busy pavement. Is there not proposed to be commercial collection?
3. There has previously been issues raised about the practicality of parking on the site which is narrow and immediately adjacent to a narrow thoroughfare.

NO OBJECTION in principle subject to the three issues mentioned above needing review

26/00032/HOU

48 Wellington Avenue, Fleet, GU51 3BF

[Erection of a single storey front extension, single storey rear extension and two storey side extension following demolition of existing detached garage](#)

Comments required by 29 January

- Proposed extension appears to reflect the host building.
- Two front windows will require obscure glass.
- The major issue is parking - only met by completely covering the front garden and losing any soft vegetation, therefore diminishing the potential biodiversity of the site.
  - In breach of FNP Policy 15 Residential Gardens – loss of ecological and landscape value of private residential garden.
  - Conversion of front garden fails to retain at least 50% of the original garden area as soft landscape.
- Open frontage with exposed parking area is not characteristic of the area, which is in close proximity to the Fleet Pond Nature Reserve.
- There is no provision for cycle storage having removed the garage.

Concern about parking and breach of Neighbourhood Plan.

26/00037/HOU

17 Pondtail Gardens, Fleet, Hampshire, GU51 3JP

[Conversion of garage into habitable space and adjoin it to the main house](#)

Comments required by 29 January'

- Looks like a semi-detached bungalow but it is a one-bedroom detached bungalow.
- Front elevation looks slightly unbalanced but not significant.
- Parking for one bedroom is adequate.

NO OBJECTION

25/02538/AMCON

Fairway Heights ,Minley Road,Fleet, Hampshire, GU51 2RB

[Application to vary Condition 2 \(approved plans\) of planning permission 22/01225/FUL dated 15/11/2022 - Construction of one block of 8 flats \(8 x 2 bed\) with access alterations, parking, bin and cycle stores, landscaping, bridge and ancillary work \(following demolition of The Millmede and garage\)](#)

Comments required by 4 February

|   |  |
|---|--|
|   | <ul style="list-style-type: none"> <li>• This is a flagrant breach of the Planning Approval.</li> <li>• The inclusion of the Velux balconies detracts from the general character of the development and is out of keeping.</li> <li>• The balconies to the rear give the occupants a clear view into the houses on Ancells Farm behind the development resulting in a loss of privacy.</li> <li>• This type of action completely diminishes the planning system and should not be allowed to provide a precedent for ignoring planning approval.</li> </ul> <p>OBJECTION should be changed back as per approved plans</p> <p>25/02582/HOU<br/> 34 Cove Road, Fleet, Hampshire, GU51 2RN<br/> <a href="#">Erection of a detached outbuilding</a><br/> Comments required by 6 February</p> <ul style="list-style-type: none"> <li>• The proposed development is a substantial distance from the main house and neighbours.</li> <li>• The statement: this proposed garden studio exceeds the standard height limit of 2.5m, being 2.9m high. It is in fact 3.1m high on a base that brings the total height to 3.239 above ground level</li> <li>• The building is also substantial being 8,540m long.</li> <li>• There appears to be a mature tree in close proximity to the proposed development and the footings/slab will impact the Tree Root Zone.</li> <li>• There should be special treatment of the foundation within the Root Zone which is not specified.</li> </ul> <p>NO OBJECTION in principle but needs to be a Condition if approved for detailing of the base slab and protection measures for tree root zone</p> |
| 6   | <p><b>To Note:</b></p> <p>Review of weekly lists</p>   |
| 7   | <p><b>Noted:</b></p> <p><b>Hart Planning Meeting Dates</b></p> <p>18<sup>th</sup> February 2026</p>  |
| 8   | <p><b>Date of Next Development Control Committee Meeting</b></p> <p>9<sup>th</sup> February 2026</p>   |
| <p><b>Meeting closed: 7.45pm</b></p> <p><b>Signed:</b>.....</p> <p><b>Date:</b> .....</p> |  |







## MINUTES OF DEVELOPMENT CONTROL COMMITTEE

### DEVELOPMENT CONTROL COMMITTEE

Meeting held on 9<sup>th</sup> February 2026  
at 7pm in The Function Room, The Harlington

**Present:**

Cllr Holt  
Cllr Schofield  
Cllr Chenery  
Cllr Hope

**Officers:** Charlotte Benham

|   |  |
|---|--|
| 1 | <b>Apologies</b><br><br>No apologies received  |
| 2 | <b>Declarations of interest to any item on the agenda</b><br><br>None declared   |
| 3 | <b>Public Session</b><br><br>None present  |
| 4 | <b>Approval of the Minutes</b><br><br>The minutes of the development and control meeting held on Monday 26 <sup>th</sup> January 2026 were accepted as a correct record of the meeting.  |
| 5 | 26/00052/FUL<br>Livingstones, 277 Fleet Road, Fleet, GU51 3BT<br><a href="#"><u>Remove existing shop front and install new timber framed glazed shop front to fit the existing structural opening. Install up and down wall mounted light fittings on existing_</u></a><br><a href="#"><u>feature brick columns either side to the shop front to express the brick detailing.</u></a><br><a href="#"><u>Change the existing projecting double sided sign that is fixed to one of the</u></a><br><a href="#"><u>feature brick pier with new projecting double sided sign to the same size. Create</u></a><br><a href="#"><u>a door to the rear elevation accessing the rear courtyard. Infill one of the windows</u></a><br><a href="#"><u>to the rear toilet block</u></a><br>Comments required by 10 February<br><br>NO OBJECTION |

26/00074/HOU

33 Willowbourne, Fleet, Hampshire, GU51 5AB

[Conversion of garage to include the replacement of the garage door with a window and creation of an additional parking space](#)

Comments required by 10 February

- Relatively new development on the Edenbrook estate.
- There is a mix of housing types on Willowbourne with the particular property being a mirror of the adjoining property and the green area to the front garden divided only by a magnolia tree; there is no physical boundary.
- In the immediate area the two properties opposite have a similar front garden layout, two parking spaces and a shared green space separated only by a magnolia tree.
- Removal of the front green area would have a negative impact on the immediate local character and breach FNP Policy 15, Residential Gardens as the proposed plan would result in a complete loss of soft landscaping.
- There is no reference in the application to the existing tree and the potential impact on the root zone of providing a hard surface immediately adjacent to the tree.
- Also breaches Local Plan Policy GEN1 to the detriment of local character and the environment.

OBJECTION

26/00083/HOU

20 Kenilworth Crescent, Fleet, Hampshire, GU51 3BA

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

Comments required by 10 February

This is a resubmission of a previously unacceptable development that impacted the immediate neighbour. This revised proposal removes any negative impact

NO OBJECTION

26/00094/HOU

Chastilian, Gough Road, Fleet, Hampshire, GU51 4LJ

[Alteration of roof and fenestration to ground floor side and rear to existing single storey rear element of dwelling, alterations to fenestration to ground floor rear of garage and replacement balcony to first floor rear](#)

Comments required by 12 February

- This is a replacement project all to the rear of the property.
- No impact on the character of the Conservation area.

NO OBJECTION

26/00087/HOU

101 Reading Road South, Fleet, Hampshire, GU52 7TE

[Dismantling of existing conservatory and erection of a single storey rear extension, conversion of the existing ground floor lounge into bedroom 4. Enlargement of an existing ground floor window on the south east elevation and](#)

|   |  |
|---|--|
|   | <p><a href="#">removal of an existing kitchen window and replacement with a side door</a><br/> Comments required by 17 February</p> <ul style="list-style-type: none"> <li>• Extension of a 3 bedroom bungalow to 4 bedrooms.</li> <li>• Property sits in a large plot and the extension does not impose on the neighbouring properties.</li> <li>• There is ample existing parking provision on site.</li> <li>• The proposed extension mirrors the finishes of the host building.</li> <li>• Overall well designed development that enhances the functionality of the property.</li> </ul> <p>NO OBJECTION</p> |
| 6   | <p><b>To Note:</b></p> <p>Review of weekly lists</p>   |
| 7   | <p><b>Noted:</b></p> <p><b>Hart Planning Meeting Dates</b></p> <p>18<sup>th</sup> February 2026</p>  |
| 8   | <p><b>Date of Next Development Control Committee Meeting</b></p> <p>23<sup>rd</sup> February 2026</p>  |
| <p><b>Meeting closed: 7.25pm</b></p> <p><b>Signed:</b>.....</p> <p><b>Date:</b> .....</p> |  |





## MINUTES OF DEVELOPMENT CONTROL COMMITTEE

### DEVELOPMENT CONTROL COMMITTEE

Meeting held on 23<sup>rd</sup> February 2026  
at 7pm in The Function Room, The Harlington

**Present:**

Cllr Holt  
Cllr Schofield  
Cllr Chenery  
Cllr Hope

**Also Present:**

Cllr Woods

**Officers:** Charlotte Benham

|   |   |
|---|---|
| 1 | <b>Apologies</b><br><br>No apologies received   |
| 2 | <b>Declarations of interest to any item on the agenda</b><br><br>None declared  |
| 3 | <b>Public Session</b><br><br>Five members of public present re Care Home, Silverlea applications: <ul style="list-style-type: none"><li>• Want adequate preventative measures to prevent flooding</li><li>• Questioned who will be responsible if the measures are not adequate and properties are flooded?</li><li>• Need more landscaping/screening to prevent overlooking residential properties and reduce visual impact of development ,especially at the rear of the plot</li><li>• Concern about reinstatement of levels – on drainage plans, the left side of the site still slopes, will that be made level too?</li></ul> |
| 4 | <b>Approval of the Minutes</b><br><br>The minutes of the development and control meeting held on Monday 9 <sup>th</sup> February 2026 were accepted as a correct record of the meeting.   |

5

25/02562/HOU

41 Wellington Avenue, Fleet, Hampshire, GU51 3BJ

[Refurbishment and extension of existing bungalow to form a modern chalet-style dwelling with single dormer, three roof lights, front/side/rear extensions, new porch and external refurbishment](#)

Comments required by 25 February

- This is the conversion of a bungalow (a house which has only one level and no stairs)
- Breaches Fleet Neighbourhood Policy 11 Safeguarding building stock for people of limited mobility including people with disabilities and older residents. This is the conversion of a two-bedroom bungalow with no stairs, into a four-bedroom chalet bungalow.
- Future marketing would be for a family house, thus the loss of a bungalow.
- The proposed design is not subservient to the host building. It completely transforms a classic bungalow (front elevation) to a very individually styled property that is not in keeping with local character - the extensive use of fabricated cladding does not follow any local character.
- Wellington Avenue is one of Fleets' older roads with a large number of traditional designs.
- Modernisation of an aging building stock will inevitably lead to modernisation but in a more sympathetic style.

OBJECTION

26/00161/AMCON

22 Woodcote Green, Fleet, Hampshire, GU51 4EY

[Application to vary condition 2 \(Approved Plans\) and Condition 3 \(Materials\) of planning permission 23/01110/HOU dated 18.08.2023 - Erection of a single storey rear extension, part two storey part first floor front extension, replacement of sliding doors to ground floor rear with window, block window to first floor rear and alterations to windows and doors to ground floor front](#)

Comments required by 24 February

- Seeking to amend an approved planning application.
- Door and window amendments have no real impact.
- Key issue is amendment to the front façade. Change from silver grey cladding to a darker grey will make the front elevation more dominant. The only mitigation is that it is at the end of a close so limited impact on the local character.

NO OBJECTION in principle to works but suggest a more in keeping colour cladding would be more acceptable

26/00194/HOU

12 Sycamore Crescent, Church Crookham, Fleet, Hampshire, GU51 5NN

[Erection of a single storey front extension and front canopy](#)

Comments required by 26 February

- Property within the Basingstoke Canal Conservation Area but proposed modification is to the front away from the canal, so has no impact on the conservation area.
- The front elevation changes the character of the property, but not negatively. It would stand out from the neighbouring properties.

- The main objection from the neighbours is the depth of the front extension – would it be overbearing? It looks to sit within the principal building line of the adjacent properties.

NO OBJECTION in principle

26/00195/AMCON

1 Medonte Close, Fleet, Hampshire, GU51 3NU,

[Application to vary Condition 2 \(Approved Plans\) and Condition 3 \(Materials\) of planning permission 25/00757/HOU dated 16/06/2025 -](#)

[Demolition of single storey side extension and erection of a two storey side extension, single storey rear extension and front porch](#)

Comments required by 26 February

- Approved plan being revised
- Despite the light colour of the drawing, the proposed cladding is wood grained in a charcoal colour which will be very pronounced
- The revised proposal significantly changes the character of the building and would be out of character within the immediate area
- The change in the porch style is not significant but it will be more prominent with the use of a dark cladding

NO OBJECTION in principle to works but suggest a lighter colour cladding more in keeping with local character would be more acceptable

26/00208/HOU

Fern Cottage, 135 Reading Road South, Fleet, Hampshire, GU52 7TD

[26/00208/HOU for Continued use of the detached garage as an annexe ancillary to Fern Cottage](#)

Comments required by 3 March

- This is a double garage with storage over that has been turned into living accommodation. It is not totally independent of the main house as it presently does not have a fully functioning kitchen.
- Despite the loss of the double garage there is still apparently onsite parking provision for 4 cars.
- The applicants planning advisor suggests a condition: "The building hereby permitted shall not be occupied at any time other than for purposes ancillary to the residential use of the dwelling known as Fern Cottage".
- It therefore cannot be an independent dwelling unconnected to the principal house owner.

NO OBJECTION in principle subject to a condition as suggested by the Applicant's advisor and that it shall not become an independent dwelling separate to house owner.

26/00074/HOU

33 Willowbourne, Fleet, Hampshire, GU51 5AB

[Conversion of garage to include the replacement of the garage door with a window](#)

Comments required by 3 March

26/00074/HOU

Fleet Town Council has already responded to this but there is an amendment within an email – it is not clear as to what is proposed so cannot comment without revised Drawings.

Front lawn should not be converted for parking due to loss of garage.  
Holding Objection subject to provision of further details.

26/00124/CON

Silverlea, Cove Road, Fleet, Hampshire, GU51 2RR

[Discharge of conditions no. 2 \(Arboricultural Method Statement\) and no.5 \(hard and soft landscape\) pursuant to Section 73 permission \(ref: 25/02097/AMCON\) for a Minor Material Amendment to vary condition 2 \(approved plans\) of Planning Permission granted at appeal \(ref: APP/N1730/W/23/3319799\) for the construction of a 70 Bed care home \(use class C2\) including access, parking, landscaping and other associated works \(following demolition of existing dwellings\)](#)

Comments required by 4 March

- Landscape drawing 614 shows the extensive tree removal on the site which must result in a significant impact on the biodiversity of the site.
- There is comparatively lesser number of replacement trees, many are ornamentals to replace the lost trees which may add pollinators but need more native trees adding to the mix.
- Many of the trees are lost as a direct consequence of the mass of the developed area.
- There should be some agreement on compensation planting – need more adding to the border, especially at rear of site, to screen/protect neighbours privacy, reduce the visual impact of the development on the near neighbours and to help with water absorption.
- Trees need supplementing with shrubs and bushes to again minimize the overbearing impact of the raised building

OBJECTION – need an agreement on compensation planting and better screening for residents. Once planting installed, should be checked by HDC Tree Officer to ensure it complies with approved plans.

26/00126/CON

Silverlea, Cove Road, Fleet, Hampshire, GU51 2RR

[Discharge of conditions no. 3 \(Surface Water Drainage Strategy\) and no. 4 \(surface water drainage scheme run off\) pursuant to Section 73 permission \(ref: 25/02097/AMCON\) for a Minor Material Amendment to vary condition 2 \(approved plans\) of Planning Permission granted at appeal \(ref: APP/N1730/W/23/3319799\) for the construction of a 70 Bed care home \(use class C2\) including access, parking, landscaping and other associated works \(following demolition of existing dwellings\)](#)

Comments required by 4 March

- This is the drainage layout developed for an earlier submission that was rejected on the grounds that the site levels were raised to achieve a gravity drainage system.
- The revised ground levels have been approved and so the proposed drainage system is compliant with Thames water condition that a pumped drainage system was not acceptable.
- All surface water including roof drainage is directed to the balancing tank to the front of the building.
- There is no proposed land drainage to the rear of the building on the basis that existing levels are being reinstated, the catchment area is significantly reduced and there should be no run-off to properties.

|  |   |
|--|---|
|  | <ul style="list-style-type: none"> <li>Any slopes with the toe at a boundary line should be supplemented with toe drainage to ensure no discharge of surface water to the neighbouring properties.</li> <li>It is essential all drainage works are signed off by a Building Regulation's Inspector that the installed works are totally in compliance with the approved drawings</li> </ul> <p>NO OBJECTION subject to:</p> <ul style="list-style-type: none"> <li>Signed off inspection of installed drainage system.</li> <li>All slopes terminating at the property boundary have approved toe drainage system to prevent discharge of surface water onto neighbouring properties.</li> </ul> <p>26/00219/HOU<br/>48 Springwoods, Fleet, Hampshire, GU52 7SX<br/><a href="#">Conversion of loft into habitable accommodation to include front and rear dormer and a single storey side extension</a><br/>Comments required by 4 March</p> <ul style="list-style-type: none"> <li>This is the conversion of a bungalow (a house which has only one level and no stairs)</li> <li>Breaches Fleet Neighbourhood Plan Policy 11 Safeguarding building stock for people of limited mobility including people with disabilities and older residents.</li> <li>This is the conversion of a three-bedroom bungalow with no stairs converted into a four-bedroom chalet bungalow.</li> <li>Future marketing would be for a family house, thus the loss of a bungalow.</li> <li>The proposed design is not subservient to the host building. The front dormer becomes the dominant feature of the development.</li> <li>The front elevation is totally incompatible with the adjoining semi detached bungalow.</li> <li>Planning applications are assessed on their merit and not influenced by precedent.</li> </ul> <p>OBJECTION</p> |
| 6  | <p><b>To Note:</b></p> <p>Review of weekly lists</p>  |
| 7  | <p><b>Noted:</b></p> <p><b>Hart Planning Meeting Dates</b></p> <p>18<sup>th</sup> March</p>   |
| 8  | <p><b>Date of Next Development Control Committee Meeting</b></p> <p>9<sup>th</sup> March</p>  |
| <p><b>Meeting closed: 9pm</b></p> <p><b>Signed:</b>.....</p> <p><b>Date:</b> .....</p> |   |





## FLEET TOWN COUNCIL

### MINUTES OF THE POLICY AND FINANCE COMMITTEE

**Wednesday 18<sup>th</sup> February 2026 at 7pm  
at The Harlington**

\* Councillor Holt (Chairman)

# Samantha Neves (Vice Chairman)

\* Councillor Einchcomb

# Councillor Fang

0 Councillor Powell

# Councillor Richmond

L Councillor Schofield

\* Councillor Stanton

0 Councillor Taylor

0 Councillor Tilley

\* Councillor Woods

\* Present    # Absent & No Apology Received    0 Apology for Absence    L Late

Also in attendance:

Rita Tong – Executive Officer

Sarah Moore – Finance and Administration Manager

Leanne Walmsley - Fleet Carnival

#### **PF FEBRUARY 2026 ITEM 1            APOLOGIES FOR ABSENCE**

Members received and accepted the apologies as noted above.

#### **PF FEBRUARY 2026 ITEM 2            DECLARATIONS OF INTEREST**

Councillor declared an Other Registerable Interest in Agenda Item 7 on the grounds she is a volunteer for the Repair Café.

#### **PF FEBRUARY 2026 ITEM 3            QUESTIONS FROM THE PUBLIC**

There were no questions from the public.

#### **PF FEBRUARY 2026 ITEM 4            MINUTES OF PREVIOUS MEETING**

The minutes of the Policy and Finance Committee held on Wednesday 15<sup>th</sup> October 2025 were approved and signed by the Chairman.

#### **PF FEBRUARY 2026 ITEM 5            QUARTERLY FINANCIAL MONITORING REPORT**

Members considered the quarterly reports for the period ending 31 December 2025.

Reports for 2024/25 as at 31 December 2025:

a. Q4 Income & Expenditure Account

b. Q4 Budget Monitoring Report

- c. Balance sheet as at 31 December 2025
- d. List of Purchase Ledger Payments
- e. List of Debtors
- f. Harlington Performance Totals

**RESOLVED**

- a. To receive and accept the Quarterly Report and accounts for the period ending 31 December 2025.
- b. That the Executive Officer develop a proposal, following discussion with an Ancells Farm Community Centre hirer, for a revised charging arrangement for their use of the Centre, to be brought back to Members for consideration.

**PF FEBRUARY 2026 ITEM 6 INVESTMENT REPORT**

Members considered the investment report for the period ending 31 January 2026.

| <b>Account</b>                    | <b>Funds</b>         |
|-----------------------------------|----------------------|
| HSBC Current Bank Account         | £258,899.47          |
| HSBC Savings Account              | £1,223,078.51        |
| Nationwide Business Instant Saver | £417,939.5           |
| CCLA Public Sector Deposit Fund   | £3,075,837.76        |
| <b>TOTAL</b>                      | <b>£4,975,755.24</b> |

**RESOLVED**

To note the balances held in the Fleet Town Council Accounts.

**PF FEBRUARY 2026 ITEM 7 GRANTS**

Members considered three grant applications for grant funding and received a record of grants awarded for 2025/26

**RESOLVED**

- a) Members resolved to award the following grants:
  1. Fleet Carnival - £1,000 to go towards costs in celebrating the 70<sup>th</sup> Anniversary of the event to come out of the 2026/27 grants budget and paid in April 2026.
  2. Fleet Repair Café - £630 grant aid in kind for room hire at The Harlington in 2026/27. Grant to come out of the Greening Fleet budget.
  3. Fleet Lions – subject to approaching Hart District Council first, to award up to £580 for the purchase of protective jackets. Grant to come out of 2026/27 grants budget and paid in April 2026
- b) To note the record of grants awarded for 2025/26.

**PF FEBRUARY 2026 ITEM 8 CYBER ESSENTIALS**

Members considered the reports from the Finance & Administration Manager regarding Cyber Essentials compliance and the provision of Council-owned devices.

Members discussed the type of devices that could be issued to Councillors. It was noted that while iPads were generally considered more secure, Android devices could potentially be used. Members agreed that further costings should be obtained to compare suitable device options.

Members also discussed the current use of personal mobile phones for accessing Council emails. It was recognised that, if the Council were to move to a fully supported device model, the cost of providing supported mobile phones would also need to be factored into any proposal.

Members acknowledged that Council-provided devices would offer a higher level of security and support Cyber Essentials compliance, although they might be less convenient for some users.

It was further noted that any decision would need to be applied consistently. Members agreed that issuing devices would need to be an “all-or-nothing” approach, as providing devices to only some Councillors would undermine the security benefits.

The Finance & Administration Manager confirmed that the Council’s IT provider, Cloudy IT, could restrict access so that only approved devices were able to access Council systems and data. This would allow the Council to prevent access from personal devices if a Council-issued device model were adopted.

Members also noted that some Councillors may choose not to access the digital system. In such cases, non-confidential papers would remain available via the Council website, and paper copies of agenda packs could continue to be collected from the office where required.

**RESOLVED**

That the Finance & Administration Manager be requested to prepare a further report to Full Council covering the matters discussed, including device options, associated costs, and implementation considerations.

**PF FEBRUARY 2026 ITEM 9                      CLIMATE CHANGE POLICY**

Members reviewed the updated Climate Change Policy and noted that the timeframes within the policy would require monitoring, as it was unlikely the Council could achieve the 2035 target and Government targets may also change.

Members therefore requested that, within the Monitoring and Review section, the review period be amended from every three years to annual review.

**RESOLVED**

Subject to the amendment above, the *Climate Change Policy* was approved.

**PF FEBRUARY 2026 ITEM 10                      COMMUNICATIONS & SOCIAL MEDIA POLICY**

Members reviewed the *Communications & Social Media Policy* which combines the existing *Computer Use and Communications Policy* and *Internet / Email / Social Media Policy*.

**RESOLVED**

Members approved the new *Communications & Social Media Policy*.

**PF FEBRUARY 2026 ITEM 11                      SAFEGUARDING CHILDREN AND ADULTS AT RISK POLICY**

Members reviewed the updated Safeguarding policy and requested the following amendments be made:

- Section 6 – remove reference to Town Clerk

- Section 9 – change to Third Party Services

**RESOLVED**

Subject to the amendments above, the *Safeguarding Children and Adults at Risk Policy* was approved.

**PF FEBRUARY 2026 ITEM 12      ANNOUNCEMENTS**

Cllr Holt placed on record his sincere thanks to all Committee Members for their time, hard work and dedication throughout the current Administration, and for the positive contribution they have made to the Committee’s work.

**PF FEBRUARY 2026 ITEM 13      DATE AND TIME OF NEXT MEETING**

The next meeting of the Policy and Finance Committee will be held on Wednesday 22<sup>nd</sup> April 2026 at 7pm in the Harlington.

There being no further business the meeting closed at 9.26pm.

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

**Bank Reconciliation Statement as at 31/01/2026  
for Cashbook 1 - Bank Current/Deposit Account**

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u>                     | <u>Balances</u>   |
|--|-----------------------|------------------------------------|-------------------|
| HSBC                                   | 31/01/2026            | 922                                | 258,899.47        |
|  |                       |                                    | <u>258,899.47</u> |
| <u>Unpresented Payments (Minus)</u>    |                       | <u>Amount</u>                      |                   |
|  |                       | 0.00                               |                   |
|  |                       |                                    | <u>0.00</u>       |
|  |                       |                                    | 258,899.47        |
| <u>Unpresented Receipts (Plus)</u>     |                       |                                    |                   |
|  |                       | 0.00                               |                   |
|  |                       |                                    | <u>0.00</u>       |
|  |                       |                                    | 258,899.47        |
|  |                       | <b>Balance per Cash Book is :-</b> | <b>258,899.47</b> |
|  |                       | <b>Difference is :-</b>            | <b>0.00</b>       |

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

## Bank Current/Deposit Account

## List of Payments made between 01/12/2025 and 31/12/2025

| <u>Date Paid</u>      | <u>Payee Name</u>              | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u>      |
|-----------------------|--------------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 01/12/2025            | Global Payments - Direct Debit | dd1075           | 71.14              |                       | bank charges 1/10-31/10/25     |
| 01/12/2025            | Hart District Council - DD     | dd1076           | 210.00             |                       | Business Rates 25/26           |
| 01/12/2025            | Hart District Council - DD     | dd1077           | 1,634.00           |                       | Business Rates 25/26           |
| 01/12/2025            | Hart District Council - DD     | dd1078           | 119.00             |                       | Business rates 25/26           |
| 02/12/2025            | Booker Limited                 | dd1109           | 150.75             |                       | Purchase Ledger DDR Payment    |
| 03/12/2025            | BACS P/L Pymnt Page 2818       | BACS Pymnt       | 50,409.17          |                       | BACS P/L Pymnt Page 2818       |
| 09/12/2025            | Total Energies                 | dd1079           | 69.03              |                       | gas 30/9-31/10/25              |
| 09/12/2025            | Total Energies                 | dd1080           | 2,943.56           |                       | gas 30/9-31/10/25              |
| 09/12/2025            | Total Energies                 | dd1081           | 223.82             |                       | gas 30/9-31/10/25              |
| 11/12/2025            | Sage UK Ltd                    | dd1082           | 52.20              |                       | payroll 6/12-5/1/26            |
| 12/12/2025            | Payment Sense Ltd              | dd1083           | 377.64             |                       | card charges 1/11-30/11/25     |
| 12/12/2025            | Payment Sense Ltd              | dd1084           | 28.52              |                       | card charges 1/11-30/11/25     |
| 12/12/2025            | HSBC                           | dd1085           | 121.12             |                       | bank charges 1/10-31/10/25     |
| 12/12/2025            | Fleet Town Council             | DD               | 4,313.69           |                       | L&G Pension Dec 25             |
| 12/12/2025            | BACS P/L Pymnt Page 2829       | BACS Pymnt       | 16,456.81          |                       | BACS P/L Pymnt Page 2829       |
| 15/12/2025            | HSBC                           | DD1108           | 2,816.77           |                       | Credit Card Nov 25             |
| 16/12/2025            | NPower - Direct Debits         | dd1086           | 49.17              |                       | elec 1/10-31/10/25             |
| 16/12/2025            | NPower - Direct Debits         | dd1087           | 32.15              |                       | elec 1/10-31/10/25             |
| 16/12/2025            | Castle Water Limited           | dd1088           | 2,180.36           |                       | water 1/11-30/11/25            |
| 16/12/2025            | NPower - Direct Debits         | dd1090           | 148.88             |                       | elec 1/10-31/10/25             |
| 16/12/2025            | Global Payments - Direct Debit | dd1091           | 1,208.41           |                       | card charges 1/11-28/11/25     |
| 16/12/2025            | NPower - Direct Debits         | dd1092           | 132.28             |                       | elec 1/10-31/10/25             |
| 16/12/2025            | Castle Water Limited           | dd1093           | 440.11             |                       | water 1/11-30/11/25            |
| 16/12/2025            | Castle Water Limited           | dd1094           | 625.56             |                       | water 1/11-30/11/25            |
| 16/12/2025            | NPower - Direct Debits         | dd1095           | 48.17              |                       | elec 1/10-31/10/25             |
| 16/12/2025            | Booker Limited                 | dd1089           | 664.59             |                       | bar supplies                   |
| 17/12/2025            | Castle Water Limited           | dd1096           | 81.23              |                       | water 1/11-30/11/25            |
| 17/12/2025            | Xero (UK) Ltd                  | dd1097           | 78.00              |                       | accounts software 13/12-12/1/2 |
| 18/12/2025            | Castle Water Limited           | dd1099           | 31.84              |                       | water 1/11-30/11/25            |
| 19/12/2025            | Fleet Town Council             | BACS             | 34,643.85          |                       | Payroll Dec 25                 |
| 19/12/2025            | Payment Sense Ltd              | dd1102           | 113.94             |                       | bank charges 14/11-13/12/25    |
| 19/12/2025            | Payment Sense Ltd              | dd1101           | 17.88              |                       | bank charges 1/12-31/12/25     |
| 23/12/2025            | Croner Group Ltd               | dd110            | 408.98             |                       | HR and H&S                     |
| 24/12/2025            | BOC Ltd                        | dd1103           | 259.27             |                       | gas delivery                   |
| 24/12/2025            | All Service 4 U Ltd            | dd1104           | 9.00               |                       | Purchase Ledger DDR Payment    |
| 29/12/2025            | Fleet Town Council             | DD               | 12,262.42          |                       | inland rev dec 25              |
| 29/12/2025            | HSBC                           | dd1105           | 65.64              |                       | bank charges 8/11-7/12/25      |
| 30/12/2025            | Global Payments - Direct Debit | dd1106           | 128.66             |                       | card charges 1/11-30/11/25     |
| 31/12/2025            | Focus 4 U Ltd                  | dd1107           | 67.19              |                       | broadband jan 26               |
| <b>Total Payments</b> |                                |                  | <b>133,694.80</b>  |                       |                                |

## Bank Current/Deposit Account

## List of Payments made between 01/01/2026 and 31/01/2026

| <u>Date Paid</u>      | <u>Payee Name</u>              | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u>      |
|-----------------------|--------------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 02/01/2026            | Hart District Council - DD     | dd1111           | 210.00             |                       | Business Rates 25/26           |
| 02/01/2026            | Hart District Council - DD     | dd1112           | 1,634.00           |                       | Business Rates 25/26           |
| 02/01/2026            | Hart District Council - DD     | dd1113           | 119.00             |                       | Business rates 25/26           |
| 02/01/2026            | Booker Limited                 | dd1110           | 465.84             |                       | bar supplies                   |
| 06/01/2026            | BACS P/L Pymnt Page 2841       | BACS Pymnt       | 38,796.80          |                       | BACS P/L Pymnt Page 2841       |
| 07/01/2026            | Fleet Town Council             | BACS             | 100.00             |                       | popplewell af0086 depo ref     |
| 09/01/2026            | Sage UK Ltd                    | dd1114           | 52.20              |                       | payroll 6/1-5/2/26             |
| 09/01/2026            | HSBC                           | dd1115           | 117.60             |                       | bank charges 1/11-30/11/25     |
| 12/01/2026            | Total Energies                 | dd1116           | 73.97              |                       | gas 31/10-30/11/25             |
| 12/01/2026            | Total Energies                 | dd1117           | 3,004.19           |                       | gas 31/10-30/11/25             |
| 12/01/2026            | Total Energies                 | dd1118           | 347.16             |                       | gas 31/10-30/11/25             |
| 14/01/2026            | Fleet Town Council             | DD               | 4,505.62           |                       | L&G Pension Jan 26             |
| 15/01/2026            | NPower - Direct Debits         | dd1119           | 45.33              |                       | elec 1/11-30/11/25             |
| 15/01/2026            | NPower - Direct Debits         | dd1120           | 56.34              |                       | elec 1/11-30/11/25             |
| 15/01/2026            | Xero (UK) Ltd                  | dd1121           | 78.00              |                       | accts software 13/1-12/2/26    |
| 15/01/2026            | NPower - Direct Debits         | dd1122           | 150.65             |                       | elec 1/11-30/11/25             |
| 15/01/2026            | NPower - Direct Debits         | dd1123           | 130.08             |                       | elec 1/11-30/11/25             |
| 15/01/2026            | NPower - Direct Debits         | dd1127           | 39.49              |                       | elec 1/11-30/11/25             |
| 15/01/2026            | Payment Sense Ltd              | dd1125           | 449.38             |                       | card charges 1/12-31/12/25     |
| 15/01/2026            | Payment Sense Ltd              | dd1126           | 73.17              |                       | card charges 1/12-31/12/25     |
| 15/01/2026            | HSBC                           | DD1124           | 2,074.01           |                       | credit card dec 25             |
| 19/01/2026            | Castle Water Limited           | dd1128           | 82.67              |                       | water 1/12-31/12/25            |
| 19/01/2026            | Castle Water Limited           | dd1129           | 609.58             |                       | water 1/12-31/12/25            |
| 19/01/2026            | Global Payments - Direct Debit | dd1130           | 1,288.10           |                       | bank/card charges 29/11-31/12/ |
| 19/01/2026            | Castle Water Limited           | dd1131           | 211.12             |                       | water 1/12-31/12/25            |
| 19/01/2026            | Castle Water Limited           | dd1132           | 645.67             |                       | water 1/12-31/12/25            |
| 20/01/2026            | BACS P/L Pymnt Page 2851       | BACS Pymnt       | 44,249.85          |                       | BACS P/L Pymnt Page 2851       |
| 20/01/2026            | Fleet Town Council             | BACS             | 36,158.21          |                       | Payroll Jan 2026               |
| 20/01/2026            | Castle Water Limited           | dd1133           | 32.49              |                       | water 1/12-31/12/25            |
| 21/01/2026            | Croner Group Ltd               | dd1134           | 408.98             |                       | HR and H&S Jan 26              |
| 23/01/2026            | Payment Sense Ltd              | dd1135           | 113.94             |                       | card charges 14/12-13/1/26     |
| 23/01/2026            | Payment Sense Ltd              | dd1136           | 17.88              |                       | card charges 1/1-31/26         |
| 23/01/2026            | All Service 4 U Ltd            | dd1137           | 9.00               |                       | smart lock nov 25              |
| 23/01/2026            | BOC Ltd                        | dd1138           | 183.87             |                       | gas delivery                   |
| 23/01/2026            | Fleet Town Council             | DD               | 11,382.18          |                       | inland rev jan 26              |
| 27/01/2026            | BACS P/L Pymnt Page 2857       | BACS Pymnt       | 20,071.89          |                       | BACS P/L Pymnt Page 2857       |
| 27/01/2026            | Booker Limited                 | dd1139           | 184.07             |                       | bar supplies                   |
| 29/01/2026            | HSBC                           | dd1140           | 71.03              |                       | bank charges 8/12-7/1/26       |
| 30/01/2026            | Focus 4 U Ltd                  | dd1141           | 45.61              |                       | broadband 1/2-28/2/26          |
| 30/01/2026            | Global Payments - Direct Debit | dd1142           | 180.54             |                       | card charges 1/12-31/12/25     |
| <b>Total Payments</b> |                                |                  | <b>168,469.51</b>  |                       |                                |

# Harlington Fleet

## RIBA Stage II Report

17 February 2026

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- I: Opening Up Report Integrum
- J: Public Exhibition Boards
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### Client

Fleet Town Council  
236 Fleet Rd, Fleet GU51 4BY

### Architects

Burrell Foley Fischer (BFF)

### Design Team

|                                |                |
|--------------------------------|----------------|
| Project Managers               | Synergy        |
| Quantity Surveyors             | Synergy        |
| Theatre & Acoustic Consultants | Charcoal Blue  |
| Structural Engineers           | SD Engineers   |
| Services Engineers             | Skelly & Couch |
| Sustainability Consultant      | Skelly & Couch |
| Fire Consultant                | OFR            |
| Access Consultant              | Keith Garner   |

### BURRELL FOLEY FISCHER

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## 1.0 Introduction

The Harlington is a popular entertainment venue in Fleet in Hampshire. Fleet Town Council has obtained a long lease from Hart District Council and, with funding garnered from long term financial planning, wishes to undertake a project to secure the sustainable future of the venue and improve the offer to the Fleet community.

A wide variety of activity takes place across the building and the consultations among staff and user groups have shown an appetite amongst users for opportunities to hold more events and to enjoy increased comfort.

The Burrell Foley Fischer Architects led design team was appointed by Fleet Town Council (FTC) in January 2025 to carry out the refurbishment and re-modelling of the Harlington following a competitive tender process. FTC has commissioned the work in two phases:

- Phase 1: development of costed options to meet the budget and brief (RIBA Stages 0-1)
- Phase 2: development of the scheme through to completion (RIBA Stages 2-6).

During Phase 1, the project brief was developed and the Feasibility Study report was presented to Fleet Town Council in June 2025 illustrating three options:

- Option 1 – Light touch auditorium upgrades plus baseline renovation;
- Option 2 – Auditorium transformation and capacity uplift plus more significant building-wide reorganisation and new upper studio and 20-person meeting room;
- Option 3 – Option 2 plus new build studio extension.

The options varied significantly in cost. While Option 3 delivered an exceptional complex of spaces, there were significant operational implications to the existing get in, deliveries and the car park. Option 2 was confirmed as the preferred option and the Council requested that a funding application be pursued for Option 2 from the Arts Council.

RIBA Stage 2 commenced in August 2025 concurrent with the funding application. The team focussed on developing the core renovation elements that were common to both Option 1 and Option 2. The application did not pass the preliminary funding gateway. However, as Option 2 was still the preferred option but required an increase in funding, FTC requested that the BFF team prepare for a public vote on whether to raise the precept to accommodate Option 2.

In developing the schemes further for the public votes three refined options were presented at the public consultation in November 2025:

- Option A – to provide the baseline renovations and upgraded auditorium, cost within Precept;
- Option B – as Option A with further front of house and access improvements, cost requiring a minor raise in Precept;

Fleet Residents we need your input



**THE HARLINGTON RENOVATION**  
Dear Fleet Resident, Fleet Town Council plans to renovate The Harlington to ensure it's fit for future generations. Please see the details below and the options overleaf.  
To vote for your preferred option, use the QR code or the voting slip and return it to Fleet Town Council by 15th November.

HAVE YOUR SAY

The Harlington has been at the heart of our community for decades - a place to enjoy, perform, learn, and connect. After 50 years of service, the building needs significant refurbishment, so it's time to secure its future for the benefit of Fleet and the community.

As we enter the next phase of the Harlington Renovation Project, we need your vote. Please review the three options overleaf, each offering a different level of modern refurbishment for this much-loved venue.

**All Options A, B and C include:**

- Upgraded auditorium with retractable tiered seating
- New balcony seating to increase capacity
- Complete replacement of heating & electrical systems
- Improved building efficiency and environmental impact
- New upgraded toilet facilities
- Replacement of floor and ceiling finishes
- Replacement of doors and windows
- Some thermal and acoustic upgrades
- Many behind the scenes improvements to bring the building up to current building standards and improve building operations
- New improved façade and access to the building
- Redecoration throughout
- The Harlington will fund itself, freeing Council money for other projects.

You Are Invited THE HARLINGTON CONSULTATION

Date from 1st Nov - 2025 | Location The Harlington  
Come, ask questions, and find out more.

Please turn the page to see additional information on each option.

Please enter your postcode and tick one option only for your vote to be counted.

POST CODE:.....

OPTION A  
 OPTION B  
 OPTION C

Please Return to: Fleet Town Council  
236 Fleet Road  
Fleet  
GU51 4BY



TO VOTE ONLINE  
SCAN ME!

DEADLINE TO VOTE IS SATURDAY 15TH NOVEMBER

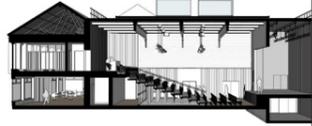
- Option C – as Option B with an extended first floor studio and meeting spaces requiring a larger raise in Precept.

The public vote chose Option A. FTC confirmed that the design team should proceed with exploring Option A to complete RIBA Stage 2, Concept Design.

Fleet Town Council has separately commissioned Stuart Shanks to prepare a business plan in collaboration with the design team and this is being carried out simultaneously.

OPTION A

- Provides all the elements listed overleaf
- Can be done within the existing Fleet Town Council element of your Council tax



More images and floorplans can be found on our website

OPTION B

- All of the improvements in Option A, plus
- New relocated staircase to first floor to meet current building regulations
- More open and larger ground floor foyer area
- Improved first floor foyer and more accessible supporting facilities
- Would require an increase of approx. £6\* per year (4%)\* for a Band D household



More images and floorplans can be found on our website

OPTION C

- All of the improvements in Option A & B, plus
- A larger hireable multi functional studio space on first floor
- A larger separately hireable space on ground floor
- "Changing Places" facility for those with complex disabilities
- Significant changes to the front façade including improved accessibility and landscaping
- The Harlington will help fund other Council projects.
- Would require an increase of approx. £18\* per year (14%)\* for a Band D household



More images and floorplans can be found on our website

\*The costs and percentages shown are rounded to the nearest figure. These are specific to the project and are in addition to inflation. Details of costs and percentages for other Bands can be found on our website.

VISIT OUR WEBSITE FOR MORE INFORMATION:  
[www.fleet-tc.gov.uk/project/harlington-development](http://www.fleet-tc.gov.uk/project/harlington-development)

Consultation leaflet

## 2.0 Executive Summary

During Stage 2, the team has focussed on developing and refining the design through a structured review of existing information, updated surveys, and multidisciplinary coordination.

This report summarises the work undertaken on the following:

- Site research and analysis;
- The engagement and consultation process;
- The high level brief as developed;
- The options that have been explored and their associated costings;
- The preferred option.

The preferred Option, Option A, delivers the following improvements to the Harlington:

- A clearer identity so that it is instantly recognisable as a performance venue and able to better showcase upcoming events.
- A more accessible entrance with a shallower, DDA compliant ramp.
- A more characterful auditorium with increased capacity, better technical infrastructure, more comfortable seating, improved sightlines and better provision for wheelchair users and those with sensory impairments.
- An accessible control booth.
- A better arrival experience and more generous, flexible foyer spaces which can be subdivided as required. The potential to screen off the space alongside the box office creates a separate hireable space when needed.
- Upgrades to front of house WCs and an increase in the number of female cubicles.
- Improved energy efficiency through M&E replacement and upgrades to the building fabric. This should reduce running costs, making the organisation more financially resilient in the future.
- A get-in arrangement which involves less manual handling through the introduction of a platform lift.
- A more collaborative working environment for Fleet Town Council staff with better laid out offices and a new meeting room.
- Upgrades to backstage dressing rooms and sanitary facilities and the introduction of a dedicated green room. Wheelchair accessible dressing rooms are proposed on both sides of the stage.

### Review of M&Co

Alongside the main scheme, FTC has commissioned the design team to undertake a separate study reviewing the possible use of the former M&Co retail unit in the Hart Shopping Centre as a temporary home while the Harlington is closed for renovation. This will ensure that the organisation remains visible to patrons during the main building's dark period. A site visit was made to the M&Co unit to establish the brief for this separate study, which will commence in parallel with the early part of RIBA Stage 3.

Key areas of focus for the M&Co study include:

- Fire strategy, particularly in relation to means of escape and

compartmentation. The fire strategy will drive the allowable capacity in the temporary venue.

- Strategy for WC provision (since the existing public WCs are slightly separate in the main shopping centre concourse)
- Acoustic strategy (with noise separation from adjacent spaces likely to be a particular area of focus)
- Seating and staging arrangements to work around the unit's many columns
- Get-in arrangements
- Establishing an appropriate level of technical infrastructure
- Assessing the suitability of the existing structure for rigging of stage engineering fixtures (and defining allowable maximum loads)
- M&E requirements (modifications to ventilation, drainage, lighting, power etc.)
- Backstage accommodation
- Outline costs and programming of the works

## 2.1 Summary of Appended Design Reports

### Synergy Cost Consultant and Project Managers

Synergy has prepared a cost summary of the proposals identifying that the scheme has remained within the anticipated cost envelope. Synergy has updated the project programme and the Project Execution Plan.

### Charcoalblue Theatre Design

The appended venue report presents the developing venue design for the main house including seating capacities and layouts for different event formats. An overview of the stage engineering, stage lighting and audio-visual systems is included along with analysis of the likely electrical and heat loads and structural requirements. These have been reviewed with Skelly and Couch and SD Engineering. The report includes budgetary guidance.

The acoustic design report sets out the room acoustic and background noise criteria, informed by the project brief/intended continued use of the building. Where the existing auditorium is a large volume for the regular programming of amplified speech and music, introduction of fixed sound absorbing finishes will provide appropriate levels of clarity and loudness control for these use cases. The report incorporates:

- Room acoustics design for key performance/public spaces;
- Establishment of sound separation criteria of internal partitions, and development of construction types;
- Environmental noise survey results;
- Development of building envelope sound separation performance and external plant selection, to align with noise criteria

The Environmental Noise Impact Assessment report sets out the results of the noise survey and identifies the relevant design criteria in line with Hart District Council's policies. This report demonstrates that, with the proposed mitigation measures, the Hart District Council noise limits from the operation of the

proposed external plant items and noise breakout from the venue at the most sensitive receivers are met, and that the amenity of neighbouring occupiers will not be harmed by noise from the proposed mechanical plant relating to the operation of the Fleet Theatre redevelopment.

### SD Structures

The appended report from SD structures presents their stage 2 work including:

- Review of intrusive investigations undertaken in September 2025;
- Developed structural commentary on existing fabric;
- Proposals for auditorium modifications;
- Review of structural modifications;
- Assessment of existing drainage from the drainage report by Integrum;
- Proposals for modifications of drainage to suit new layout including pumped drainage to basement WCs.

### Skelly & Couch MEP and Sustainability

The report outlines the work carried out by Skelly & Couch on M&E and Environmental strategies during the RIBA Design Stage 2 for The Harlington Fleet.

The proposed Harlington Building redevelopment includes:

- Full refurbishment of all spaces within the existing Building
- Thermal upgrades to the roof, with potential wall upgrades to be considered
- Reconfiguration of the Auditorium, to provide uplift in capacity
- Minor reconfiguration of building spaces to create additional hireable spaces and address current issues with existing building functionality
- Creation of new entrance façade, including 2-story extension with a new multi-purpose space at first floor level.
- Re-landscaping works association with the formation of the new entrance façade.
- Full M&E replacement throughout the existing Harlington Building
- Full decoupling of the Harlington Building's shared services (Water and Heating) with the Library.
- The report sets out the defined MEP principles, the load assessments and the aligned design strategy.

In addition, S&C have undertaken an ASHP/gas boilers cost in use study, and this is also appended.

### OFR

OFR has developed the fire strategy based on BS9999: 2017 and assumes, given that there is no change in use, that the fire strategy for Building Regulations is based on improving the existing situation rather than achieving full compliance.

OFR's report sets out the strategy for: Means of Escape, Fire safety, Fire protection, firefighting facilities and fire spread.

## 2.1 Next Steps

- Commission the next design stage with additional team members/reports where required for planning submission – FTC
- Agree potential for extension of the lease area to allow for redevelopment of the front access ramps and an equivalent leasehold of the existing ground floor café zone beneath the first floor library to support non-reversible alterations in this area – FTC
- Discuss potential enlargement of the red line boundary zone with HDC to allow for construction of the new external ramp and steps – FTC/Design Team
- Undertake a review of Fleet Library access and escape strategies to verify that the ground floor and first floor doors linking to the Harlington can be closed off – Design Team/FTC.
- Engage in planning dialogue with Statutory Authorities – Design Team
- Discuss with Building Control whether a Changing Places WC is required – Design Team
- Develop wider engagement strategies for the community – Design Team/FTC
- Commission a catering study – FTC
- Undertake an access audit for the proposed options – Design Team
- Incorporate the new 3D Revit survey information.

### Charcoalblue

#### VENUE DESIGN

- Study tours – We highly recommend that at the beginning of the next stage, we undertake visits to some of the precedent venues with the design and client team to better understand the options available.
- Venue layout – Working with the architect on the option that has been put forward for development.
- Engage with client and user groups – Continue talking to as many users of the building as possible to ensure the development of the proposals cater for the broadest possible demographic in Fleet.
- Access – Refining and developing access strategy for all different formats: retractable seating unit in use, cabaret seating and flat floor gig events.
- Sightlines – Analysis of sightlines for the chosen option and different formats
- Dressing Rooms – Providing more detailed advice on dressing room fit out.

#### STAGE ENGINEERING

- Setting out of overhead rigging – The setting out and number of hoist bars will be discussed and agreed to align with the layout of the room and budget expectations.
- Structural coordination of overhead rigging – The overhead strongpoints and hoist bars are expected to be suspended from steelwork above the stage and auditorium. There are several options currently being discussed for the roof steelwork. Setting out and detailed loading information will be agreed with the structural engineer.
- Aligning with chosen architectural option – There are a number of elements such as the front of stage access lift and the flexible studio space which require different approaches depending on the architectural option taken. These elements will be developed depending on the chosen option.

- Developing safe access strategy – The access and maintenance strategy for overhead rigging will be developed, especially for elements such as hoist motors which may be mounted on the wall and ceiling.
- Developing fixed rigging locations – Any fixed rigging requirements around balconies or other areas of the room will be discussed with the architect.
- Proscenium size – Any alternations to the proscenium size, which influences rigging and masking, will be agreed. Currently no allowance for a variable/flexible proscenium has been included but a simple system using drapes and a flat on overhead track to vary the size may be added at the next design stage.

#### STAGELIGHTING AND AUDIOVISUAL

- Equipment Reuse – The venues existing equipment stock will need to be evaluated to determine what may practically be reused after the refurbishment. This shall primarily be used to inform the infrastructure design in the next stage.
- Venue layout – We expect the venue layout to be narrowed down in the next stage. This shall enable us to start to detail out the systems that depend on the venue form, such as the general loudspeaker locations and specifications, the control area requirements and the required lighting positions.
- Technical schedules and schematics – During the next stage we shall develop the initial technical equipment schedules and outline schematics for the major stage lighting and audiovisual systems.
- General Arrangements and markups – We shall develop the technical design to indicate the suggested locations of the technical infrastructure within the venue. We shall also provide zonal markups for building wide systems such as paging and working light before developing these systems further in the following stage.

#### ACOUSTICS

Coordinated acoustic design will be further developed at Stage 3 :

##### Room Acoustic Design

- Develop and refine drawings and proposals with architect and design team to coordinate acoustical requirements.
- Conduct review of architect's GA drawings focusing on architectural shaping and finish materials.
- Assess adherence of design direction to established acoustic goals.
- Noise and Vibration Design
- Provide document of outline specification for acoustic products and procedures.
- Review space planning for noise and vibration transfer in architect's GA drawings.
- Confirm construction type of building envelope to achieve acoustic separation.
- Coordinate structural and architectural requirements for accommodating specialty construction methods for acoustic separation.
- Review architect's partition and door types & extent of use.
- Assist in establishing schematic duct, conduit, and piping space requirements and routings.
- Assist in development of strategy for air delivery.

#### SD Structures

Ongoing coordination will be required including refining design of the auditorium structures and coordination of the roof with the proposed MEP plant.

#### Skelly & Couch MEP and Sustainability

The S&C report Appendix ii sets out remaining briefing questions for FTC in Stage 3.

#### OFR

Discussions with Building Control will be held at an early stage during RIBA Stage 3 to agree the principles of the fire strategy to be developed as the design progresses. OFR will prepare a detailed fire strategy report during RIBA Stage 3.

### 3.0 Project Brief

#### 3.1 Key Aspirations

The key aspirations were set out in the Feasibility Study:

- Provide the Harlington with a clear identity so that it is instantly recognisable as a performance venue and able to better showcase upcoming events.
- Upgrade the external landscaping so that it is more befitting of a public building. Notable areas for attention include the stepped and ramped approach to the front door, along with the route from the high street.
- Enhance the character and ambience within the auditorium so that even before the lights go down, it is an enjoyable space in which to spend time.
- Improve the overall audience experience for performances e.g. more comfortable seating, better sightlines, good thermal control, better provision for wheelchair users in both seated and standing formats etc.
- Increase the capacity of the auditorium (for all event types) wherever possible.
- Speed up the turnaround time for events in the auditorium so that the venue can work to its full potential.
- Improve the lighting, sound, AV and communications infrastructure in the auditorium (and the connectivity throughout the wider building), enabling a wider range of performances.
- Create a larger number of more flexible rigging points in the auditorium, including bars over the stage which can be flown down to stage level.
- Create an accessible (and less cramped) control booth.
- Increase the proscenium opening size to avoid the current 'letterbox' view of the stage.
- Maximise opportunities for food and beverage sales.
- Create a better arrival experience (as the existing box office etc. currently forms something of a bottleneck).
- Improve the audience experience in terms of the foyer space. The intention would be to transform the fragmented existing foyer into a more generous and welcoming public space.
- Enhance the quality and distribution of front of house WCs and increase the number of female cubicles.
- Improve accessibility throughout for audiences, performers, staff and regular hirers. The building should be welcoming to those with physical and sensory impairments and neurodiverse needs.
- Improve energy efficiency within the building envelope to reduce the building's environmental footprint and running costs.
- Replace end of life mechanical and electrical services with energy efficient systems.
- Make get-ins easier and safer with less manual handling (to raise objects up to stage level). This will also address the objective of reducing the turnaround time so that the auditorium space can work as hard as possible – key to the financial resilience of the Harlington.
- Enhance the legibility of the building so that it is as easy to navigate as possible.
- Create better cohesion between the spaces forming the Fleet Town Council offices, as these are currently disjointed in their layout.

- Link the FTC offices with the stalls foyer and box office zone so that public entry to the offices can be via the Harlington (rather than via the existing external door) – an upgrade in terms of staff security and management of visitors.
- Upgrade backstage dressing room and sanitary facilities (including the provision of accessible dressing rooms) and introduce a dedicated green room.

- Create additional hireable spaces to supplement the Harlington's income stream e.g. a large studio and/or meeting room.
- Maximise storage, including, if possible, a scene dock to act as a temporary holding area during the crossover between incoming and outgoing events in the auditorium.
- Explore opportunities for the Harlington to share some of the facilities of The Point in certain instances e.g. when there is a large dance event requiring additional dressing room space.

#### 3.2 Brief

Assessment of the preferred option against the brief set out in the feasibility report. More details of the preferred option are given in Section 7.0.

| Feasibility Brief   | Stage 2 Preferred Option  |
|---|---|
| <p><b>The auditorium:</b> Comfort and capacity should increase and technical installations should be made safer and more flexible. A wide variety of performance types should be supported.</p> <p><b>Existing capacity 316 seats, 500 standing, or a mixed cabaret style of 282.</b></p>   | <p>Accommodated in the proposal with: Retractable seating unit; New balcony with side slips; Increased spatial volume.</p> <p><b>Capacity: seated 358+6 wheelchairs, standing 591+6 wheelchairs, Cabaret 344+ 6 wheelchairs.</b></p> <p>Alternative layout formats as shown on the drawings.</p> <p>Technical infrastructure as set out in CBL report</p> |
| <p><b>Front of house areas:</b> The entrance, foyers and WCs should feel more generous and of a higher quality with better opportunities for food and beverage sales.</p>   | <p>Opening up around entrance, new box office and bar, improved WCs on both floors</p>  |
| <p><b>Fleet Town Council and Harlington staff offices:</b> The cramped and disjointed offices should be improved to create a more pleasant, collaborative work space. Staff facilities should be enhanced.</p>  | <p>New meeting and staff room, enlarged office.</p>   |
| <p><b>Back of house facilities:</b> The existing back of house dressing rooms are inaccessible to wheelchair users and limit capacity for large events. Improvements should consider capacity, safeguarding and accessibility.</p>  | <p>New dressing room facilities and green room in WRVS building and accessible dressing rooms on both sides of the stage.</p>   |
| <p><b>Stage Access:</b> The existing arrangement is poor, requiring manual handling to lift items onto the stage. The proposed strategies should seek to make the get-in process quicker and less labour intensive.</p>   | <p>New platform lift stage right from ramp entrance. (Possible option of lift at front of stage in existing orchestra pit to be reviewed at Stage 3).</p>   |
| <p><b>Other spaces:</b> The dance studio is well used but cannot be occupied simultaneously with events in the main auditorium as there is limited acoustic separation. The proposals should seek to address this issue so that there is potential for concurrent events. The awkwardly shaped first floor meeting rooms are underutilised at present and so options should be explored to better exploit these spaces.</p> | <p>Ground floor café space can be screened off for hires. 14 person meeting space at first floor. Internal acoustic separation addressed.</p>   |
| <p><b>Additional facilities:</b> A better meeting space for the Town Council would be welcomed. This could potentially also be hired out to businesses.</p>   | <p>New council chamber with audience space is not provided.</p>   |
| <p><b>The Point:</b> Fleet Phoenix operates a very successful youth service from The Point but it is tight for space. It operates for a significant number of hours a week.</p>   | <p>The Point will be insulated and have new MEP. No additional space provided.</p>  |
| <p><b>Mechanical and electrical services:</b> Full replacement is required, along with separation from the Library.</p>   | <p>Provided see S&amp;C report.</p>   |
| <p><b>Sustainability:</b> Improving energy efficiency is critical in order to reduce the building's environmental impact and operating costs.</p>   | <p>Addressed through roof insulation (and auditorium roof replacement), window replacement and MEP upgrades.</p>  |
| <p><b>Operational continuity:</b> Options for maintaining a community space during redevelopment should be considered.</p>  | <p>No on-site provision of temporary venue proposed. Review of the M&amp;Co space within the shopping centre to be carried out at Stage 3..</p>   |

## 4.0 Site Analysis

The Feasibility Study presents our research findings on the history of the site and the project and our analysis of the site

### 4.1 Planning

A preliminary meeting was held with Mark Berry from the Harts District Planning Department in August 2025. At this point all three schemes were reviewed at a high level.

Mark Berry confirmed that:

- There are no major heritage requirements for the project and it doesn't impinge on the war memorial
- A review will be required of the BNG requirements;
- Suggested any impact on parking should be discussed in the Pre-Application;
- Sustainable energy strategy will be reviewed;
- Trees and landscaping and external lighting will be reviewed;
- The Highway authority should be approached separately. An initial pre-application process was started with the Highway Authority in August 2025 but this will need to be progressed at the next design stage in relation to the updated scheme.

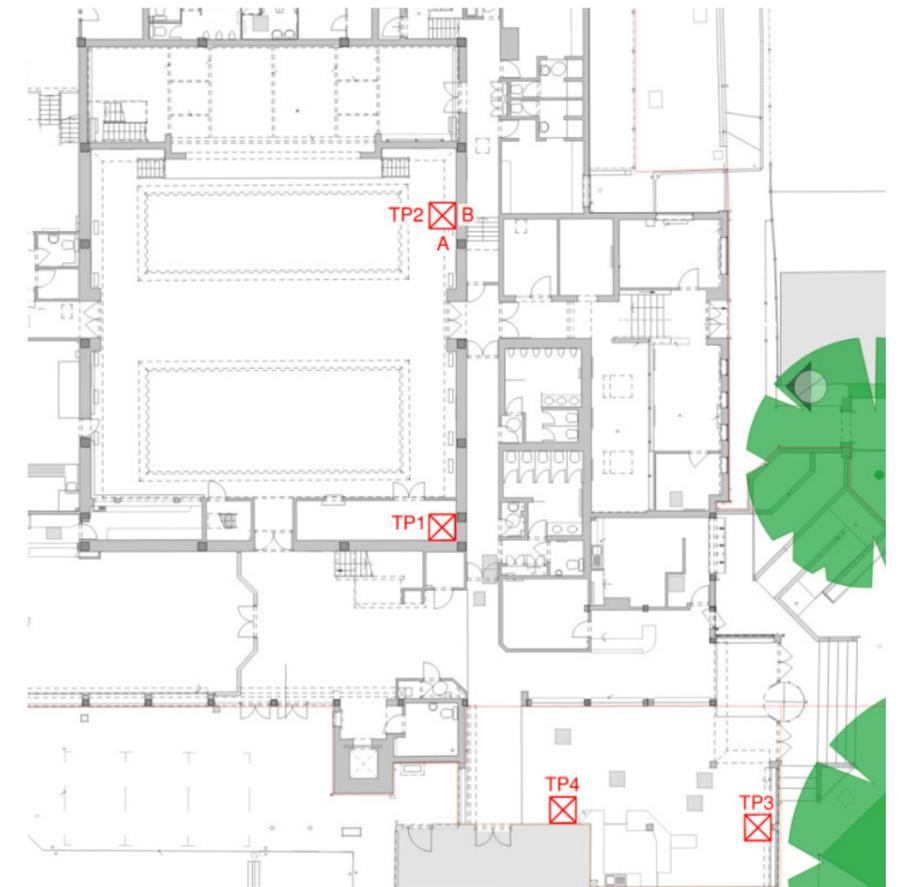
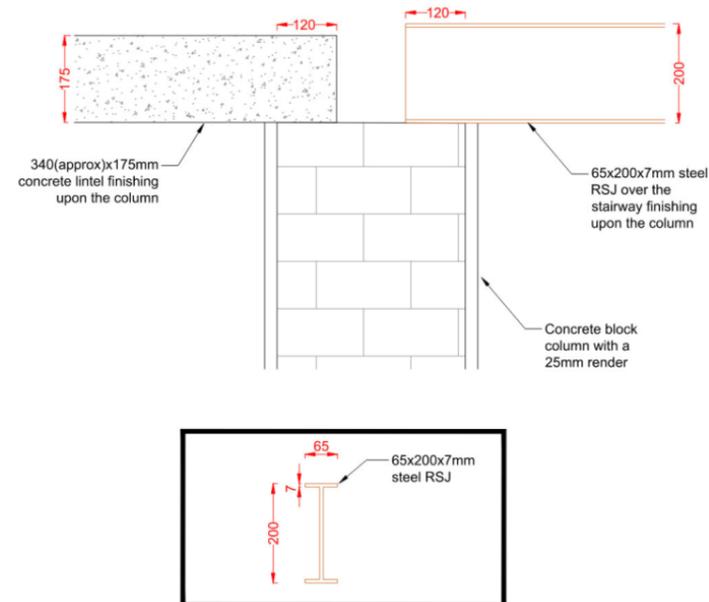
A Planning Pre-Application process would start off with a meeting and site visit followed by a formal submission via the portal website with a fee. The Pre-Application was delayed to accommodate the public vote. Now the scheme has been developed, an application could be made at the start of stage 3.

### 4.2 Project & Site History

The Feasibility Study presents our research findings on the history of the site and the project and our analysis of the site and the existing buildings.

## 5.0 Building Analysis

During Stage 2, intrusive investigations were undertaken by Integrum to uncover existing structure. Trial pits were undertaken to establish foundation details as well as ceiling opening up to establish structural details.

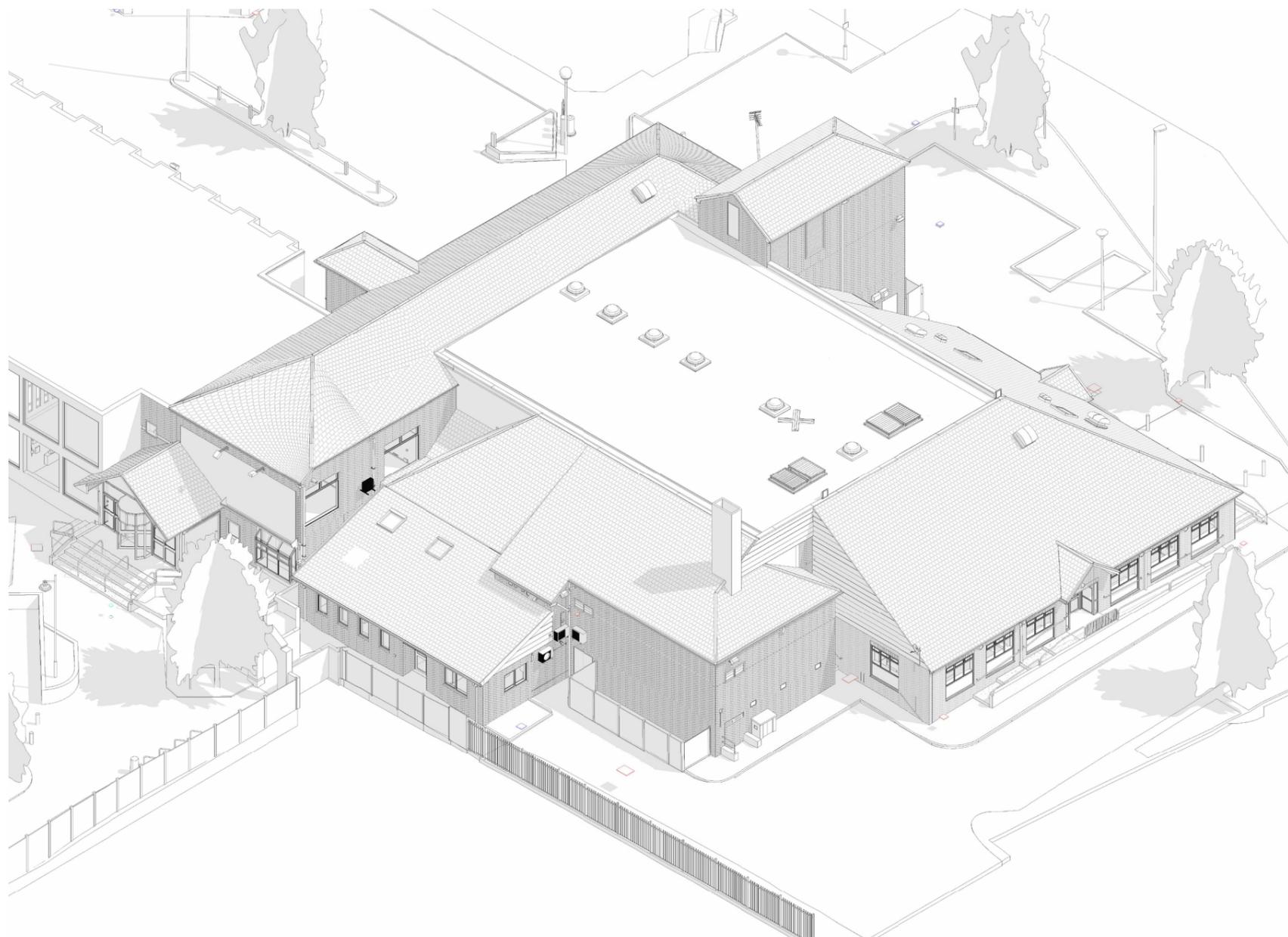


Trial Pits



Opening up survey report

In addition, a 3D computer survey was undertaken allowing the team to assess the spatial proposals against a more accurate set of drawings and confirm our assumptions. BFF has brought forward the transfer of the drawings into a Revit computer model to allow Stage 3 to be progressed through a spatially coordinated model that can be shared across the team. The CAD survey is now available to FTC for their records.



3D View of Revit Survey Model

## 6.0 Engagement and Consultation

A public consultation on the scheme took place in November 2025. A leaflet drop setting out the options and including a voting slip was distributed by FTC. A public exhibition was held in the foyer and a drop in session with the Harlington team and BFF arranged for 3rd November.

Visitors to the exhibition expressed a preference for the full option, Option C, however 51% of the public voted for Option A, the minimum option. The consultation was audited by Do The Numbers Consultants.

Option A 976 51%  
 Option B 325 17%  
 Option C 608 32%

Do The Numbers summarised the comments made as below and their audit is appended.

### Option A

- Seen as a more affordable choice during the cost of living crisis.
- Some believe that option A provides sufficient updates without increasing council tax.
- Several residents believe that Fleet is already paying enough council tax.

### Option B

- A balance between upgrades and cost, appealing to those who want improvements without excessive spending.
- A sensible improvement that is affordable to residents.
- Some residents support Option B but also desire the "Changing Places" facility.

### Option C

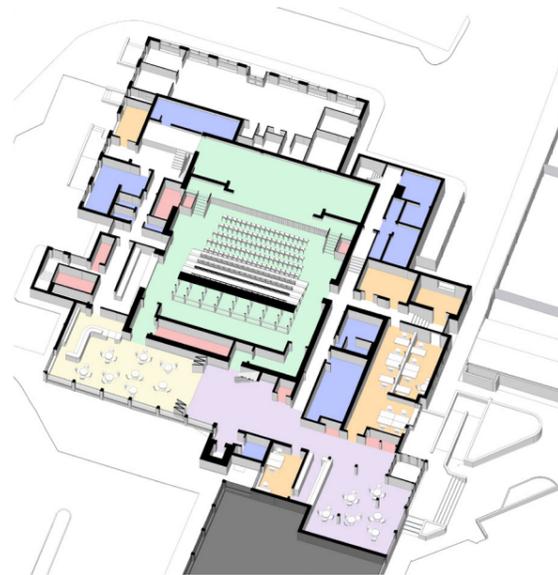
- Provides a long-term solution and offers many more facilities for a small increase.
- Residents believe that Option C will expand the use of the Harlington.
- Stakeholders see option C as a future-proof solution and good community facility.

The exhibition boards are appended.

## 6.1 Options presented at public consultation

### Option A – Baseline

- Upgraded auditorium with retractable tiered seating
- New balcony seating to increase capacity
- Complete replacement of heating and electrical systems
- Improved building efficiency and environmental impact
- Upgraded toilet facilities
- Replacement of doors and windows, floor and ceiling finishes
- Some thermal and acoustic upgrades
- Many behind the scenes improvements to bring building up to standards and improve operations
- New improved front facade and access to the building
- Redecoration throughout
- The harlington will fund itself, freeing council money for other projects
- Can be done within existing Fleet Town Council element of your council tax



### Option B – Renovation

- Upgraded auditorium with retractable tiered seating
- New balcony seating to increase capacity
- Complete replacement of heating and electrical systems
- Improved building efficiency and environmental impact
- Upgraded toilet facilities
- Replacement of doors and windows, floor and ceiling finishes
- Some thermal and acoustic upgrades
- Many behind the scenes improvements to bring building up to standards and improve operations
- New improved front facade and access to the building
- Redecoration throughout
- The harlington will fund itself, freeing council money for other projects
- New relocated staircase to first floor to meet building standards
- More open and larger ground floor foyer area
- Improved first floor foyer and more accessible supporting facilities
- Would require an increase of approximately £6 per year (4%) for a band D household



### Option C – Renovation plus New Studio

- Upgraded auditorium with retractable tiered seating
- New balcony seating to increase capacity
- Complete replacement of heating and electrical systems
- Improved building efficiency and environmental impact
- Upgraded toilet facilities
- Replacement of doors and windows, floor and ceiling finishes
- Some thermal and acoustic upgrades
- Many behind the scenes improvements to bring building up to standards and improve operations
- New improved front facade and access to the building
- Redecoration throughout
- The harlington will fund itself, freeing council money for other projects
- New relocated staircase to first floor to meet building standards
- More open and larger ground floor foyer area
- Improved first floor foyer and more accessible supporting facilities
- Would require an increase of approximately £18 per year (14%) for a band D household
- A larger hireable multi functional studio space on first floor
- A larger separately hireable space on ground floor
- Changing places facilities for those with complex disabilities
- Significant changes to the front facade including improved accessibility and landscaping
- The Harlington will help fund other council projects





# Annual Residents' Meeting

Tuesday 10th March 2026

7pm start

*with refreshments from 6.30pm*

The Harlington, Fleet Road, Fleet

## **A G E N D A**

**1. Welcome**

Approval of the Minutes of the last Annual Residents' Meeting held on 11th March 2025

**2. Year in Review**

- **Budget**
- **Events**
- **Fleet BID**

**3. Projects:**

- **New Views Skatepark**
- **Harlington Transformation**
- **Improving Play Areas**

**4. Looking Ahead**

- **2026 Elections**
- **Priorities poll**
- **Local Government Reorganisation**

**5. Community Hero Awards**

**6. Q&A Session**