



FLEET TOWN COUNCIL  
MINUTES OF THE COUNCIL MEETING

held on

Wednesday 6 September 2017

at The Harlington at 7.00 pm

**PRESENT**

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

Also Present

Cllr Bennison-HCC

Cllr Collett-HCC/HDC

Cllr Forster-HCC/HDC

Sue Tilley

Sally Plank –CAB (for item 5)

Mike Bye-Friends of Oakley Park

One member of the public

Janet Stanton- Town Clerk

Charlotte Benham-Committee Clerk

**Chairman's Announcements**

-Andrew McGill had stepped down from Speedwatch but the scheme was still running.

The Chairman, with the support of the Council, acknowledged the time and effort given by Andrew to sustain this valued community service.

-The Hartland village (Pyestock) planning application had been approved in principle by HDC Planning Committee. Cllr Schofield is investigating legal options open to FTC

*Presentation by the Lions (Jim Storey present for this item)*

*The members viewed a short film entitled 'A Year in the Life of Fleet Lions' The film covered a range of events and initiatives including, The Beerfest, The Bike Rally, The Firework Display, assistance with road closures at the Christmas event, distribution of Christmas Hampers, Carol Concert, transport,*

*sleigh round Fleet, free prostate screening at Fleet hospital, Fun Day for the Disabled and the raising of £30,000*

**FC/Sept 2017/ ITEM 1 APOLOGIES FOR ABSENCE**

There were apologies for absence from Cllr Hunt and Cllr Wright

**FC/Sept 2017/ITEM 2 DECLARATIONS OF INTEREST**

Cllr Robinson declared an interest in item 5 (b) Grant to the CAB

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

There were no questions from the public

**FC/Sept 2017/ITEM 4 MINUTES OF PREVIOUS MEETINGS**

The minutes and the confidential minutes of the meeting of Council held on 5 July 2017 were approved and signed by the Chairman.

The Council received the minutes of the following committee meetings:

Development Control Committee	26 June 2017 10 and 24 July 2017 7 and 21 August 2017
Policy and Finance Committee	17 July 2017

**FC/Sept 2017/ITEM 5 GRANTS**

**a) Core clients 2017/2018**

The members considered the future of core grants and whether CAB should be added to the list of core clients for 2017/2018

**RESOLVED**

That the addition of CAB to the list of core clients for 2017/2018 should be referred to the next meeting of the Policy and Finance Committee for consideration, together with a further review of the Grants Policy.

**b) CAB grant application**

The members considered an application from CAB for a grant of £ 8,500 comprising £5,800 for advice on universal credit which will replace six existing benefits by 2018 and £2,700 for digital exclusion for those unable to apply on line

It was explained that CAB Clients resident in Fleet in 2016/2017 comprised:

Fleet central-299 people  
Fleet east-149 people  
Fleet west- 171 people

Members discussed various aspects of the application.

There was general concern that financial support was being requested in areas that were not the responsibility of FTC, including benefits and highways issues.

It was recognised that HDC had continued to financially support CAB, even in difficult times.

It was also suggested that the application was not in line with existing Grant policy as the CAB was not a core client and a grant had been approved last year although it was pointed out that the Council may wish to review this element of grant policy

Members also discussed :

- The timescale of the project
- the FTC grant policy requirements
- the CAB's current budget

Following a detailed discussion and careful consideration it was

## **RESOLVED**

To approve a grant of £8,500 to be funded from Council reserves

### **c) Fleet Chilli Festival grant application**

The members considered an application from Fleet Chilli Festival for a grant of £800 for toilet hire at the Fleet Chilli Fiesta on 23 September 2017.

It was explained that permission could not be granted to use the toilets in The Harlington as the event coincided with the Tudor Rose dance festival at the Harlington.

The organisers had sought permission to charge an over 16 entry fee of £1 in the event of a grant not being approved.

Members discussed various aspects of the event including:

- possibility of profit making and use of profits.
- adequate insurance cover
- evidence of the benefit to local residents
- marshalling arrangements of the events

Following careful consideration it was

## **RESOLVED**

- a) That the grant application be not approved
- b) The imposition of a bond of £1,000 for the use of the park.

- c) the production of a certificate of insurance for 3000+ people
- d) Permission to make an entry charge of £1 for adults (under 16 years of age free)
- e) The submission of a financial report following the event to include total gate takings and the identification of the charity to receive any excess income following payment for the hire of the toilets

### **FC/Sept 2017 ITEM 6 ROAD IMPROVEMENTS AT ANCELLS FARM**

The members considered a request to contribute to the funding for a staggered crossing to improve the existing inadequate refuge with its limited space at Ancells Farm.

It was explained that this was important because of the number of school children who crossed the road at this point to reach the school bus.

Members discussed the issues regarding the source of funding of the scheme for which there was still a deficit of £8,000. and raised concerns about responsibility for highway safety, increasing traffic, lack of speed control measures during set times, and the historical unacceptable lack of a school at Ancells.

### **RESOLVED**

FTC fully supported the proposals, but urged HDC to fund the shortfall for the scheme if HCC would not fully finance the equivalent of a safe access to school provision.

### **FC/Sept 2017 ITEM 7 NEIGHBOURHOOD PLAN -CONSULTATION ON CIVIC QUARTER WITH LANDOWNERS**

Cllr Oliver presented a report that explained that the draft NP is being prepared for public consultation in early 2018. This will be reviewed and discussed by Council prior to release to Fleet residents.

The referendum is anticipated to be held at the Local Elections in May 2018

As part of the process of developing a Neighbourhood Plan the retained consultants (rCOH) have advised an early consultation with the key stakeholders on the draft proposals . The plan does not select sites for development that are not already within the sites adopted in HDC's emerging local plan (SHLAA sites). However, the draft plan does reflect the previous public consultation (Fleet Future and others) request that any redevelopment of the Civic Quarter is coordinated and planned as a whole.

In the draft NP the Civic Quarter is highlighted as an area for regeneration.

No prescriptive definition of regeneration is made in the plan, but it is anticipated that it will be a mix of civic functions, entertainment, residential, retail and leisure facilities.

It contains the existing open public spaces of Gurkha Square and the upper level of the Views Park.

Although the NP is not prescriptive in what any Regeneration scheme might propose, it will state that no scheme would be supported by FTC that does not contain a public square and green space provision of the scale of the Views and Gurkha Square combined.

As the Views and the War Memorial are owned by FTC , permission is sought from the Council to include these in the NP Civic Quarter policy.

If agreed then the NP team will write to all Landowners within the identified Civic Quarter, with details of the emerging NP policy to ask for their input in advance of any general consultation with the public.

### **RESOLVED**

- a) That the views of stakeholders including all landowners in Zone 1 including the properties fronting Fleet Road from Gurkha Square up to the junction with Victoria Road (Zone 1b) be sought
- b) That FTC approve the incorporation of the upper part of The Views and the War Memorial in the draft Neighbourhood Plan policy for the co-ordinated development of the Civic Quarter

### **FC Sept 2017 ITEM 8 APPOINTMENT OF INTERNAL AUDITOR 2017/2018**

The members considered the appointment of an internal auditor for 2017/2018 and

### **RESOLVED**

To re-appoint Eleanor Green, Do The Numbers, as the internal auditor for Fleet Town Council for 2017/2018

### **FC Sept 2017 ITEM 9 PROCUREMENT OPTIONS FOR THE GROUNDS MAINTENANCE CONTRACT**

It was reported that the Council's Grounds Maintenance Contract comes to an end at the end of March 2018. A new contract will need to be let from 1 April, 2018.

This is a large contract currently with a value of £106,000 per annum. It is the intention to let this contract for 5 years with an option to extend up to a further 5 years

It is now a requirement that council contracts above £164,000 must be tendered under the OJEU procurement process. The OJEU procurement process can be undertaken through an organisation's own procurement department, under a Framework Agreement or by an outside organisation.

The Council does not have a procurement department nor the staff resources or skills to undertake this process and therefore the only options open to the council are to use a Framework (as the Harlington Development) or external organisation. With either of these two options a mini tendering procurement process must be undertaken.

Investigations into both these options have taken place:

The Members debated the report from the Clerk on the options available to the Council for tendering of the new Grounds Maintenance contract and following debate it was

## **RESOLVED**

To accept the recommendation of the Clerk to contract with Rushmoor Borough Council Procurement Department to undertake the OJEU tendering process for the Grounds Maintenance contract on behalf of FTC in the sum of £4,000

## **FC Sept 2017 ITEM 10 RISK MANAGEMENT**

The members received the minutes of the Risk Management Working Group held on 12 July 2017 and summary risk register

## **RESOLVED**

To adopt the Risk Assessment Register and the Actions to be taken

## **FC Sept 2017 ITEM 11 CHRISTMAS OFFICE CLOSURE ARRANGEMENTS**

Subject to the display of emergency contact numbers on the FTC website it was

## **RESOLVED**

To approve the closure of the Fleet Town Council offices from 1pm on Friday 22 December 2017 until 9am on Tuesday 2 January 2018

## **FC Sept 2017 Item 12 FINANCIAL MONITORING**

### **The members received**

- a) the bank reconciliation for July 2017
- b) the cash book for July 2017
- c) the List of Payments for July 2017

## **RESOLVED**

To receive into the minutes:

- a) the bank reconciliation for July 2017
- b) the Cash Book July 2017
- c) the List of Payments for July 2017

## **FC/ Sept 2017 /ITEM 13 HARLINGTON DEVELOPMENT UPDATE**

The Town Clerk presented a report outlining the following matters:

- The first of the Harlington Liaison Meetings.
- The further request from Willmott Dixon for an extension to finalise the work on the Feasibility Report

- That legal advice had been received from Surrey Hills Solicitors on the draft lease for the existing Harlington and the comments will be passed to Hart District Council

The members noted the current situation

### **FC/ Sept 2017 /TEM 14 COMMUNITY BUS UPDATE**

Cllr Schofield reported on a meeting held on 9 August 2017 with CCPC and CVPC to develop ideas for an additional community bus service to supplement the current Fleet Link service.

The next step is to develop a practical time table for the two bus operation and a detailed operating cost estimate.

The basis of promoting this proposal remains that the three councils would commit no more than twice the current Fleet Link bus operation cost and seek match funding from HCC.

The Members received and noted the report

### **FC Sept 2017 ITEM 15 NATIONAL HIGHWAYS SURVEY**

Members noted that the national highways survey would be considered by the H&T Working Group on 17 October 2017. Individual member comments should be submitted to the Town Clerk by 18 October 2017

### **FC/ Sept 2017 ITEM 16 HCC/HDC**

#### **HCC**

#### **Cllr Forster reported on :**

- Flooding on Hitches Lane will require major works
- Resurfacing works at Church Road and Elvetham Road
- 9 week closure on Pale Lane from 18 Sept 2017
- 2 accidents on Upper Street
- Possible location of the SIDS at Ancells Road
- Old Leisure centre redevelopment for use by Calthorpe Park Schools being implemented
- Trees in conservation areas
- On street parking issues
- Increases in vandalism and assault in Fleet town centre
- SW trains to address an extra fast train in January for implementation in Sept 2018 and additional cycle bays at the station

### **FC/ Sept 2017 ITEM REMEMBRANCE DAY ARRANGEMENTS**

Members noted 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

As in previous years, volunteers to assist with serving the refreshments are asked to let Janet/Charlotte know of their availability

**FC/Sept 2017 ITEM 18 TOWN CLERK'S REPORT**

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

- the search for a chef for the Christmas Day lunch at the Harlington and
- volunteers for the Christmas lights switch-on event on Weds 29 November 2017

There being no further business the meeting was closed at 9.50pm

**Chairman.....Date.....**