



To Councillors: R Schofield (Chairman), G Chenery, P Einchcomb, D Gotel, A Gray, L Holt, A Hope, R Hunt, K Jasper, A Oliver, M Peddell, D Pierce, R Robinson, J Smith, N Walton, J Wright, S Wheale, L Wood, G Woods.

NOTICE OF MEETING
Notice is hereby given of

**A MEETING OF
THE FLEET TOWN COUNCIL**

on
Wednesday 7 February 2018 at 7 p.m.

in

The Harlington

All members are summoned to attend

SIGNED:

Janet Stanton,
Town Clerk

Date: 1 February 2018

AGENDA

ITEM 1 APOLOGIES

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

ITEM 2 DECLARATIONS OF INTEREST

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

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

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

To receive questions and statements from members of the public.

ITEM 4 MINUTES OF PREVIOUS MEETINGS

To receive and approve as a correct record the minutes of the Council Meeting held on Wednesday 3 January 2018 and the Extraordinary Council Meeting held on 17 January 2018 - copies attached.

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

Date:	Committee:
8 and 22 January 2018	Development Control Committee
24 January 2018	Risk Management Working Group

Part 1 – ITEMS FOR DECISION

ITEM 5 ANNUAL RESIDENTS' MEETING AND COMMUNITY DISPLAYS 2018

As members are aware the Annual Residents' Meeting is to be held on Sunday 25 March 2018.

It is hoped that holding the event on a Sunday afternoon will broaden the range of residents who are able to attend.

It is proposed that the event will open with an exhibition of local community organisations at 2:30 pm followed by tea and a biscuits before the meeting begins at 3:00 pm.

The proposed agenda is as follows:

- Social events
- Finance
- Town Centre
- Overview of parks
- The Harlington
- Neighbourhood Plan
- Community Governance Review

RECOMMENDATION

To approve the proposed format of the Annual Residents' Meeting to be held on 25 March 2018.

ITEM 6 ACTION DAY

To approve the date of the next Action Day being set at Saturday 2 June 2018.

RECOMMENDATION

To agree the date of the next Action Day being set at Saturday 2 June 2018

Part 2 – ITEMS TO NOTE

ITEM 7 HARLINGTON DEVELOPMENT UPDATE

To receive and note an update report on the Harlington Development.

ITEM 8 FLEET LINK

To receive an update report from Cllr Schofield

ITEM 9 NEIGHBOURHOOD PLAN UPDATE

To receive a verbal update from Cllr Alan Oliver

ITEM 10 HCC/HDC

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

ITEM 11 TOWN CLERK'S REPORT

To receive and note the Town Clerk's Report-copy attached.

ITEM 12 DATE AND TIME OF NEXT MEETING

The next meeting of the Council will be held on Wednesday 7 March 2018 at the Harlington at 7pm.

Part 3 CONFIDENTIAL ITEMS

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

- a. The following types of business will be treated as confidential:**
- b. Engagement, terms of service, conduct and dismissal of employees**
- c. Terms of tenders, and proposals and counter-proposals in negotiations for contracts**
- d. Preparation of cases in legal proceedings**
- e. The early stages of any dispute**

ITEM 13 GROUNDS MAINTENANCE CONTRACT

(Terms of tenders and proposals and counter-proposals in negotiations for contracts)

As a result of the OJEU tendering process and evaluation, members are asked to approve the contract award to the winning tenderer and any budgetary implications arising therefrom.



FLEET TOWN COUNCIL

MINUTES OF THE COUNCIL MEETING

held on

Wednesday 3 January 2018

at The Harlington at 7.00 pm

PRESENT

Councillors Bob Schofield (Chairman), Grahame Chenery, Paul Einchcomb, Denis Gotel, Alex Gray, Richard Hunt, Kathy Jasper, Dai Pierce, Jonathan Wright, Sharyn Wheale, George Woods

Also Present

Janet Stanton- Town Clerk

Sheila Rayner -Committee Clerk

Mike Bye-Friends of Oakley Park

Dave Harrison- Friends of Basingbourne

Michael Jepson-Local Resident

Chairman's Announcements

Cllr Schofield reported on the following matters:

- Cllr Schofield wished everyone a Happy New Year, but sadly had to report the death, last Sunday, of Cllr Holt's wife Betty, who many of the Councillors had met. Members were invited to add their condolences to a card for Cllr Holt
- Cllr Schofield expressed appreciation to everyone who helped make the Christmas Day lunch a success with some 55 people enjoying the Christmas Festivities in the Harlington. Special thanks were given to Charlotte who gave up Christmas Eve and Christmas Day to organise the event. Thanks were also expressed to Cllr Chenery for playing Father Christmas.
- Alex Robins and his team were thanked for making such a success of the December programme with sell out events and high bar takings.
- Thanks were also expressed to everyone who helped make the pantomime a success of which there had been good reports.

FC/Jan 2018/ ITEM 1 APOLOGIES FOR ABSENCE

There were apologies for absence from Cllrs Hope, Holt, Oliver, Peddell, Robinson, Smith and Walton

FC/Jan 2018/ITEM 2 DECLARATIONS OF INTEREST

Cllr Einchcomb Item 9- Friend of Basingbourne

FC/Jan 2018/ITEM 3 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from the public

FC/Jan 2018/ITEM 4 MINUTES OF PREVIOUS MEETINGS

With the correction to item 17 (£! to read £1) and the correction of dates in item 14 (ultimate paragraph) the minutes and the confidential minutes of the meeting of Council held on Wednesday 6 December 2017 were approved and signed by the Chairman.

The Council received the minutes of the following committee meetings:

Development Control Committee 27 November and 11 December 2017

RLA 20 December 2017

FC/Jan 2018/ITEM 5 HARLINGTON DEVELOPMENT UPDATE

Cllr Schofield reported that he had attended HDC's Scrutiny and Overview Committee on 12 December 2017 to hear the debate on the proposed Cabinet Paper to ascertain HDC's position on charging for the land occupied by the new Harlington and the loss of parking.

A broad range of issues were covered by the paper giving a reasonable appraisal of the potential issues. It was clear that the HDC Cabinet Members now appreciate the longer-term development potential of FTC vacating the existing Harlington site.

The resolution of a number of issues, in particular relating to the sub leases in the Harlington, and the need for these to be addressed jointly with HDC accepting their responsibility for relocating sub-tenants, was positive news

There was no clear direction from the HDC Overview &Scrutiny Committee on the level of financial settlement that would be required. The Cabinet debate on 11 January 2018 would give a clear understanding of what the financial implications are for FTC.

The value of the transferred asset appears to be a key issue on which HDC are seeking legal advice.

Design refinement has continued, and the Harlington General Manager had met with BFF and Charcoal Blue to finalise capacities of the two venues in the different performance formats.

A Harlington Working Group meeting was held immediately after the RLA Committee meeting on 20 December 2017, to review all the up to date information and pass any final comments to BFF so that the design layouts could be finalised for costing.

BFF were working up to Christmas Eve to finalise the drawings so it was not possible to have a definitive costing available for this Council meeting as the Quantity Surveyors were closed until 2 January 2018

The final design review, with an up to date costing will be held at the Harlington on Friday 5 January 2018. The Harlington Working Group will be in attendance to question the various specialist designers.

It was suggested at the Harlington Working Group meeting that the scheme should move forward to allow planning permission to be sought either without a final costing or one that

may be marginally over budget. This was because a scheme with planning permission will be more presentable to potential third party funders such as the Arts Council.

The current PWLB lending rates had been checked and the repayment rates remained at the same level as used in the initial cost estimates.

The final cost commitment will be known following the Design Review on 5 January 2018 and HDC's Cabinet Meeting on 11 January 2018 . It is therefore proposed that an Extraordinary Council Meeting be held on Wednesday 17 January 2018 to bring all design and cost information to Full Council. This will be confirmed as soon as possible

It was reported as a matter of information, that the CCTV survey of the utility services under the Harlington had revealed that the sewer and surface water drains were blocked.

RESOLVED

To note the current position and support the programme intentions of the Harlington Working Group

FC/Jan 2018 ITEM 6 PRECEPT 2018/2019

It was noted that the tax base for calculation of the FTC Council Tax 2018/2019 had been received from HDC. In line with the Resolution passed by Council on 1 November 2017, that a 0% increase in the 2018/2019 FTC council tax rate should be applied, it was confirmed that the precept for 2018/2019 will be £1,031,584.26 which equates to £99.81 per Band D property

It was reported that increased income generated by additional dwellings, amounted to just over £20,000

This sum has therefore been allocated to Civic and Democratic Services to fund the 2018 Town Council election

Members were also reminded that the Ground Maintenance tender was due back on 10 January 2018

RESOLVED

- a) To approve the revised budget for 2018/2019 including the allocation of £20,000 to fund the 2018 Town Council election
- b) To approve for signature the 2018/2019 precept statement of £1,031,584.26

FC/Jan 2018 ITEM 7 INTERNAL AUDIT REPORT

The members received the Internal Auditor's report and Action Plan

RESOLVED

To receive the Internal Auditors report and approve the Action Plan following the visit of the Internal Auditor on 6 December 2017

FC Jan 2018 ITEM 8 FINANCIAL MONITORING

The members received the financial monitoring statements

RESOLVED

To receive into the minutes

- a) Cash book up to November 2017
- b) Reconciliation for November 2017 (yet to be checked by Cllr Robinson)
- c) List of Payments for November 2017

FC Jan 2018 ITEM 9 BASINGBOURNE PARK PLAY AREA

Members were informed that the RLA Committee at its meeting on 20 December ((item 10) had approved a proposed play area scheme for Basingbourne Park and RECOMMENDED to Council that an application be made to HDC for S106 funding up to £40,000

Sufficient S106 funds would remain for Calthorpe Park and the Garden of Remembrance

RESOLVED

To approve the RLA committee recommendation that an application be made to HDC for S106 funding up to £40,000

FC Jan 2018 ITEM 10 BOUNDARY CHANGES

Members noted that the Local Government Boundary Commission for England had approved the boundary changes to provide for HDC to combine the Court Manor, Courtmoor and Wickham Road parish wards into one Courtmoor Parish Ward thus reducing the number of FTC parish councillors from 19 to 18 members

FC Jan 2018 ITEM 11 BASINGSTOKE CANAL

The members noted the report of Cllr Smith on the latest meeting of the Basingstoke Canal Joint Management Committee

FC Jan 2018 ITEM 12 FLEET LINK

Cllr Schofield reported on the outcome of a meeting held in December 2017 with Church Crookham and Crookham Village Parish Councils, HCC and Rushmoor Voluntary Action.

It was reported that usage numbers were very low and a suggestion was that the service could be reduced to a Monday-Friday service to make some savings

HCC had requested a further future meeting to review usage and have asked Rushmoor Voluntary Action to seek a 10% cost cut, representing a saving of £1,300 to FTC

It was noted that there was a commitment to a service being continued throughout 2018/2019

FC Jan 2018 ITEM 13 HCC/HDC

HDC

Cllr Gray reported on

- Progress on the new Local Plan
- Possible implications of purdah

It was noted that the Neighbourhood Plan Working Group recommended the launch of the Neighbourhood Plan for consultation at the Fleet Annual Residents' meeting on 27 March 2018.

FC/Jan 2018 ITEM 14 TOWN CLERK'S UPDATE

The members noted the Town Clerk's update with the additional information that 2 trees had fallen in the recent high winds

FC/ Jan 2018 ITEM 15 DATE AND TIME OF NEXT MEETING

The next meeting of the Council will be held on Wednesday 7 February 2018 at the Harlington at 7pm

Members were advised of the possibility of an extraordinary meeting of Council on 17 January 2018 to consider the Harlington development

There being no further business the meeting closed at 7.47 pm

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



FLEET TOWN COUNCIL

MINUTES OF THE EXTRAORDINARY COUNCIL MEETING

held on

Wednesday 17 January 2018

at The Harlington at 7.00 pm

PRESENT

Councillors Bob Schofield (Chairman), Grahame Chenery, Paul Einchcomb, Denis Gotel, Alex Gray, Richard Hunt, Kathy Jasper, Alan Oliver, Dai Pierce, Richard Robinson, Jeff Smith, Neil Walton, Sharyn Wheale, George Woods

Also Present

Janet Stanton- Town Clerk

Sheila Rayner -Committee Clerk

Cllr Bennison-HCC

Cllr Forster-HCC (entered the meeting at 7.45pm)

Bill Fraser-Local resident

Michael Jebson-Local Resident

Christine Strudwick-Local resident

Sue Tilley-Local resident/member of the Harlington Working Group

EFC/Jan 2018/ ITEM 1 APOLOGIES FOR ABSENCE

There were apologies for absence from Cllrs Holt, Hope and Wright

EFC/Jan 2018 ITEM 2 DECLARATIONS OF INTEREST

There were no declarations of interest

EFC/Jan 2018 ITEM 3 QUESTIONS FROM THE PUBLIC

Mr Jebson raised a range of questions and made a number of comments in relation to item 4 -The Harlington Development, regarding:

- A range of access issues including those for the mobility impaired, the library, during construction and access to the main entrance to the building.
- A range of technical issues
- Access to the library

Mr Jebson passed a copy of his questions to the Committee Clerk

Cllr Schofield replied, confirming that the working group and design team were aware of all the issues and believed that they had been adequately addressed, but would pass a copy of Mr Jebson's comments to the lead architects for their consideration. It was confirmed that the planning application was for Outline Planning Permission which concentrated on mass, access, traffic and environmental issues, all other matters reserved.

Cllr Oliver confirmed that Mr Jebson's email of 26 November 2017 had been discussed with the Harlington Working Group. He confirmed that the design had addressed disabled access, but there was no wheelchair access to the proposed control room.

Cllr Schofield thanked Mr Jebson for his comments and confirmed that these would be brought to the attention of the design team.

EFC/Jan 2018 ITEM 4 HARLINGTON DEVELOPMENT

The members received and considered a full and detailed report from the Harlington Working Group covering the history, background and development of the scheme together with a description of the proposed scheme and its cost implications

In presenting the report Cllr Schofield commented on:

- The range of professional disciplines who had worked on the scheme
- The search for a cost-efficient solution
- The standard of mechanical and electrical works
- The energy economic air conditioning system with a small capital premium but operational benefits
- The good relationship between the stage and the audience
- Achievement of a 350 seat auditorium and a studio space that matched the skeletal business plan
- The 3m wide thoroughfare between the new building and Mr Baker's property
- Reduced terrace width facing Gurkha Square to maintain the number of retained car parking spaces
- Productive discussions with Mr Baker
- Achievement of level egress/access arrangements
- Retractable seating capable of being operated by a single person
- The single large storage space with a platform lift with the potential for the lift to be used during performances
- The final total cost (including a 5% contingency and a 7.5% inflationary element) of £11.02m
- A ring fenced sum of £600,000 already available from the precept, to pay for design services and offset borrowing.
- PWLB rates still allow the scheme to be paid off in 45 years if no grants are achieved
- There is no requirement to raise further funds through an increased precept
- The ability to seek out grants once outline planning permission has been obtained which could lead to a decrease in the loan repayment period.
- HDC's Cabinet is very supportive of the scheme and commended FTC's efforts in progressing the scheme.

There followed a full debate covering the following issues

- The future of the existing Harlington building and HDCs indication that they would accept responsibility in respect of the existing sub-tenancies
- HDC Cabinet minutes dated 11 January 2018 with their initial views on the future of the existing building
- The opportunity for HDC to consider holistic regeneration opportunities for the area
- The adequacy of the bar/servery area and the benefits of a second bar area and the possibility of a “pop-up” bar
- The absence of a full kitchen and the proposal to offer only prepared food
- Retractable glass façade onto the terrace attracting more customers
- The HDC view on the possibility of FTC redeveloping the existing building and the inevitable closure of the existing Harlington for at least 2 years with a severe impact on existing users
- The possibility of developing the proposed scheme on the existing site leaving Gurkha Square and the car park intact
- Historically only Gurkha Square, not Victoria Road car park could be considered in any Harlington redevelopment proposals
- The Neighbourhood Plan proposal for a mixed town centre development
- The continuing diminution of the retail sector and the need for a greater range of services/activities to sustain the town centre
- The possible land swap between FTC and HDC including part of the Views and the access to Victoria Road car park to compensate for the loss of part of Gurkha Square. The principle of development on part of the Views was already the subject of a Council resolution (6 September 2017)
- A request from Cllr Gotel to be supplied with details of the existing draft lease including the extent of land ownership.
- The HDC commitment in the original lease to “provide suitable alternative accommodation in the absence of the Harlington”
- The proposed short term lease of 2 years plus a 1 year rolling renewal up to 5 years based on the FTC intention to develop on Gurkha Square
- Concerns about use of part of the Views to replace loss of car parking spaces at Gurkha Square which did not form part of the current recommendations of the Harlington Working Group
- Possibility of a new public space to replace any loss of land at the Views
- Possible reconfiguration of the War Memorial
- Clarification that HDC either had to establish a land transfer value for Gurkha Square or accept a land swap
- Retention of the Harlington in its present location would potentially frustrate the overall redevelopment of the HDC owned land.
- Concerns about the possible loss of green space within the Views
- The basis of any valuation of land in Gurkha Square

In considering Recommendations 1 – 4 in the Harlington Working Group Report, Recommendation 5 was added as an amendment which was carried following a vote.

Following detailed discussion on the amended Recommendations, a recorded vote was taken as follows :

Cllr Chenery	Against	
Cllr Einchcomb		For
Cllr Gotel	Against	
Cllr Gray	Against	
Cllr Hunt	Against	
Cllr Jasper	Against	
Cllr Oliver		For
Cllr Pierce	Against	
Cllr Robinson		For
Cllr Schofield		For
Cllr Smith		For
Cllr Walton		For
Cllr Wheale	Against	
Cllr Woods		For

7 7

Upon the casting of the Chairman's vote the following **RESOLUTION** was **CARRIED** by 8 votes to 7

RESOLVED

- 1 The current proposals are submitted for outline planning approval.
- 2 On securing outline planning that representations are made to third party bodies to seek capital grants for the project delivery.
- 3 That members of the Council work with the Harlington Manager to develop the business plan for the presented scheme.
- 4 That members of the council continue with discussions with HDC to confirm short and/or long term lease arrangements, in addition to quantifying the costs associated with section 4d of the report.
- 5 To quantify the options of the purchase of part of Gurkha Square and/or a land swap of part of the Views and the value of the FTC owned land including access to Victoria Road Car Park

EFC/Jan 2018 ITEM 5 ANNUAL RESIDENTS' MEETING DATE

Members were advised that in order to comply with HDC and HALC advice on the requirements of purdah (the treatment of business in the period of time leading up to an Election), it was necessary to change the date of the Annual Residents' meeting.

Although guidance suggested a start time after 6pm, based on room availability and taking the opportunity to attract a greater number of week day commuters, it was suggested that the Annual Residents' meeting be held on Sunday 25th March 2018 at 3pm

RESOLVED

To approve the change of date of the Annual Residents' meeting to Sunday to 25 March 2018 at 3pm

EFC/ Jan 2018 ITEM 6 DATE AND TIME OF NEXT MEETING

The next ordinary meeting of the Council will be held on Wednesday 7 February 2018 at the Harlington at 7pm

There being no further business the meeting closed at 8.55 pm

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



WORKING GROUP – RISK MANAGEMENT

**Notes of Meeting
Wednesday 24th January 2018
The Board Room**

Present: Cllr Schofield, Cllr Smith, Cllr Robinson
Janet Stanton (Clerk), Charlotte Benham (Projects/Committee Clerk)

ITEM 1 APOLOGIES

No apologies were received.

ITEM 2 DECLARATIONS OF INTEREST

No declarations were declared

ITEM3 NOTES OF THE LAST MEETING

To receive the notes of the last meeting held 12th July 2017

ITEM 4 FOLLOW UP FROM MEETING 12th July 2017

Item 4.1 Land and buildings

FTC currently has the liability to maintain pockets of land that is not in its ownership. FTC should apply to the land registry to gain ownership in order to prevent developers gaining access.

For some pieces of land there is no registered owner – FTC would need to apply to the crown for this land (via a lawyer)

Item 4.2 Basingstoke canal

The canal is to remain in ownership of the two counties eliminating any risk to FTC at this time. Who is liable if the counties were to withdraw funding? Fiona Shipp says they're looking at options including a trust fund.

Ask for clarification as to the actual risk to FTC?

ACTION Charlotte/Janet

ITEM 5 REVIEW RISK MANAEMENT DATABASE

ITEM 5.1 Fire

Seating on major shows, does in need to be secured together? Information online suggests we need to – seats of 50+ linked together in rows of 4-14 and the same for seats 250+ with the addition of end chairs on each row also linked to chair in front/behind.

Get advice from Rushmoor Council or another body as to whether we need to do this

ACTION Alex

ITEM 5.2 Failure to effectively process documents

Electronic archiving and scanning of documents – look into software for actual archiving system.

ACTION Wendy/Edit

ITEM 5.3 Breach of confidentiality

DP Act 2018.

Janet is attending a course/training on this – bring notes to brief members at next meeting. Notes on how this affects FTC and The Harlington and what we need to do to be compliant.

ACTION Janet

ITEM 5.4 Matters prejudicial to health

Amend typo 'monitor'

ACTION Charlotte

ITEM 5.5

Disruption to service – if the building were to burn down tomorrow how long would it take us to be able to start running again, is all our data recoverable? (ask Mike)

ACTION Charlotte

ITEM 5.6 Employment of Staff

Add new risk

Risk – Pension deficit liability

Hazard – financial exposure

ACTION CHARLOTTE

ITEM 5.7 Skatepark

Bottom two lines on control – check with Ben if they were done, if so delete

ACTION CHARLOTTE

Risk register to go to council for approval – highlight that risks rated at level 3 are well managed, they have been left at level 3 because their impact on the Council’s reputation if they ever did occur would still be high.

ITEM 6 DATA PROTECTION

The main parts of the forthcoming data protection bill that will affect local councils will come in to effect on 25 May 2018. <https://publications.parliament.uk/pa/bills/lbill/2017-2019/0066/18066.pdf>

It is unclear at the moment what affect this will have on FTC – training/courses will be taking place shortly – can discuss at April meeting.

7 PENSION EXIT POSITION

To note the estimated exit positions if FTC had ceased to participate in the Fund at the valuation date (31 March 2016)

We have two staff members on this scheme – we have reserves of £50,000, should this be increased to £68,000? Difference could be covered from EMR’s in an emergency

**When would we pay the £68,000, when the first person retires or when both have retired?
Ask HALC for advice.**

ACTION Wendy

8 AUDIT

To discuss any issues arising from ‘Governance & Accountability for Smaller Authorities in England’.

Defer item to next meeting.

Asset evaluation – do we realistically value assets?

9 DATE AND TIME OF NEXT MEETING

The meeting is scheduled to be held at 2pm on 10th April 2018 subject to the availability of business to be transacted. There may be an emergency risk meeting arranged later this year if required in regards to The Harlington Development Project.

MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Monday 22nd January 2018
7pm –RVS, The Harlington

Present: Cllr Pierce - Chairman
Cllr Robinson
Cllr Jasper
Cllr Schofield

Officers: Charlotte Benham – Projects and Committee Officer

1	<p>Apologies</p> <p>Apologies received from Cllr Hope, Gotel and Holt.</p>
2	<p>Declarations of interest to any item on the agenda</p> <p>No interests were declared.</p>
3.	<p>Public Session</p> <p>One member of the public was present – Phill Gower from FCCS</p>
4	<p>Approval of the Minutes</p> <p>The minutes of the meeting held on the 8th January were accepted as a correct record of the meeting.</p>
5	<p>Comments due before meeting:</p> <p>17/01647/FUL Hartland Park, Bramshot Lane Full planning application for the construction of Information Centre; access; car parking; landscaping; wooden pergola; pathway; fencing; and all other ancillary and enabling works Comments required by 25th January Amended Plans: 1 Revised layout.</p> <p>Previous comments stand:</p> <p>OBJECTION</p> <p>Hedge obscures round about Number of ads is excessive</p>

Illuminated signs in strategic gap which is a no light zone
Signs will distract cars and make roundabout dangerous
Out of keeping with area
In SPA exclusion (no build) zone
A previous application for ads for this location was refused
Application breaches the following policies
o GEN 1.(i) - not in keeping with the local character
o GEN 1.(xiii) the installation of lighting, which is visually damaging to the character of the area should be avoided
o CON 19.(ii) diminishes the gap between Fleet & Aldershot
o URB 24.(ii) size, siting and illumination has an adverse effect on highway safety
o RUR 8(i) not sympathetic to local character
o RUR8(ii) visually intrusive
o RUR8 adverse effect on road safety

17/02651/HOU

82 Crookham Road

The application is to construct an oak-framed two bay garage with side wood store to the front of the property - in the driveway of the property currently used for car parking on the driveway

Comments required by 7th February

OBJECTION

- Poor design - proposed plans not sympathetic to current building
- Garage is not 6 x 6m internally as required under HDC standards

17/02681/HOU

32 Westover Road

Erection of a rear extension following demolition of existing conservatory. Addition of skylights to existing roof. Addition of porch to principal elevation.

Comments required by 5th February

OBJECTION

Layout suggests extension may be used as an independent dwelling – URB 17 states extensions should have ‘no separate external door’

17/02895/PRIOR

Zenith House 3 Rye Close

Prior Notification requirement under Part O of the GDPO for the change of use of offices (Class B1a) to Dwellinghouse (Class C3) for 36 flats.

Comments required by 1st February

OBJECTION

- Inadequate parking – as the development is in zone 2 62 parking spaces are required. The area set aside for future development could be used
- This application cannot cover 36 flats as permitted development can only cover 2 floors , not the roof
- Flats are very small – in HDC’s emerging local plan the minimum size for flats are stated. The largest proposed flat for this development is only 60% of the minimum size stated in the plan!

17/02937/FUL

Zenith House 3 Rye Close

Elevation changes to enable change of use to residential dwellings.

Comments required by 8th February

OBJECTION

- Out of character
- Too tall/dominating – surrounding building are mostly 2 storey's high, not 3 or 4

17/03032/FUL

Shell Cove Road

Demolition of existing sales building and removal of existing canopy link.
Construct new single storey sales building, gated timber fenced compound area with bins and plant units and additional customer parking bays
Comments required by 1st February

NO OBJECTION

18/00008/HOU

1 Connaught Road

Proposed first floor rear extension and loft conversion
Comments required by 6th February

OBJECTION

- Poor parking plan – 3 or more cars in a row is not accepted under HDC parking standards
- Lack of natural light in the loft conversion, only 1 window

18/00009/HOU

94A Reading Road South

Erection of a side extension, minor alterations to the front elevation, remodelling of the existing garage and reinstatement of an ancillary building within the rear garden of the plot.
Comments required by 1st February

OBJECTION

- Rear elevation is poor design – windows are out of keeping
- GEN 4 – proposed plans do not sustain or improve the urban design qualities of area

18/00017/HOU

6 Kerry Close

First floor side extension
Comments required by 1st February

NO OBJECTION

However parking plan should be re-submitted with dimensions to confirm the ability/the space to open car doors

18/00018/LDC

Stockton House School Stockton Avenue

Use of the East Wing Flat and the Gallery Suite as 2 separate residential dwellings (class C3)
Comments required by 8th February

OBJECTION

- Shape of gallery looks different on proposed plans to those shown on originals – it is therefore not clear that this dwelling has been in use

18/00025/HOU
 8 Berkeley Close
 Two storey side extension.
 Comment required by 2nd February

OBJECTION

- Dimensions of plot and dimensioned parking plan that meets HDC standards should be submitted – drive/front of property to pavement should be at least 4.8m
- Concern about possible damage to kerb to enter parking spaces, a drop kerb may be needed
- Design would be improved if both ends of the roof were hipped

18/00056/HOU
 20 Westbury Close
 Proposed single storey rear extension to replace existing and new garage to replace existing
 Comments required by 8th February

OBJECTION

- Breach of 45 degree rule
- Extension runs nearly the whole length of the neighbouring plot's fence line – loss of amenity to neighbour
- Out of keeping – too dominating
- Parking plan looks unworkable

18/00074/HOU
 19 Colbred Corner
 Porch erection and front extension
 Comments required by 12th February

OBJECTION

Measurement on proposed plans for front of property to pavement is only 4560mm, to be used for parking it should be at least 4800mm (the size of standard parking space under HDC regulations)

To Note:

Enforcement cases received:

18/00002/COND2
 Address: 102 - 104 Fleet Road
 Complainant: PUBLIC
 Complaint Breach of condition 7 of application 14/00106/MAJOR, workmen on site on Boxing Day

18/00003/OPERT
 Address: 26 The Lea
 Complainant: PUBLIC
 Complaint Creation of hardstanding to front of property

	<p>Enforcement cases closed:</p> <p>17/00233/COU3 Address 115 Aldershot Road Complaint Alleged change of use of ancillary outbuilding to independent residential unit Conclusion Planning Application Approved</p> <p>17/00201/OPERT2 Address 7 Waterfront Business Park Complaint Creation of additional parking to Unit 7, removal of landscaping. Conclusion Planning Application Approved</p> <p>16/00353/COND3 Address 102 - 104 Fleet Road Complaint Alleged commencement of development without discharge of conditions Conclusion Breach Ceased</p> <p>17/00233/COU3 Address 115 Aldershot Road Complaint Alleged change of use of ancillary outbuilding to independent residential unit Conclusion Planning Application Approved</p> <p>17/00201/OPERT2 Address 7 Waterfront Business Park Complaint Creation of additional parking to Unit 7, removal of landscaping. Conclusion Planning Application Approved</p>
7	<p>Noted:</p> <p>Hart Planning Meeting Dates 10th January 2018</p>
8	<p>Date of Next Meeting</p> <p>12th February 2018 – 7pm in the RVS, Harlington</p>

The meeting closed at 8.10 pm

Signed:.....

Date:

MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Monday 8th January 2018
7pm –RVS, The Harlington

Present: Cllr Pierce - Chairman
Cllr Robinson
Cllr Jasper
Cllr Gotel

Officers: Charlotte Benham – Projects and Committee Officer

1	<p>Apologies</p> <p>Apologies received from Cllr Hope, Schofield and Holt.</p>
2	<p>Declarations of interest to any item on the agenda</p> <p>No interests were declared.</p>
3.	<p>Public Session</p> <p>One member of the public was present –Colin Gray from FCCS</p>
4	<p>Approval of the Minutes</p> <p>The minutes of the meeting held on the 11th December were accepted as a correct record of the meeting.</p>
5	<p>Comments due before meeting:</p> <p>17/01647/FUL Hartland Park, Bramshot Lane Full planning application for the construction of Information Centre; access; car parking; landscaping; wooden pergola; pathway; fencing; and all other ancillary and enabling works Comments required by 27th December 2017 Amended plans: 1 Revision to location of information centre. 2 Additional tree information submitted.</p> <p>OBJECTION</p> <p>As its a temporary structure there should be a time restriction condition Hedge obscures round about Previous comments also stand:</p>

<p>Number of ads is excessive. Illuminated signs in strategic gap which is a no light zone Signs will distract cars and make roundabout dangerous Out of keeping with area In SPA exclusion (no build) zone A previous application for ads for this location was refused Application breaches the following policies o GEN 1.(i) - not in keeping with the local character o GEN 1.(xiii) the installation of lighting, which is visually damaging to the character of the area should be avoided o CON 19.(ii) diminishes the gap between Fleet & Aldershot o URB 24.(ii) size, siting and illumination has an adverse effect on highway safety o RUR 8(i) not sympathetic to local character o RUR8(ii) visually intrusive o RUR8 adverse effect on road safety 17/02878/HOU</p> <p>St Gennys Pines Road Erection of a porch; erection of a first floor extension above the existing garage; replace existing rear bay windows with square bay windows; Replace existing windows + external alterations Comments required by 4th January 2018</p> <p>NO OBJECTION But concern extension may be too dominating</p>
<p>17/02928/HOU 32 Guildford Road Proposed First Floor extension over existing garage and porch structure Comments required by 9th January 2018</p> <p>NO OBJECTION</p>
<p>17/02940/HOU 3 Shelley Close Single storey rear and side extension following demolition of garage and conservatory Comments required by 9th January 2018</p> <p>NO OBJECTION Subject to a proper dimensioned parking plan that meets HDC standards being submitted</p>
<p>17/02951/HOU 8 Hanover Drive Two storey rear/side extension and conversion of garage Comments required by 9th January 2018</p> <p>NO OBJECTION</p> <ul style="list-style-type: none"> • Subject to submission of dimensioned parking plan that meets HDC

standards

- Concern about tree being removed
- Flue from stove not shown on plans – it should be tall enough to stop smoke entering the neighbours' windows

17/02683/FUL

Fleet Cricket Club Calthorpe Park

Construction of cricket practice nets

Comments required by 12th January 2018

NO OBJECTION

But

- Concern over loss of trees as tree belt provides screening between park/tennis courts & cricket area
- Concern other trees/tree roots may be damaged during construction
- Works should be done in co-operation with HDC tree officers

17/02855/FUL

9 Elms Road

Demolition of the host dwelling and a replacement with a pair of semi-detached dwellings

Comments required by 15th January 2018

OBJECTION

- 1 parking space for 3 bedrooms is inadequate parking. Elms road already has parking issues so on street parking is not suitable. Residents of Elms Road have already being forced to park in Guilford Road due to inadequate parking.
- The off street parking should meet HDC standards
- The parking shown is not workable as it blocks the front doors.
- Overdevelopment of site – dwelling takes up more than half of the site

17/02924/HOU

4 Frere Avenue

Erection of a two storey side extension.

Comments required by 17th January 2018

NO OBJECTION

Subject to submission of a dimensioned parking plan that meets HDC standards

17/02967/HOU

22 Rochester Grove

Double storey rear & side extensions

Comments required by 26th January 2018

NO OBJECTION

17/02971/HOU

60 Kings Road

Erection of a new double garage and utility room following demolition of the existing single garage. New Porch

Comments required by 17th January 2018

	<p>NO OBJECTION</p> <p>17/03012/ADV Living stones 277 Fleet Road New Fascia Sign (non illuminated) to replace existing. Comments required by 30th January 2018</p> <p>NO OBJECTION</p>
	<p>To Note:</p> <p>Planning Appeals:</p> <p>17/00696/FUL 242 Oatsheaf Parade, Fleet Road Change of Use of 242-246 Oatsheaf Parade from Yoga Centre (D2) to create six residential units, comprises 4 x one bedroom flats and 2 x two bedroom flats. Associated cycle and bin storage and parking to rear for 11 cars Appeal Dismissed</p> <p>Enforcement cases received:</p> <p>17/00301/XPLAN3 78 Connaught Road Complainant: PUBLIC Complaint Alleged development not in accordance with approved plans causing loss of privacy to neighbouring occupiers</p> <p>17/00305/XPLAN3 111 - 113 Fleet Road Complainant: STAFF Complaint Alleged development not in accordance with approved plans - utilising access not within application site which does not accommodate Refuse Collection Vehicles</p> <p>Enforcement cases closed:</p> <p>17/00146/COND3 Sainsbury's 150 - 156 Aldershot Road Fleet Complaint Alleged breach of conditions relating to delivery vehicles and glare caused by lighting Conclusion NFA at this time Site to be Monitored</p> <p>17/00284/ADV3 199 Fleet Road Complaint Alleged display of unauthorised illuminated advertisement Conclusion Not Expedient to take enforcement action</p>
7	<p>Noted:</p> <p>Hart Planning Meeting Dates 10th January 2018</p>

8	Date of Next Meeting 22 nd January 2018 – 7pm in the RVS, Harlington
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The meeting closed at 7.45pm

Signed:.....

Date:

ITEM 11

OFFICER REPORT

FULL COUNCIL MEETING

Wednesday 7 February 2018

OFFICER: Janet Stanton
DATE: 31 January 2018
SUBJECT: Clerk's Report

1. **Business Rate Challenge – Ancells Farm Sports Pavilion**

A business rate challenge was made to the Valuation Office Agency for the Ancells Farm Pavilion. However, unfortunately, they have rejected our appeal and business rates are payable on the building.

2. **Update – Fleet Festivals**

The Clerk attended a wash up meeting for the Christmas Festivities where it was agreed that this was most probably one of the most successful years to date.
The Clerk has also met with Members of the BID re future events.

3. **Risk Working Group**

The Risk Working Group met in January and minor changes have been made to the Action Plan.

4. **Expenses**

Members are reminded that we are approaching the end the financial year and that any expenses should be claimed as soon as possible.