



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 1 November 2017 at 7 p.m.**

in

**The Harlington**

All members are summoned to attend

SIGNED:

Town Clerk

Date: 26 October 2017

*There will be an update on the Fleet section of the canal during the last 18 months and the strategic future of the Canals and River Trust by James Taylor and Fiona Shipp from the Basingstoke Canal team. This will commence at 6.30pm immediately prior to Council at 7pm*

## **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 4 October 2017-copy attached

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

Development Control Committee	9 and 23 October 2017
Planning Committee	23 October 2017
Policy and Finance	16 October 2017
Highways and Transportation Working Group	17 October 2017

- Copies attached

**Part 1 – ITEMS FOR DECISION**

**Item 5            PRECEPT 2018/2019**

To consider the **RECOMMENDATION** of the Policy and Finance Committee (item 6 of the meeting held on 16 October 2017 ) to the inclusion of a 0% increase in the FTC Council Tax rates in 2018/2019

**RECOMMENDATION**

To adopt the recommendation of the Policy and Finance committee to the inclusion of a 0% increase in the FTC Council Tax rates in 2018/2019

**Item 6 HARLINGTON DEVELOPMENT UPDATE**

To receive and note an oral update report from Cllr Schofield

**RECOMMENDATION**

To note and approve the oral update report on the Harlington development

**Item 7 GRANT APPLICATION FROM FLEET TRANSPORT INNOVATION GROUP**

To consider an application from the Fleet Transport Innovation Group for a grant of £131.98 to assist with the cost of setting up a 'One Stop Shop ' website to provide a simple overview of the transport options available-copy application attached

**RECOMMENDATION**

To determine the application from the Fleet Transport Innovation Group

**Part 2 – ITEMS TO NOTE**

**Item 8 NEIGHBOURHOOD PLANNING**

To receive an oral update report from Cllr Oliver

**Item 9 HCC/HDC**

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

**Item 10 TOWN CLERK'S REPORT**

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

**Item 11 DATE AND TIME OF NEXT MEETING**

The next meeting of the Council will be held on Wednesday 6 December 2017 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**

**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) Preparation of cases in legal proceedings
- d) The early stages of any dispute

**Item 12      HARLINGTON DEVELOPMENT-CONTRACTUAL MATTER**  
(Terms of tenders, and proposals and counter-proposals in negotiations for contracts)

To receive a report and recommendations from the Harlington Working Group –copy to follow

**RECOMMENDATION**

To consider and approve the recommendation of the Harlington Working Group

**Item 13      LIONS COMMUNITY STORE LEASE**  
(Terms of tenders, and proposals and counter-proposals in negotiations for contracts)

To receive and consider a recommendation from the Lease Working Group-copy attached

**RECOMMENDATION**

To consider and approve the recommendation of the Lease Working Group:

1. That the FTC Standard Lease and Particulars be applied to the new Lions Club of Fleet(CIO) Lease
2. That the benefits included in the existing Community Store Lease are considered separately as a grant or regular contribution in line with the FTC Grants Policy

## MINUTES OF DEVELOPMENT CONTROL COMMITTEE

### DEVELOPMENT CONTROL COMMITTEE

Monday 23<sup>rd</sup> October 2017

7:00pm – RVS, The Harlington

**Present:** Cllr Pierce – Chairman  
Cllr Holt  
Cllr Hope  
Cllr Robinson  
Cllr Gotel  
Cllr Schofield

**Officers:** Charlotte Benham – Projects and Committee Officer

1	<p><b>Apologies</b></p> <p>Apologies were received from Cllr Jasper</p>
2	<p><b>Declarations of interest to any item on the agenda</b></p> <p>None were declared.</p>
3.	<p><b>Public Session</b></p> <p>Two members of public were present – Phil Gower &amp; Colin Gray from FCCS</p>
4	<p><b>Approval of the Minutes</b></p> <p>The minutes of the Development and Control meeting held on Monday 9<sup>th</sup> October was accepted as a correct record of the meeting.</p>
5	<p><b>Current Applications to be Considered:</b></p> <p>17/02120/HOU 113 Connaught Road Erection of a two storey rear extension following demolition of the existing conservatory Comments required by 7<sup>th</sup> November</p> <p>NO OBJECTION But concern over possible breach in 45 degree rule</p> <p>17/02147/HOU Windmill Cottage Hagley Road Garage conversion to habitable accommodation and single storey extension to form garage</p>

Comments required by 2<sup>nd</sup> November

**OBJECTION**

- Extension and conversion of garage to habitable accommodation could be classed as an independent dwelling.
- The plot may be divided down the middle in the future - heritage statement mentioned plot densities being maintained despite the two buildings.
- The plot should be retained as a single curtilage.
- The proposals are stated to be sympathetic to the architecture of the existing building and main dwelling however there are no plans/photos for current dwelling to prove this is the case

17/02174/HOU

44 Brookly Gardens

Two storey side extension

Comments required by 30<sup>th</sup> October

**NO OBJECTION**

17/02206/HOU

17 Velmead Road

Removal of Laurel hedges at the front and side of property and erection of maximum 2 metre high brick wall to front and gates at the driveway entrance

Comments required by 30<sup>th</sup> October

**OBJECTION**

- Gate should be set back 5m so vehicles accessing the site can pull off the main road
- Tree roots should be protected during construction
- Out of keeping with street scene.GEN4
- Fence is too high under HDC standards
- Existing hedge can be managed and maintained to provide 1.8m high front screen

17/02300/HOU

59 Elvetham Road

Proposed garage

Comments required by 6<sup>th</sup> November

**OBJECTION**

- Out of keeping with street scene
- Design of garage should match existing building
- Condition to protect trees during construction should be added
- Garage used to be located to rear of property – this would improve street scene and be more acceptable

17/02311/PRIOR

Branksome Chambers Branksomewood Road

Prior Notification under Part 3 of the Town and Country Planning (General Permitted Development) Order 1995 (as amended) of Proposed Change of use from office under Class B1(a) to dwelling under Class C3- 5 x 2-bedroom units

Comments required by 27<sup>th</sup> October

**OBJECTION**

\*Inadequate parking in accordance with HDC's own parking guidance  
7 parking spaces aren't shown on the plan – if these are used then parking plan can be reconfigured so all parking spaces are accessible  
\* Parking plan should be reconfigured and resubmitted

17/02316/HOU

145 Tavistock Road

Proposed ground floor side extension

Comments required by 30<sup>th</sup> October

**NO OBJECTION**

However front elevation would look better with the addition of a window to mirror the main building

17/02352/HOU

16 Bramshot Drive

Ground floor rear infill extension

Comments required by 31<sup>st</sup> October

**NO OBJECTION**

- However as the extra rooms could be used as bedrooms in the future is parking adequate?
- Need a dimensioned parking plan.

17/02357/FUL

141-145 Clarence Road

Full planning permission is sought for the demolition of existing former red cross building and garage and erection of a new building housing 8 self-contained flats with associated parking, cycles and bins

Comments required by 8<sup>th</sup> November

**OBJECTION**

- Overdevelopment
- Out of keeping with street scene
- Parking is inadequate – 8 spaces for 8 two bedroomed flats is not enough
- Parking inadequacy should not be ignored, residents have commented on the lack of on-street parking.
- Bin storage is inadequate for number of flats
- Tree should be TPO'd
- Garden to rear is not as big as shown on photos, lack of amenity space.

17/02370/HOU

32 Crookham Road

Provide a dropped kerb to allow mobility vehicle to access existing hardstanding

Comments required by 1<sup>st</sup> November

**NO OBJECTION**

- Subject to oak tree on the pavement being protected during works
- Is planning permission required? Hampshire Highways usually approve drop kerb applications?

17/02378/ADV  
The Oatsheaf 2 Crookham Road  
Standard car park signage around the car park  
Comments required by 7<sup>th</sup> November

NO OBJECTION

- As long as there are not too many signs
- Suggest provision made for overnight parking to accommodate a customer over the drink limit and safer to leave their car behind?

17/02381/FUL  
The Oatsheaf 2 Crookham Road  
Remote smoking shelter  
Comments required by 7<sup>th</sup> November

NO OBJECTION

17/02379/HOU  
30 Courtmoor Avenue  
Proposed garage conversion, front door and window alterations and additional front storage room  
Comments required by 2<sup>nd</sup> November

NO OBJECTION

However design would be improved with addition of a window (on plain wall)

17/02402/HOU  
12 Broadacres  
Demolish existing garage and side extension and replace with two storey side extension  
Comments required by 7<sup>th</sup> November

NO OBJECTION

to extension however fence is too high – 2.4m is over HDC standards, 1.8m is the max height

17/02419/HOU  
3 Medonte Close  
New Cloakroom and Front Porch  
Comments required by 8<sup>th</sup> November

NO OBJECTION

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

17/02423/HOU  
5 Brookly Gardens  
Single storey rear extension  
Comments required by 6<sup>th</sup> November



**NO OBJECTION**

But, use of brick rather than render would improve design/appearance

17/02437/HOU

19 Colbred Corner

Single storey rear extension

Comments required by 9<sup>th</sup> November

**OBJECTION**

- 4m deep extension will breach the 45°rule
- Will take significant amount of light from No20 – loss of amenity

17/02400/FUL

Chase House Waverley Avenue

The erection of a single detached dwelling, including landscaping and re-instating of access

Comments required by 9<sup>th</sup> November

**OBJECTION**

- Plot is located in North Fleet Conservation area – dividing the plot does not enhance or protect the area
- A smaller house may be more acceptable
- Tree report outlines extensive measures to be taken to protect trees during construction – should HDC be minded to approve this application then the measure to protect tree roots should be made a condition of approval and be inspected regularly by HDC at each phase of construction

17/02451/FUL

38 Award Road

Erection of detached dwelling on land to rear with new access and associated parking

Comments required by 9<sup>th</sup> November

**OBJECTION**

- Back garden development
- Culvert should be straight not dog-legged it will inhibit hydraulic capacity and be prone to clogging with debris
- No measures identified to protect trees during construction
- Plans show large area of hard standing increasing surface water run off into stream which could exacerbate downstream flooding.
- Loss amenity/privacy to neighbouring property due to overlooking
- Concern that the new access road may lead to developing of other back gardens in the road.

6

**Noted:**

The weekly lists were noted

7	<p><b>To Note:</b></p> <p><b>Appeals:</b></p> <p>Mymms Corner Stockton Avenue Erection of an 1800 close boarded fence with concrete posts and gravel boards (retrospective) APPLICATION REFERENCE: BWAL/16/02714/HOU APPEAL REFERENCE: APP/N1730/D/17/316644</p> <p><b>Enforcement cases received:</b></p> <p>None received</p> <p><b>Enforcement cases closed:</b></p> <p>17/00197/ADV3 Address 111 - 113 Fleet Road Fleet Hampshire GU51 3PD Complaint Unauthorised proliferation of for sale signs. Conclusion Breach Ceased</p> <p>16/00395/OPERT3 Address Fleet Honda 42 Reading Road South Fleet Hampshire GU51 3QP Complaint Alleged reorganisation of site and other related works Conclusion Planning Application Approved</p> <p>17/00183/UNTDY3 Address Murco Stop And Shop 51-53 Kings Road Fleet Hampshire GU51 3AF Complaint Condition of land causing injury to amenity Conclusion NFA at this time Site to be Monitored</p> <p>17/00109/OPERT3 Address 38 Shetland Way Fleet Hampshire GU51 2UD Complaint Alleged erection of workshop and change of use of residential garden to builders yard Conclusion Planning Application Approved</p> <p>17/00180/UNTDY3 Address Land Adjacent To 16 Wood Lane Fleet Hampshire Complaint Untidy site Conclusion Breach Ceased</p>
8	<p><b>Noted:</b></p> <p><b>Hart Planning Meeting Dates</b> 8th November</p>
9	<p><b>Date of Next Meeting</b></p> <p>Monday 13<sup>th</sup> November – 7pm in the RVS, Harlington</p>

**The meeting closed at 8.25pm**

**Signed:**.....

**Date:** .....



## **HIGHWAYS AND TRANSPORTATION WORKING GROUP**

### **NOTES**

**Tuesday 17<sup>th</sup> October 2017 at 4pm**

**In the Function Room at The Harlington**

#### **Present**

Councillors: Hope (Chairman), Pierce, Smith, Gotel  
County Councillors: Bennison, Collett, Forster

#### **Also Present**

Janet Stanton – Town Clerk  
Charlotte Benham – Projects/committee clerk

#### **Absent**

Cllr Wood

#### **ITEM 1 ELECT CHAIRMAN**

Alan Hope was re-elected as chairman for the local government year 2017/2018

#### **ITEM 2 ELECT VICE-CHAIRMAN**

Jeff Smith was elected as vice-chairman for the local government year 2017/2018

#### **ITEM 3 APOLOGIES**

Apologies were received from Councillor Wheale

#### **ITEM 4 DECLARATIONS OF INTEREST**

There were no declarations of interest

#### **ITEM 5 NOTES OF THE LAST MEETING**

To receive the notes of the last meeting held on 13<sup>th</sup> February

Corrections:

Item 10 Yellow Lines – HDC/HCC will not fund implementation of yellow lines unless they are required for safety reasons, persons may still apply but they will have to provide funding

To Note:

- Item 10 requirements for additional yellow lines restrictions – HDC has not received info from HCC yet
- Item 11 Enforcement in Fleet – Cllr Forster has asked James Radley about CCTV but no reply received yet
- Item 9 Proposal for Clarence Rd – Cllr Forster passed on but Highways felt it was not an issue
- Item 12 bus survey and new routes – HDC has now found funding for pedestrian crossing at Ancells

## **ITEM 6 NATIONAL HIGHWAYS SURVEY**

Working group filled out a copy of the survey on behalf of FTC. The committee officer to complete the survey online.

## **ITEM 7 HAMPSHIRE COUNCIL CUTS**

Implications for FTC should HCC go ahead with their proposed expenditure cuts:

- a. Fleet Link – in danger & a concern. Cllr Smith has completed some rough cost estimates for running Fleet Link by the Council. Cllr Forster suggested if that's the case we should consider buying an electric vehicle as they're cheaper to run
- b. Gully cleaning (incl. flooding issues) – in danger but not too concerned at the moment
- c. School crossing patrols – in danger. Funding for 'lolly pop men/women' is going to be withdrawn, Schools/Town Councils can fund if they feel necessary
- d. Street lighting, signage, etc. – not in danger
- e. Lengthsman Scheme – not in danger

## **ITEM 8 SW RAIL TIMETABLE CONSULTATION**

Cllr Forster noted that members should view the analysis of the consultation by 'We Heart Hart' which summarises trains being added/lost that will affect Fleet i.e. removed services from Winchfield may mean Winchfield residents will travel to Fleet to catch train causing increase in Traffic and difficulty getting a seat.

## **ITEM 9 PEDESTRIAN CROSSINGS**

Ancells Crossing funding has now been found by HDC.

Working Group may draft a list of other possible locations for crossings (e.g. Fleet Rd) however Cllr Forster pointed out that HCC will want proof crossing is required i.e. a number of accidents occurring.

It may be possible to fund crossing with housing development money

## **ITEM 10 ON STREET PARKING**

On-street parking issues in regards to forthcoming Traffic Order.

Cllr Collett updated the group that yellow lines will now only be implemented once a year.

Applications need to be received by end of October

## **ITEM 11 DATE AND TIME OF NEXT MEETING**

Meeting ended 6.25PM. The next meeting is scheduled to be held on Tuesday 25 January 2017 4pm subject to the availability of business to be transacted.

## MINUTES OF DEVELOPMENT CONTROL COMMITTEE

### DEVELOPMENT CONTROL COMMITTEE

Monday 9<sup>th</sup> October 2017

7:00pm – RVS, The Harlington

**Present:** Cllr Pierce – Chairman  
Cllr Holt  
Cllr Hope  
Cllr Robinson  
Cllr Gotel  
Cllr Jasper

**Officers:** Charlotte Benham – Projects and Committee Officer

1	<p><b>Apologies</b></p> <p>Apologies were received from Cllr Schofield.</p>
2	<p><b>Declarations of interest to any item on the agenda</b></p> <p>None were declared.</p>
3.	<p><b>Public Session</b></p> <p>Two members of public were present – Phil Gower from FCCS</p>
4	<p><b>Approval of the Minutes</b></p> <p>The minutes of the Development and Control meetings held on Monday 11<sup>th</sup> &amp; 25<sup>th</sup> September were accepted as correct records of the meetings.</p>
5	<p><b>Current Applications to be Considered:</b></p> <p>17/02082/CON Edenbrook, Hitches Lane Discharge of conditions 2- reserved matters- 5- road details- 6- means of access details- pursuant to 13/02513/MAJOR Outline application for the erection of 193 dwellings, including 50 extra care flats, leisure centre and sports pitches, extension to Hitches Lane Country Park, plus associated parking, access, highways, infrastructure and landscaping works. Planning comments required by 13<sup>th</sup> October</p> <p>No Comment – no information available</p> <p>17/02005/HOU 57B Elvetham Road Proposed two storey side extension, single storey rear orangery, front porch</p>

and new detached garage. Rendering of all elevations and replacement of existing windows  
Planning comments required by 17<sup>th</sup> October

NO OBJECTION

Subject to:

- Protection of trees during construction
- Use of brick to match neighbours – white render is out of keeping in conservation area

Concern over:

- Possible breach in 45 degree rule
- Neighbours trees not being shown on plans

17/02143/HOU  
3 Fitzroy Road  
Single storey rear extension  
Planning comments required by 17<sup>th</sup> October

NO OBJECTION

17/02187/HOU  
53 Elvetham Road  
Single storey rear extension and part first floor rear extension.  
Planning comments required by 18<sup>th</sup> October

NO OBJECTION

But trees should be protected during construction

17/02190/HOU  
30 Minley Road  
Proposed conservatory to rear  
Planning comments required by 17<sup>th</sup> October

NO OBJECTION

17/02195/HOU  
66 Dinorben Close  
Erection of a single storey rear extension following the demolition of the existing conservatory. Cladding to the front elevation  
Planning comments required by 24<sup>th</sup> October

NO OBJECTION

But trees should be protected during construction

17/02210/HOU  
13 Wickham Close  
Two storey extension to the side of an existing house, following the demolition of an existing brick store  
Planning comments required by 16<sup>th</sup> October

NO OBJECTION

	<p>17/02272/HOU  147 Albert Street  Single storey front extension and part garage conversion  Planning comments required by 23<sup>rd</sup> October</p> <p>NO OBJECTION  But to confirm there is adequate parking, a parking plan that meets HDC standards should be submitted</p> <p>17/02304/HOU  14 Grenville Drive  Proposed single storey side extension  Planning comments required by 25<sup>th</sup> October</p> <p>NO OBJECTION</p> <p>17/01164/HOU  26 Highland Drive  Rear kitchen dining room extension. Side first storey roof extension over garage to provide hobby room  Amended plans  1 - Reduction in width of front dormer.  2 - Removal of part hip element to garage.  3 - Reduction in depth of rear extension by 0.5m.  4 – Re-siting of proposed dormer to central position within proposed garage roof</p> <p>Previous Fleet Town Council Comment:  NO OBJECTION  Subject to trees being protected during construction  Question whether the garage still meets HDC standards as a consequence of the internal staircase located within the garage?</p> <p>Comments required by 13<sup>th</sup> October</p> <p>Previous commented have not been addressed</p> <ul style="list-style-type: none"> <li>• Trees be protected during construction</li> <li>• Question whether the garage still meets HDC standards as a consequence of the internal staircase located within the garage?</li> </ul> <p>A plan should therefore be submitted to show parking that meets HDC standards without use of garage</p> <p>Centralised dormer would look better than a dormer positioned to one side</p>
6	<p><b>Noted:</b></p> <p>The weekly lists were noted</p>
7	<p><b>To Note:</b></p> <p><b>Enforcement cases received:</b></p>



	<p>17/00237/OPERT Complainant: PUBLIC Address: 5 Turstin Drive Fleet Hampshire GU51 1GF Complaint Loft conversion with rear dormer</p> <p>17/00233/COU3 Complainant: PUBLIC Address: 115 Aldershot Road Fleet Hampshire GU51 3GZ Complaint Alleged change of use of ancillary outbuilding to independent residential unit</p> <p><b>Enforcement cases closed:</b></p> <p>17/00183/UNTDY3 Address Murco Stop And Shop 51-53 Kings Road Fleet Hampshire GU51 3AF Complaint Condition of land causing injury to amenity Conclusion NFA at this time Site to be Monitored</p> <p>17/00109/OPERT3 Address 38 Shetland Way Fleet Hampshire GU51 2UD Complaint Alleged erection of workshop and change of use of residential garden to builders yard Conclusion Planning Application Approved</p>
8	<p><b>Noted:</b></p> <p><b>Hart Planning Meeting Dates</b> 11th October</p>
9	<p><b>Date of Next Meeting</b></p> <p>Monday 23<sup>rd</sup> October – 7pm in the RVS, Harlington</p>

**The meeting closed at 8pm**

**Signed:**.....

**Date:** .....



FLEET TOWN COUNCIL  
MINUTES OF THE COUNCIL MEETING

held on

Wednesday 4 October 2017

at The Harlington at 7.00 pm

**PRESENT**

Councillors Bob Schofield (Chairman), Grahame Chenery, Paul Einchcomb, Denis Gotel, Leslie Holt, Alan Hope, Richard Hunt, Kathy Jasper, Alan Oliver, Mike Peddell, Dai Pierce, Jeff Smith, Neil Walton, Jonathan Wright, Sharyn Wheale, Luke Wood, George Woods

Also Present

Cllr Bennison-HCC

Cllr Forster-HCC/HDC

Caroline Ryan- Community safety HDC

James Knight-Community Safety HDC

Janet Stanton- Town Clerk

Sheila Rayner -Committee Clerk

**Chairman's Announcements**

The Chairman reported that the past month had been dedicated almost entirely to The Neighbourhood Plan and the Grounds Maintenance contract

He referred to the publication of a leaflet by a group from within the Fleet Conservative Group which alleged that the FTC consultation on the Harlington development was biased.

The Chairman made it clear that an explanation was required from the Fleet Conservative Group of the grounds on which the accusation of bias had been based and that this should take the form of a written response to FTC

**FC/Oct 2017/ ITEM 1**

**APOLOGIES FOR ABSENCE**

There were apologies for absence from Cllr Gray and Cllr Robinson

**FC/Oct 2017/ITEM 2**

**DECLARATIONS OF INTEREST**

Cllr Chenery Item 6 –Lions Lease

Cllr Oliver Item 4-BID grant  
Cllr Schofield Item 4-BID grant  
Cllr Smith Item 18-Public complaint  
Cllr Woods Item 6-Lions Lease

### **FC/Oct 2017/ITEM 3 QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were no questions from the public

### **FC/Oct 2017/ITEM 4 MINUTES OF PREVIOUS MEETINGS**

With the deletion of Cllr Walton's name which had been included twice, the minutes of the meeting of Council held on Wednesday 6 September 2017 were approved and signed by the Chairman.

The Council received the minutes of the following committee meetings:

Development Control Committee 11 and 25 September 2017

Members commented on the continuing need for FTC to submit comments to HDC regarding parking issues associated with planning applications. It appeared that the gap between parking proposals and parking policy was widening.

Agreed that it should be reinforced with HDC that on-street parking issues added to problems for local residents

Establishment Committee (confidential and non-confidential) 13 September 2017

RLA Committee with its **RECOMMENDATION** at item 16 27 September 2017

The following **RECOMMENDATION** from the **P&F committee 17 July 2017** item 9-Grant application Nutcracker Trail approved- That funding of £3,000 for the BID Nutcracker Trail, be funded from Reserves, was **RESOLVED**

The addition of the following words to the RLA minutes at item 9 was agreed

' d) The Clerk be tasked to contact Rushmoor Borough Council to determine the positive steps that they have introduced, working alongside the police to counter anti-social behaviour, drug and alcohol use and litter problems in public places in their Borough. To provide a report to RLA committee on the potential benefit of introducing similar steps in our Town Parish area'

**FC/Oct 2017/ITEM 5 COMPLETION OF EXTERNAL AUDIT FOR 2016/2017** (taken after item 9)

Members were pleased to note that the external audit for 2016/2017 had been completed. The Town Clerk was thanked for her efforts to ensure that this had been achieved

**RESOLVED**

That the report of the external auditor for 2016/2017 be approved and accepted by Council

**FC/Oct 2017 ITEM 6 LIONS LEASE**

It was reported that the existing lease on the Community Store expired in 2020 years but the Lions were changing their status to Lions Club of Fleet (CIO). The existing lease had been signed by three individuals.

Members indicated that a new lease, using the new standard form of lease should be drawn up.

**RESOLVED**

That the particulars etc to be included in the new standard lease should be referred to the Lease Working Party

**FC/Oct 2017 ITEM 7 BID/FTC-BASELINE AGREEMENT FOR THE PROVISION OF STANDARD SERVICES**

Members were asked to authorise the signing of the BID/FTC Baseline Agreement for the Provision of Standard Services

**RESOLVED**

To authorise the signing of the BID/FTC Baseline Agreement for the Provision of Standard Services

**FC Oct 2017 ITEM 8 ANTI SOCIAL BEHAVIOUR**

Members considered a request from Church Crookham Parish Council to consider contributing funding for youth workers through organisations such as Fleet Phoenix, following concerns regarding anti-social behaviour and drug issues .

Members discussed various known elements of anti-social behaviour including drug related issues together with the need for better social education and the provision of youth activities.

Members were reminded of the existing extensive support given to young people by FTC through a range of means and the investment in CCTV so that evidence could be supplied to the police

**RESOLVED**

That FTC is be prepared to meet with Church Crookham Parish Council to discuss and assist where possible in dealing with issues, but was not able to support the financing of an outreach worker

## **FC Oct 2017 ITEM 9 DESIGNATED PUBLIC PLACE ORDERS ( DPPOs) and PUBLIC SPACE PROTECTION ORDERS(PSPOs) (taken after item 4)**

Representatives of the HDC Community Safety Team were present to explain the implications of Designated Public Places Orders (DPPOs) and Public Space Protection Orders (PSPOs)

For example, the existing DPPOs do not ban alcohol consumption in an area but can be used if people are drinking in a manner likely to cause harassment, distress or cause anti-social behaviour. They allow the police to move groups or individuals on as well as confiscate alcohol.

The new PSPOs being introduced in October 2017 will subsume DPPOs into the new legislation and will automatically convert them into PSPOs. However, without new signage these orders will be unenforceable. It was reported that new signage at two sites had cost Rushmoor Borough Council £7,000.

It was explained that the new PSPOs are able to restrict much more than the consumption of alcohol, including loitering, begging, use of substances and public urination. However these additional restrictions cannot be added to the Order without full consultation.

It was reported that PSPOs had become contentious in some areas because they had been used to deal with specific groups such as the homeless and it was important that any action taken by the police was 'proportionate'

There was a lengthy discussion regarding:

- the current thirteen DPPOs in Fleet, and the possible absence of persistent issues in Fleet to justify a PSPO
- the use of a PSPO to cover the town centre area
- the availability of a £100 fixed penalty with no right of appeal under a PSPO
- existing powers of dispersal
- signage at access and egress points
- incidents in Calthorpe Park
- existing and continuing power of police to deal with public order offences
- anti-social behaviour and programmes available to deal with it
- the geographical nature of any PSPO
- addressing issues regarding services for young people
- lack of police presence
- tackling drug supplying/dealing issues
- possible use of youth workers

Following this discussion and after careful consideration it was

### **RESOLVED**

In order to address a broader range of issues, the existing DPPOs be allowed to lapse and to institute the procedure to obtain a new PSPO

Note: It was reported that the Crime and Police Commissioner is inviting bids to tackle local issues

### **FC Oct 2017 ITEM 10 HART DRAFT CORPORATE PLAN**

Members were advised that HDC had published a Corporate Plan, on which comments were being invited. It was confirmed that HDC had indicated their approval to the redevelopment of Gurkha Square.

### **RESOLVED**

That members submit any comments they have to Cllr Woods who will submit any comments on behalf of FTC

### **FC Sept 2017 ITEM 11 COMMUNITY BUS-FLEET LINK**

The Chairman reported the potential withdrawal of support by HCC for community buses, the eventuality of which would be a contribution requirement of FTC of £26,000 pa if the current service was to continue

A small number of users also meant that Crookham Village Parish Council may also withdraw the £1900 pa contribution it made

Members discussed :

- the likely implementation date for any reduction in funding
- concentrating any subsidy on just one route
- the Hartland development would deliver a community bus service for 5 years through S106 contributions

Members noted the current situation

### **FC Oct 2017 ITEM 12 HCC/HDC**

#### **HCC**

Cllr Bennison reported on :

- passenger subsidy
- HCC funding cuts of £40m for each of the next 2 Years
- Possible closure of some household waste sites
- School crossing patrols
- Support for community buses

Cllr Forster reported on:

- School crossing options in the Fleet area
- Additional parking restrictions around Velmead School
- Completion of road surface works in Church Road

- Scheduled road surface works at Elvetham Road
- SW Rail consultation on timetable and additional train issues
- HCC budget cuts due to be agreed by HCC full Council on 2 November 2017

**FC/ Oct 2017 /ITEM 13 BASINGSTOKE CANAL**

The members noted that the presentation by the Basingstoke Canal team had been deferred until the next Council meeting on 1 November 2017

Members received and noted the report of Cllr Smith following his attendance at the JMC on 26 July 2017

Members commented on concerns regarding the future funding of the canal and the high level of funding required to make the canal fit for any transfer to the Canal River Trust

There was general agreement that the canal was a valued asset for the area.

**FC/ Oct 2017 /TEM 14 SOUTH EAST WATER-DRAFT DROUGHT PLAN CONSULTATION**

Members noted the publication of a statutory draft drought plan 2018-2023 by South East Water and were invited to submit individual comments on line

**FC/Oct 2017 ITEM 15 TOWN CLERK’S REPORT**

The members noted the Town Clerk’s report and specifically:

- Identification to the Town Clerk of training courses that members may like to attend

**FC/Oct 2017 ITEM 16 DATE AND TIME OF NEXT MEETING**

The next meeting of the Council will be held on Wednesday 1 November 2017 at the Harlington at 7pm

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

**Part 3 CONFIDENTIAL ITEMS**

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



## **MINUTES OF PLANNING COMMITTEE**

**Monday 23<sup>rd</sup> October 2017, at 7.00 p.m.  
RVS, Harlington**

### **PRESENT**

#### **Councillors**

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

#### **Apologies**

Cllr Jasper

#### **Also Present:**

Phil Gower – fccs  
Colin Gray – fccs

#### **Officers**

Charlotte Benham – Projects and Committee Officer

### **ITEM 1 APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Jasper

### **ITEM 2 DECLARATIONS OF INTEREST**

No declaration of Interest was expressed by any members.

### **ITEM 3 QUESTIONS FROM MEMBERS OF THE PUBLIC**

No questions were received.

### **ITEM 4 MINUTES OF THE PREVIOUS MEETING**



Minutes from meeting on 9<sup>th</sup> October were approved

## **5 DCLG CONSULTATION**

To draft a response to the DCLG consultation.

Some notes from meeting as follows:

- Consultation suggests the more expensive the houses in the area, the more need to be built to try and bring down the price – naïve and won't work as cheaper houses will then be more desirable bids will increase in price
- No. houses required is also split into specific housing types i.e. elderly care, affordable... - complicated
- Why build houses if there's no local jobs
- Document is aimed at councils who want to build houses – not all do and some don't have land so their housing requirement will be pushed onto neighbouring areas
- Importance of infrastructure is not highlighted
- If no. houses required under new housing need calculations is less than last number published then the last number published i.e. the higher one would be used
- Guaranteeing developers a specific % profit – if developer doesn't reach this percentage then they can claim it's not viable to provide affordable housing. Even more houses would be needed to meet affordable housing requirements
- Whole consultation document is difficult to make sense of and comes across as naïve and impractical in real world

Cllr Schofield & Pierce to draft a paragraph for each heading of the Consultation

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

The next meeting of the Planning Committee (if required) will be held on Monday 13<sup>th</sup> November, 7pm at the Harlington in the RVS Office

Meeting closed at 9.05pm



## **FLEET TOWN COUNCIL**

### **MINUTES OF THE POLICY AND FINANCE COMMITTEE**

**Monday 16 October 2017  
at The Harlington at 7 pm**

#### **PRESENT**

Cllr Holt (Chairman)  
Cllr Einchcomb  
Cllr Hunt  
Cllr Oliver  
Cllr Robinson  
Cllr Schofield  
Cllr Smith  
Cllr Walton  
Cllr Wheale  
Cllr Woods

#### **Also Present**

Cllr Forster - HCC/HDC  
  
Janet Stanton - Town Clerk  
Alex Robins - Harlington General Manager  
Wendy Allen - Finance and Administration Officer

#### **PF Oct 2017 ITEM 1 APOLOGIES FOR ABSENCE**

There were no apologies for absence.

#### **PF Oct 2017 ITEM 2 DECLARATIONS OF INTEREST**

Cllr Woods –Item 8 -Grants

#### **PF Oct 2017 ITEM 3 QUESTIONS FROM MEMBERS OF THE PUBLIC**

Cllr Forster asked about a response to his email regarding questions relating to the Harlington.

The Town Clerk confirmed that she had acknowledged receipt of the emailed questions and the copy recipients confirmed that they had received their copies. The Chairman explained that the Harlington Working Group reported to Council, not the Policy and Finance Committee

Cllr Schofield reported that the sixteen questions would receive a written response in due course but reminded the meeting that FTC had obtained a mandate from local residents to provide a Harlington facility at a budget of £9.9m

The loan repayments and the cost of inflation had been included in the total project cost and it was confirmed that the planning process will be subject to further public scrutiny

There would be no further public consultation at this time and the project would now proceed to RIBA stage 2 and the submission of an outline planning application

It was confirmed that the current project estimate of £9.9m included the cost of any land payment to HDC

It was confirmed that membership of the Harlington Working Group remained open to Cllr Wheale and that any further questions regarding the Harlington should be raised at full Council meetings

#### **PF Oct 2017 ITEM 4 MINUTES OF PREVIOUS MEETING**

The minutes of the Policy and Finance Committee held on Monday 17 July 2017 were approved and signed by the Chairman

#### **PF Oct 2017 ITEM 5 QUARTERLY FINANCIAL MONITORING REPORT**

The members considered the commentary of the Town Clerk with an overview of the financial performance up to September 2017 together with all the income and expenditure, cash book, bank reconciliation, list of payments, balance sheet and quarterly monitoring

The following matters were raised:

- An explanation of the mechanism for the CAB grant payment to be taken from reserves if savings were not achieved throughout the year
- Parking enforcement payment for The Jenny Eclair performance and the potential need for better parking signage
- Letting of former chiropodist accommodation
- Pop up shop and associated tenancy issues
- Balance sheet explanation

The members considered:

- a) Quarterly monitoring report
- b) Cash Book for August 2017
- c) Cash Book for September 2017
- d) Bank reconciliation for August 2017
- e) Bank reconciliation for September 2017
- f) List of payments for August 2017
- g) List of payments for September 2017
- h) Income and Expenditure Statement up to September 2017
- i) Budget detail for September 2017
- j) Balance Sheet as at September 2017
- k) VAT for September 2017
- l) FTC Charge Card Statements for January – July 2017
- m) Year end Budget Projections

## **RESOLVED**

To receive and accept into the minutes:

1.
  - a) **Quarterly monitoring report**
  - b) **Cash Book for August 2017**
  - c) **Cash Book for September 2017**
  - d) **Bank reconciliation for August 2017**
  - e) **Bank reconciliation for September 2017**
  - f) **List of payments for August 2017**
  - g) **List of payments for September 2017**
  - h) **Income and Expenditure Statement up to September 2017**
  - i) **Budget detail for September 2017**
  - j) **Balance Sheet as at September 2017**
  - k) **VAT for September 2017**
  - l) **FTC Charge Card Statements** for January – July 2017
  - m) **Year end Budget Projections**

2.

It was confirmed that the bank reconciliation for August 2017 was equal to zero and Cllr Robinson confirmed that the bank statements matched the reconciliation and bank statements and payment schedules

## **PF Oct 2017 ITEM 6 DRAFT BUDGET 2018/2019**

The members received and considered the draft budget for 2018/2019

The members discussed the report and the presentation of the draft budget papers

Members raised issues concerning:

- Presentation of budget information
- The 2017/2018 precept
- The treatment of earmarked reserves
- Allocation of staff time
- CCTV monitoring costs
- The Harlington client base
- The Harlington subsidy
- Pop up businesses and the BID
- Impact of the new Hart Leisure Centre
- The principle of a nil precept increase
- Impact of possible HCC/HDC reductions in funding

Following general discussion it was agreed to

- a) To re-insert £15k taken out for Foot Clinic and to seek an increase in income
- b) The Harlington contribution to be set at £180k
- c) To reallocate salaries to better reflect the true costs
- d) To look at alternative ways of presenting the results
- e) The Contribution for the Harlington to be included on the FTC side of the budget.

**RESOLVED to RECOMMEND to Council**

The inclusion of a 0% increase in the FTC Council Tax rates

**PF Oct 2017 ITEM 7 INVESTMENT REPORT**

The members received the report on Investment and Current Accounts

**RESOLVED**

To note the balances held in the Investment and Current Accounts

**PF Oct 2017 ITEM 8 GRANTS**

- a) Review of Grant policy  
The members received and approved suggested changes to the Grants policy which had previously been approved in July 2015 .
- b) Core Clients  
As a result of the revisions to the Grant Policy above there is now no need for a core client list
- c) Grant application-Royal British Legion  
The members considered and approved a grant of £250 to the Royal British Legion to help send a two person delegation to represent Fleet at a special event in August 2018 to mark the 90<sup>th</sup> anniversary of the Great Pilgrimage

**RESOLVED**

- a) To approve the suggested changes to the Grants Policy with a further review in 2020
- b) As a result of the revised Grant Policy above there are now no Core Clients. However a number of the previous Core clients will continue to receive a contribution from FTC and will be identified in the accounts
- c) To approve a grant of £250 to the Royal British Legion

**PF Oct 2017 ITEM 9 REVIEW OF POLICIES**

Members were reminded that an on-going review of policies had been approved by the Policy and Finance Committee in May 2017

**a) Complaints policy**

The members considered draft proposed changes to the Complaints procedure which had been approved in April 2012.

It was agreed that with the additional provision that any complaint regarding the Town Clerk should be submitted to the Chairman of the Council, that the receipt of all complaints related to the conduct of Members and Officers should be reported to the Establishment Committee who will, where appropriate, set up a panel of Councillors

to review the complaint and the amendment to para 5 to read The Local Government Ombudsman or seek advice from the CAB), it was

**RESOLVED**

- a) To approve the proposed changes to the Complaints policy with a review in 2020
- b) That a statement regarding respect to staff should be included on the FTC website

**b)Pavilion Users Policy**

With the deletion of the ' long term storage for FTC' at para 4 it was

**RESOLVED**

To adopt the suggested changes to the Pavilion Users policy with review due in October 2020

**c)The Park Development Plan policy**

The Park Development Plan policy was accepted with no changes, with a review in October 2020

**PF Oct 2017 ITEM 10 REQUESTS FOR BUDGET APPROVALS**

**a) OJEU consultation fee for the Grounds Maintenance contract**

Members considered a request regarding the sum of £4,000 as the fee to Rushmoor Borough Council to undertake the procurement process for the Grounds Maintenance contract and

**RESOLVED**

That the expenditure should initially be set against Open Spaces- 301-4200 in the anticipation of possible savings within the budget

**b) Commissioning of salary survey**

The members considered a request regarding the sum of up to £2,000 to cover the cost of a salary survey

**RESOLVED**

That the expenditure should be set against Central Admin-101-4551 in the anticipation of possible savings within the budget

**PF Oct 2017 ITEM 11 WRITE-OFF OF DEBTS**

Members were updated on the attempts to obtain payment of outstanding debts:

- Military Fitness 4U-Use of park-£870
- On Your Toes Dance Show-Use of accommodation and facilities-£1924-55.

**RESOLVED**

To approve the writing-off of the debts but to pursue the matter to a County Court judgement

**P F Oct 2017 ITEM 12 DATE AND TIME OF NEXT MEETING**

The next meeting of the Policy and Finance Committee will be held on Monday 19 February 2018 at 7pm

There being no further business the meeting closed at 9.24 pm

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

**Chairman**

# Charter - Fleet Transport Group

Proposed Structure and operation

## Mission/Objectives

***“Our mission is to generate ideas for sustainable local transport improvement projects for the benefit of the community in the Fleet area. We will then prioritise them, recommend them to the appropriate bodies, and help make them happen.”***

(Transport includes all local forms of travel. “Fleet area” covers the contiguous built up area centred on Fleet i.e. Fleet, Church Crookham, Crookham Village and Elvetham Heath.)

## Structure and Membership

The composition of the group is designed to help succeed in the above mission. It is hoped that there will be significant overlap in the roles below to keep committee numbers down to 12 maximum. Membership of the group will be agreed by a majority vote of the existing members. Dependent on numbers and workload, the structure may evolve to a steering committee with several associated working groups (subcommittees, task-and-finish groups etc.)

- One member from each council involved in the Fleet area (5):
  - Hampshire County Council
  - Hart District Council
  - Fleet Town Council
  - Church Crookham Parish Council
  - Elvetham Heath Parish Council
- Provider members (1+)
  - One member from any provider of social transport to the general public. *E.g. Communicare, Fleet Link*
- Community members (2)
  - One member to represent the needs of the general public *e.g. from the Fleet Future/First Steps team*
  - One member to represent the needs of the business community (*FBF or the BID company*)
- Transport campaigners (3 max)
  - One member from any community group focussing on a particular transport need *e.g. Buses in Fleet, train group etc.*
- Specialist roles (2-4)
  - *E.g. Kit Mitchell for transport, others for marketing, internet/webmaster, finance etc..*

## Governance and Finance

The group is an unincorporated body. There will two officers initially, a chairman (*Michael Butcher*) and a secretary (*Clive Astin*). A treasurer will be required once we seek funds and need a bank account.




M G Butcher, 4 Jan 2017



## Application for Grant Form

Please note that grants cannot be given to individuals and are normally for a maximum of £500 unless you can demonstrate benefit for a significant percentage of residents of Fleet (not including Elvetham Heath and Church Crookham who have their own Parish Councils).

1.	Name of Organisation (Cheque will be made payable to this organisation)  Address	Fleet Transport Innovation Group (please note no bank account)  Website is being created on behalf of the Group by Sixth Sense Marketing (5 Marrow Meade, Fleet GU51 1HH)
2.	Name, Address and Status of Contact & position	Fleet Transport Innovation Group is an independent community group of volunteers set up by Fleet Future as part of their First Steps Action Plan looking at transport in Fleet and leisure activities for the Young. Fleet Future has now disbanded but Fleet Transport Innovation Group has continued to focus on transport in Fleet. Members of the Fleet Transport Innovation group include <ul style="list-style-type: none"> <li>• Michael Butcher (Chair and previously Fleet Future)</li> <li>• Christine Brockman (Communicare)</li> <li>• Kit Mitchell (Transport and previously Fleet Future)</li> <li>• Cllr Bob Schofield (also previously Fleet Future)</li> <li>• Cllr Sharyn Wheale</li> <li>• Caroline Winchurch (Hart Voluntary Action)</li> <li>• Clive Astin (Buses in Fleet and secretary)</li> <li>• Tracey Shrimpton (communications)</li> </ul>
3.	Telephone Number of Contact	07746 828792 (Tracey Shrimpton)
4.	Is the Organisation a Registered Charity?	No
5.	Date of establishment of Organisation	The group was set up as part of Fleet Future's First Steps in November 2015. The group produced a report with recommendations as part of the Government's First Steps programme, an initiative supporting localism in the community. Fleet Future has now disbanded and the Fleet Transport Innovation Group is focusing on transport in Fleet
6.	Details of purpose of Grant  (please use additional sheet to include details)	<p>The First Steps Action plan developed by Fleet Future in March 2016 recommended the development of a 'One Stop Shop website' to provide a single source of advice on transport options available in Fleet.</p> <p>At the moment information on transport is available predominantly in print with some information on websites. The information held on 'community' websites for services such as Communicare and FleetLink can be out of date which risks causing confusion.</p> <p>The lack of one source of information also makes it hard for people to see all the options available.</p> <p>The aim of the website is to provide a simple overview of the transport options available. Where official websites exist (eg Stagecoach) the website would provide a link to enable people to get the most up to date information.</p> <p>The website will be created and maintained by volunteers but there is a cost to purchase the domain name <a href="http://www.TransportInFleet.org.uk">www.TransportInFleet.org.uk</a> (£17.98) plus Premium Wix (£114) plan to host the website and enable the domain name to be used on the website. This is for a 2 year period.</p>

		<p>Domain name registration</p> <div data-bbox="584 98 1182 636"> <p><b>Summary</b></p> <p><b>Domain names</b></p> <p>transportinfleet.org.uk 2 yrs £14.98 ✖</p> <hr/> <p>Subtotal: £19.98  Savings: £-5.00  Net total: £14.98  VAT @20%: £3.00  <b>Order total: £17.98</b></p> </div> <p>Website hosting</p> <div data-bbox="584 696 1525 1061"> <p>Purchase your Combo Plan for transportinfleet</p> <p><input checked="" type="radio"/> My saved card    XXXX-8839 T Shrimpton </p> <p><input type="radio"/> Use another card</p> <hr/> <p>2 Years Combo Plan (€4.75 x 24 months) £114.00</p> <p><a href="#">Enter promo code</a></p> <hr/> <p>Total £114.00</p> <div data-bbox="1254 696 1525 1061"> <p>2 Years Combo Plan</p> <ul style="list-style-type: none"> <li>✓ 1 Year Free Domain</li> <li>✓ 2GB Bandwidth</li> <li>✓ 3GB Storage</li> <li>✓ Connect Your Domain</li> <li>✓ Customized Favicon</li> <li>✓ Remove Wix Ads</li> </ul> <p> Secure Shopping</p> <p></p> </div> </div>
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10.	Details of any other grants applied for this project/event/activity and status	Body	Amount	Date applied	Approved	Refused	Pending
		None					
11.	If your Grant application to Fleet Town Council is not successful how will the event/project still go ahead? If so how?	We will need to identify alternative sources of funding, possible commercial sponsorship.					
12.	Details of any previous Grant awarded to your organisation by Fleet Town Council.	None for this group (Fleet Town Council did provide grant support for Fleet Future).					
13.	How will you publically acknowledge Fleet Town Council's contribution?	On the website, in the press release once the website is available and in print (if a supporting poster / leaflet is developed).					

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

Signed...Tracey Shrimpton on behalf of the Fleet Transport Innovation Group.

Date 9<sup>th</sup> October 2017

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

	YES	T.C. USE CHECKED
Last Financial Years Accounts	Fleet Transport Innovation Group is an unincorporated body and does not have a bank account or financial accounts at present.	
Constitution		
Copy of most recent Bank Statement for all accounts		

Office Use

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

# OFFICER REPORT

## ITEM 10

### FULL COUNCIL MEETING

Wednesday 1 November 2017

**OFFICER:** Janet Stanton  
**DATE:** 25 October 2017  
**SUBJECT:** Clerk's Report

**1. Christmas Day Lunch**

As yet a chef has not been found for the Christmas Day Lunch. It was hoped that a volunteer chef would come forward but as this has not happened catering agencies have now contacted to find a suitable person. All other arrangements are progressing. Cash donations and wine are being sought from the businesses and residents of Fleet.

*A draft flyer is attached for information*

**2. Data Protection**

There is new legislation on Data Protection and members of staff will be attending a briefing at HALC on how it will affect parish and town councils. The Council holds a great deal of data particularly relating to The Harlington and it is important to find out if there will be any impact on the Harlington's marketing strategy. The Clerk and the General Manager of The Harlington will be attending a briefing on this in November to find out the implications.

**3. Training at The Harlington**

The Clerk has been working with HALC to bring more training to the North East Hants to save local Council staff and Councillors always having to travel to Eastleigh. As a result an Appraisal Training Session was organised at The Harlington enabling 5 members of staff to attend during October. Further training at The Harlington is currently being organised eg a session on the Data Protection new legislation in January/February

**4. New Audit Arrangements**

The Clerk attended a briefing on the new audit arrangements for 2018-2019. It appears that, to start with, the arrangements will be very much the same as in previous years. However, it was pointed out that there would be more areas where a qualified audit could be given eg not ticking the correct box (the charities/trust section of the return was an example).

**5. Christmas Lights Switch-on – Wednesday 29 November, 2017**

To ensure that the Christmas Light Switch-on is as effective and "magical" as possible, more volunteers are required to help on the evening. Volunteers will be asked to attend a Health & Safety briefing at 6pm in The Harlington and then to be at their assigned lamp post at 6.30pm for the switch-on.

FTC will again be organising the entertainment on the stage in Gurkha Square which will include choirs, orchestras, performance by the Star Burst Panto and The Eagle Radio will be compering the event. Again, there will be festive stalls from community groups in the square

Children will be able to visit Santa in his Grotto which will again be sited in the main Auditorium of The Harlington. The Grotto will be run by members of The Star Burst with all profits going to the charity.

**6. Remembrance Sunday 12 November, 2017**

A reminder that this year's Remembrance Day event will be held on Sunday 12 November 2017. As last year, the service will be held in the Harlington followed by a Parade and Wreath-Laying ceremony in Gurkha Square. Finally refreshments will be served in the Harlington