



Notice is hereby given of

A MEETING OF FLEET TOWN COUNCIL

Wednesday 5th March 2025 at 7pm at The Harlington

All members are summoned to attend

To Councillors:

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

Rita Tong, Executive Officer
26th February 2025

AGENDA

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.
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.
3.	QUESTIONS FROM THE PUBLIC (3 min per person maximum 15 minutes) To receive questions and statements from members of the public.
4.	CHAIRMAN'S ANNOUNCEMENTS To receive any updates from the Chairman of Fleet Town Council.
5.	HCC/HDC (3 mins per person – max 15 mins) To receive any update on HDC/HCC matters concerning FTC which are not included within the agenda.
6.	MINUTES OF PREVIOUS MEETINGS To receive and approve as a correct record the main minutes and confidential minutes of the Council meeting held on 5 th February 2025 (<i>copies attached</i>). To receive resolutions and consider approval of recommendations from the following committees and to return to committees any issues for reconsideration: <ul style="list-style-type: none">• Development Control 10th and 24th February 2025 (if available)• Policy and Finance 19th February 2025

Part 1 – ITEMS FOR DECISION	
7.	<p>FINANCIAL MONITORING REPORT</p> <p>a) To receive the bank reconciliation and list of payments for January 2025 (<i>copies attached</i>).</p> <p>b) To receive a statement from Councillor Stanton that the bank reconciliation and list of payments for January 2025 have been verified and signed off against the original bank statement.</p> <p>RECOMMENDATIONS</p> <p>a) To receive and accept the bank reconciliation and list of payments for January 2025.</p> <p>b) To accept the statement from Councillor Stanton that the bank reconciliation and list of payments for January 2025 have been verified and signed.</p>
8.	<p>FIXED ASSET DISPOSALS</p> <p>Financial Regulation 14.2 requires that the disposal of any asset over £250 be approved by Full Council.</p> <p>Fleet Town Council recently upgraded all staff computer equipment, rendering the old devices obsolete. Given the rapid pace of technological advancements, it is unlikely that these computers hold significant resale value. However, officers will endeavour to obtain the best possible price where feasible.</p> <p>RECOMMENDATION</p> <p>Officers request Members approval to dispose of the obsolete computer equipment.</p>
9.	<p>FLEET VICTORY IN EUROPE 80 YEAR CELEBRATION EVENT</p> <p>In 1945, our nation joyfully marked the announcement of Victory in Europe with street parties, dancing and celebration. In honour of this historic landmark, it is proposed that Fleet echoes that celebration with a family friendly community event in Gurkha Square to be held on Thursday, 8th May 2025.</p> <p>The experienced organisers of the Jubilee, Coronation, Fleet Christmas Festival etc. feel strongly that this momentous milestone should be remembered and that our community should be given the chance to come together in commemoration. They are therefore proposing an inclusive fun-filled day with local bands, choirs and singers to provide entertainment; displays of WW2 era vehicles; historic photographs of Fleet and the surrounding area; and stalls and activities for all ages.</p> <p>Permission is currently being sought from Hart District Council for the use of the Gurkha Square Car Park for this event and any further organisation will be dependent on this permission being granted. All required event safety documentation is also being prepared for submission to the Safety Advisory Group.</p> <p>PLEASE NOTE: Two additional events are already being planned for Fleet on the same day. A wreath laying ceremony in Gurkha Square at 11 am (which FTC is already supporting, in liaison with the Royal British Legion and the local parish) and a tour of local pill boxes (organised by HDC Countryside Services). The proposed VE80 Celebration Event organisers will liaise with the organisers of both these events.</p> <p>RECOMMENDATION</p> <p>That FTC supports the organisation and delivery of the VE80 Celebration Event.</p>
10.	<p>BASINGSTOKE CANAL</p> <p>Cllrs Woods, Einchcomb and Schofield, alongside the Executive Officer, attended the inaugural Basingstoke Canal Annual Meeting on 19 February 2025 (<i>annual report attached</i>).</p> <p>Fleet Town Council currently contributes £18,309 per annum toward the upkeep of the Basingstoke Canal, though this funding is provided without a formal agreement. During the</p>

	<p>meeting, the Basingstoke Canal Strategic Manager, James Taylor, announced plans to establish Service Level Agreements (SLA) with riparian partners (<i>copy attached</i>). The SLA outlines the expectations and commitments of each partner within the partnership.</p> <p>RECOMMENDATION To consider whether Fleet Town Council wishes to formalise its funding for the upkeep of the Basingstoke Canal through a Service Level Agreement.</p>
11.	<p>CPR TRAINING There has been significant media coverage recently encouraging people to undertake CPR training. With the recent discussions about defibrillators in our area, including those on the high street, it is proposed that FTC, in collaboration with St John Ambulance (SJA), facilitate CPR training sessions at The Harlington for residents. Given FTC's active involvement in the Covid vaccination programme, this initiative aligns with our commitment to public health and community well-being. Each year, SJA runs campaigns to highlight how accessible and impactful CPR training can be. The organisation regularly engages with community and youth groups in diverse venues, such as church halls and shopping centres, to promote awareness. For example, the local SJA branch recently partnered with the organisers of the Fleet Christmas Festival to provide a first aid post in the Hart Shopping Centre, fostering valuable public engagement. Strengthening this connection through a series of training sessions at The Harlington would not only reinforce FTC's commitment to life-saving skills but also enhance The Harlington's role as a key community hub.</p> <p>RECOMMENDATION That FTC supports the organisation and delivery of CPR training at The Harlington.</p>
12.	<p>HARLINGTON UPDATE To receive an update from the Chairman on the:</p> <ul style="list-style-type: none"> • Harlington Lease • Business Plan • HCC/HDC/FTC sub-lease <p>RECOMMENDATION To note the update from the Chairman.</p>
Part 2 – ITEMS TO NOTE	
13.	<p>ANNUAL RESIDENTS' MEETING To note the final agenda for the Annual Residents' Meeting on 11th March 2025.</p>
14.	<p>ANNOUNCEMENTS To receive and note announcements from the Executive Officer or any Member by permission of the Chair.</p>
15.	<p>DATE AND TIME OF NEXT MEETING The next meeting of the Council is scheduled to be held on Wednesday 2nd April 2025 at 7pm in the Harlington.</p>
Part 3 – CONFIDENTIAL ITEMS	
	<p>Under the Public Bodies (Admission to Meetings) Act 1960 Exclusion of the public in accordance with Section 1(2) and by reason of the confidential nature of the business of the Town Council, the Public and Press will be excluded from the meeting.</p> <p>The following types of business will be treated as confidential:</p> <ol style="list-style-type: none"> a. Engagement, terms of service, conduct and dismissal of employees. b. Terms of tenders, and proposals and counter-proposals in negotiations for contracts. c. Receipt of professional legal advice and preparation of cases in legal proceedings.

- d. The early stages of any dispute.
- e. Matters of a commercial nature.

There are no confidential matters for consideration.



FLEET TOWN COUNCIL

MINUTES OF COUNCIL MEETING

held on

Wednesday 5th February 2025 at 7pm

* Councillor Schofield (Chairman)

* Councillor Einchcomb (Vice Chairman)

# Councillor Chenery	* Councillor Richmond
* Councillor Fang	0 Councillor Robinson
* Councillor Holt	* Councillor Stanton
0 Councillor Hope	* Councillor Taylor
0 Councillor James	* Councillor Tilley
* Councillor May	* Councillor Wildsmith
* Councillor Neves	* Councillor Willcocks
0 Councillor Oliver	* Councillor Woods

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

Also in attendance:

Rita Tong – Executive Officer
Councillor Steve Forster – HCC
Councillor Adrian Collett – HCC
Councillor Stephen Parker - HCC
Mike Bye – Chair of Friends of Oakley Park

FC FEBRUARY 2025 ITEM 1

APOLOGIES FOR ABSENCE

Members received and accepted the apologies as noted above.

FC FEBRUARY 2025 ITEM 2

DECLARATIONS OF INTEREST

Councillor Willcocks declared a pecuniary interest in Agenda Item 9 on the grounds he has children who use the bus service.

Councillor Wildsmith declared another registerable interest in Agenda Item 16 on the grounds that he is also a Councillor of Hart District Council.

FC FEBRUARY 2025 ITEM 3

QUESTIONS FROM THE PUBLIC

There were no questions from members of the public.

FC FEBRUARY 2025 ITEM 4

CHAIRMAN'S ANNOUNCEMENTS

Cllr Schofield reported his attendance at the Friends of Oakley Park AGM on 1 February 2025. Cllr Schofield said the presentation was very good and thanked Mike Bye for their work.

The following reports were received from Hampshire County Council.

Cllr Adrian Collett (HCC)

- Devolution – Hampshire is on the list for the Devolution Priority Programme with Mayors to be elected by May 2026. Local Government reorganisation will follow. Town & Parish Councils will likely play a larger role in the future.
- Council Tax – Hampshire County Council applied to the Government for permission to raise council tax by 15%. This application was rejected and as a result there will be a loss of services.
- Ancell Farm School Bus Service – there was a constructive meeting held last month. Cllr Collett paid tribute to Cllr Willcocks for all his work on the matter. A temporary solution for the current school year has been brokered but a local solution is still required from September 2025 onwards.
- Ancells Farm Sinkhole – conflicting information has been received by Thames Water. TW have stated they have completed a survey, and nothing was found. HCC have requested copies of this survey. Highways will now undertake the repair of the footpath but the date for the works has not yet been determined.

Cllr Stephen Parker (HCC)

- Tesco/Aldi Roundabouts – in the process of purchasing and installing 'No Right Turn' signage.
- Budgets for Reading Road South Crossing is secured with work programmed for this summer.
- Beacon Hill Road junction – there is a meeting planned with Officers on Monday to discuss options for improvements.

Cllr Steve Forster (HCC)

- Ancells Farm Sinkhole – Cllr Forster also contacted TW on this issue and had also received conflicting information.
- Road Works
 - Church Road – pothole repairs scheduled for next week.
 - Upper Street - resurfacing works scheduled for next week.
 - Hitches Lane – work on the crossing scheduled for later this month. Once completed, resurfacing works will commence. New sewer pipes will be laid at a later stage and surface will be reinstated afterwards. There is a Residents Meeting scheduled to discuss what is happening at Hitches Lane – everyone is welcome to attend.
- Devolution – not all applications were approved by the Government. There is support from all parties for Hampshire to be involved in the devolution and local government reorganisation processes.
- Ancell Farm School Bus Service – Cllr Forster is pleased agreement was reached for 2024/25 and has contributed towards the funding of it (as has Cllr Collett).

Councillors Woods asked when the sequencing of the lights at the Fleet Road / Kings Road would be addressed as the situation had worsened. Cllr Forster requested reference numbers of previous logging of the issue to enable him to follow up.

Councillor Woods asked about Albert Road being closed when Upper Street works commenced. Cllrs Forster responded that Albert Street would only be shut when needed, so should be open most of the time.

Councillor Holt asked for further details on the Church Road works. Cllr Forster said he believed the permit was from 12 February and that the works were scheduled to take two days.

There was a fire evacuation at this point in the meeting. Cllrs Forster and Parker did not return to the meeting once meeting recommenced.

FC FEBRUARY 2025 ITEM 6

MINUTES OF PREVIOUS MEETINGS

The minutes of the Town Council meeting held on 8th January 2025 were approved and signed by the Chairman.

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

- Development Control 13th and 27th January 2025

FC FEBRUARY 2025 ITEM 7

FINANCIAL MONITORING REPORT

Members noted receipt of the bank reconciliation and a list of payments for December 2024.

Councillor Stanton confirmed that the bank reconciliation and list of payments for December 2024 have been verified and signed off against the original bank statement.

RESOLVED

- 1) To receive and accept the bank reconciliation and list of payments for December 2024.
- 2) To accept the statement from Councillor Stanton that the bank reconciliation and list of payments for December 2024 have been verified and signed off.

FC FEBRUARY 2025 ITEM 8

CREDIT CARDS

The Council's [credit card policy](#) has set an overall limit of £6,000 and a maximum of 5 card holders.

In accordance with this policy, the Executive Officer requested approval to amend the credit card allocations as follows:

Officer	Current Limit	Proposed Limit
Executive Officer	Nil	£1,500
Harlington General Manager	£2,000	£1,500
Senior Duty Manager	£1,500	£1,000
Facilities & Open Spaces Manager	£1,500	£1,000
Project & Committee Officer	£1,000	£1,000
Total	£6,000	£6,000

RESOLVED

Members considered the allocation of credit cards and limits for each Officer and authorised the limits to be amended as proposed.

FC FEBRUARY 2025 ITEM 9

GRANT APPLICATION

Members considered the application for grant funding from Cllr Willcocks on behalf of Ancells Farm parents for up to £3,925 to cover the cost of running a school bus to the end of the 2024/25 school year.

Members noted the update from Cllr Willcocks that Hart District Council had no grant that this application met the criteria for so the full £3,925 was being requested. Cllr Willcocks also informed members that HCC couldn't take different payments from parents.

RESOLVED

Members considered the application awarded the £3,925 subject to the following conditions:

- This grant is an exceptional, one-off contribution, given the historical understanding that a school bus service would be provided due to the absence of a school being built when the Ancells Farm development was built.
- Hampshire County Council has had to withdraw from providing non-statutory school bus places due to financial pressures. The current funding arrangement, as agreed with Hampshire County Council, applies to this school year only.
- Fleet Town Council will act as the collecting agent for all agreed contributions and will make payment to Hampshire County Council once the full amount has been received. If the full amount is not collected, all received contributions will be refunded to the original payers.

Members noted that there was insufficient budget within the Grants cost centre to meet the full amount of the grant and determined that the remaining grants budget should be used with the shortfall coming from General Reserves.

Cllr Collett left the meeting at the end of this item.

FC FEBRUARY 2025 ITEM 10

STANDARDS AND CONDUCT CONSULATION

Members noted that the government is seeking views on proposals to introduce measures to strengthen the standards and conduct regime for local authorities in England. The proposals being consulted upon include:

- The introduction of a mandatory minimum code of conduct for local authorities in England
- A requirement that all principal authorities convene formal standards committees to make decisions on code of conduct breaches, and publish the outcomes of all formal investigations
- The introduction of the power for all local authorities (including combined authorities) to suspend councillors or mayors found in serious breach of their code of conduct and, as appropriate, interim suspension for the most serious and complex cases that may involve police investigations

- A new category of disqualification for gross misconduct and those subject to a sanction of suspension more than once in a 5-year period
- A role for a national body to deal with appeals

RESOLVED

Members authorised the Executive Officer to submit on the Council’s behalf that they believed a single uniform Code should apply across the country.

FC FEBRUARY 2025 ITEM 11

INTERNAL AUDITOR REPORT

Members considered the report from the Council’s Internal Auditor, Mulberry Local Authority Services Ltd, on an interim internal audit conducted on 10 January 2025 for the 2024/25 financial year.

Audit Point	Audit Findings	Proposed Council Response
I. BANK AND CASH	It is clear the council has a robust system in place to complete these key internal control checks, however I recommend the council amends its Financial Regulations to include reference to the bank reconciliation process and suggest using the NALC model Financial Regulation 2.6 as a basis for this, which states ‘At least [once in each quarter], and at each financial year end, a member other than the Chair {or a cheque signatory} shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council {Finance Committee}.	<p>Agreed.</p> <p><i>Proposed wording to be incorporated in the Financial Regulations:</i></p> <p><i>Every month a member who is not a signatory to the bank account shall verify the bank reconciliations for all accounts. The member shall sign and date the reconciliations and the bank statements as evidence of this. This activity, including any exceptions, shall be reported to and noted by Full Council.</i></p>

RESOLVED

- a) Members considered the findings and recommendations outlined in the Internal Auditor's report and thanked Officers (particularly the Finance Manager) for their work that contributed to such a good report.
- b) Members to agreed to amend the Financial Regulations as proposed.

FC FEBRURAY 2025 ITEM12

GROUNDS MAINTENANCE CONTRACT

Members noted that the Facilities and Open Spaces Manager (FOSM), in collaboration with the Parks & Open Spaces Working Group, is in the process of rewriting the grounds maintenance contract to facilitate a tendering exercise. While it was initially planned to complete the tendering process in time for the new contract to commence at the start of the financial year, the Working Group has taken the opportunity to conduct a comprehensive review of the contract's structure. This has extended the time required to finalise the tender documentation. As a result, the original timeline may no longer be achievable, and the FOSM is seeking approval to extend the existing contract by up to three months.

RESOLVED

Members authorised the extension of the current Grounds Maintenance Contract by 3 months.

FC FEBRUARY 2025 ITEM 13

ANNOUNCEMENTS

Members received and noted the following announcements:

- The Fleet Town Football Club lease is completed with both parties having signed as of 5 February 2025.
- The Gurkha Square Car Park lease was signed by Fleet Town Council on 24 January 2025 and submitted to HDC. A completed lease has not been received from HDC.
- The Executive Officer met with Emily Farnham on 30 January 2025 to discuss whether FTC is interested in developing a Digital Town Hub. The EO will arrange an online presentation for Members on this initiative.
- The Basingstoke Canal annual meeting will be on 19 February 2025.
- The Annual Residents Meeting will be on 11 March 2025.

FC FEBRUARY 2025 ITEM 14

DATE AND TIME OF NEXT MEETING

The next meeting of the Council is scheduled to be held on Wednesday 5th March 2025 at 7pm in The Harlington.

CONFIDENTIAL ITEMS – CLOSED SESSION

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

RESOLVED

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

Members received an update on tendering the grounds maintenance contract.

RESOLVED

Members resolved to delegate the finalisation of the tender documentation to the Parks and Open Spaces Working Group.

Members received the following update from the Chairman:

Members were reminded by the Chairman that it was previously agreed that the Harlington Lease, the land swap and the HCC/HDC/FTC sub-lease were to be signed concurrently. There is no legal requirement to do so but it was thought it would be expedient. However, whilst the Harlington lease has been agreed by all parties, neither the land swap transaction nor the HCC/HDC/FTC sub-lease are in a position to be signed. Therefore, the Chairman seeks Council authorisation to sign the agreements consecutively as they become finalised.

As stated above, the Harlington lease has been agreed. As the lease falls outside the Landlord & Tenancy Act, Fleet Town Council must formally acknowledge that it understands that there is no automatic right of renewal at the end of the lease period before it can sign the lease document. There are two paths the Council can take – a simple declaration which requires a 14 day stand down period or a statutory declaration in front of a Notary that once signed means the lease document can be immediately signed. The Chairman seeks Council authorisation to proceed with a Statutory Declaration and for either the Chairman or the Executive Officer to sign the declaration on behalf of the Council.

The draft HCC/HDC/FTC sub-lease has been reviewed by the Chairman, Executive Officer and the Council's solicitors. Whilst the main lease is between HCC and HDC meaning FTC do not have much influence regarding any of the clauses being changed, nothing was identified in the review that causes the reviewers any concern. The Use Classes mirror the Harlington lease and the access right of the Library have been addressed. The Chairman seeks Council authorisation to sign the sub-lease once received, on the condition that there are no substantive changes to the draft document already reviewed. The lease is to be signed in accordance with Standing Order 16.

The Chairman seeks Council authorisation to proceed with the land swap and for the transfer to be signed in accordance with Standing Order 16.

Members were advised that in relation to the Air Source Heat Pump, that the PSDS technical assessment had identified that due to the scale and complexity of the installation, it was not feasible to achieve the grant funding deadlines. The project would also require significantly more HDC funding (£1.4m). As a consequence, HDC took the decision not to proceed with the project.

The Chairman, Executive Officer and General Manager of the Harlington meet online with the business plan consultants to receive their initial findings. The presentation concentrated on macro elements and the consultants will now develop specific considerations for the Harlington.

RESOLVED

Members resolved to authorise the following:

- The Harlington Lease, the land swap and the HCC/HDC/FTC sub-lease be signed consecutively as they become finalised.
- That either the Chairman or the Executive Officer sign a Statutory Declaration that Fleet Town Council understands that there is no automatic right of renewal at the end of the lease period.
- That the contract with Burrell Foley Fischer for design architectural services be signed once the Harlington Lease is signed.
- The HCC/HDC/FTC sub-lease be signed in accordance with SO16 subject to there being no substantive changes to the draft document already reviewed.
- The land swap transfer documentation be signed in accordance with Standing Order 16.

The meeting closed at 8:36pm.

Signed.....
Chairman

Date.....



FLEET TOWN COUNCIL

MINUTES OF THE POLICY AND FINANCE COMMITTEE

Wednesday 19th February 2025 at 7pm
at The Harlington

* Councillor Holt (Chairman)

* Councillor Woods (Vice Chairman)

* Councillor Einchcomb

Councillor Fang

* Councillor Neves

0 Councillor Richmond

0 Councillor Robinson

* Councillor Schofield

* Councillor Stanton

* Councillor Taylor

* Councillor Tilley

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

Also in attendance:

Rita Tong – Executive Officer

Representative from Fleet & District Carnival

Representative from Calls & Visits

Representatives from Fleet Spurs Football Club

PF FEBRUARY 2025 ITEM 1

APOLOGIES FOR ABSENCE

Members received and accepted the apologies as noted above.

PF FEBRUARY 2025 ITEM 2

DECLARATIONS OF INTEREST

Councillor Stanton declared an Other Registerable Interest in Agenda Item 5 on the grounds she is a volunteer at the Repair Café.

Councillor Einchcomb declared an Other Registerable Interest in Agenda Item 5 on the grounds his grandson plays at Fleet Spurs Football Club.

Councillor Taylor declared an Other Registerable Interest in Agenda Item 12 on the grounds he is a member of a group that hires Ancells Farm Community Centre.

PF FEBRUARY 2025 ITEM 3

QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from the public.

PF FEBRUARY 2025 ITEM 4

MINUTES OF PREVIOUS MEETING

The minutes of the Policy and Finance Committee held on Wednesday 16th October 2024 were approved and signed by the Chairman.

PF FEBRUARY 2025 ITEM 5**GRANT APPLICATIONS**

Members considered the four grant applications for grant funding from the Community Grants budget.

RESOLVED

Members resolved to award the following grants:

1. Fleet Carnival - £1,000 to go towards the cost of the providing first aiders for the event. Grant to come out of the 2025/26 grants budget.
2. Calls & Visits - £500 to provide support to housebound individuals through home visits and phone calls.
3. Fleet Spurs Football Club –£1,000 to contribute towards the installation of a fence around playing fields to prevent vandalism.
4. Fleet Repair Café - £720 grant aid in kind for room hire at The Harlington in 2025/26. Grant to come out of the Greening Fleet budget.

PF FEBRUARY 2025 ITEM 6**QUARTERLY FINANCIAL MONITORING REPORT**

Members considered the quarterly report for the period ending 31 December 2024.

RESOLVED

Members received and accepted the Quarterly Reports and accounts for the period ending 31 December 2024.

PF FEBRUARY 2025 ITEM 7**INVESTMENT REPORT**

To consider the quarterly investment report for the period ending 31 January 2025.

Account	Funds
HSBC Current Bank Account	£212,531.53
HSBC Savings Account	£807,980.19
Nationwide Business Instant Saver	£406,569.48
CCLA Public Sector Deposit Fund	£3,024,735.00
TOTAL	£4,451,816.20

RESOLVED

Members reviewed and noted the balances held in the Fleet Town Council Accounts.

PF FEBRUARY 2025 ITEM 8**CHRISTMAS LIGHT CONTRACT EXTENSION**

Fleet Town Council entered into a three-year contract with Festive Lighting Limited for the supply and installation of the town’s Christmas light decorations. The contract included an option to extend for a further two years.

The December 2024 display will mark the conclusion of the initial three-year term, and Officers seek approval to extend the contract for 2025.

Officers propose an adjustment to the existing scheme. Specifically, the cross-street motif at the Oatsheaf intersection would be removed due to concerns regarding the structural integrity of the buildings supporting the lights. Additionally, Officers will request inspections of the mounting points for other cross-street motifs to ensure they can safely bear the weight of the decorations. Any necessary adjustments to the scheme will be made based on the outcome of these inspections.

Members remarked that it would be good if the Fleet BID could extend the lighting scheme down to the train station.

RESOLVED

- a) To approve the extension of the Christmas Light contract for two years.
- b) Councillor Stanton to liaise with the Projects & Committee Officer to review the elements of the scheme.
- c) Members would like to view the lighting options for 2025 prior to a decision being made as to which option to proceed with.

PF FEBRUARY 2025 ITEM 9

ANCELLS FARM COMMUNITY CENTRE REMOTE DOOR LOCK

Members received a report from the Finance Manager on installing a remote door lock system at Ancells Farm Community Centre which will require the installation of broadband.

RESOLVED

Members authorised the installation of broadband at Ancells Farm Community Centre to enable remote door locking facilities.

PF FEBRUARY 2025 ITEM 10

REVIEW COMPUTER USE & COMMUNICATIONS POLICY

Members reviewed the Computer Use & Communications Policy and made the following proposals:

- Remove the word 'best' in the first sentence of the Introduction.
- Change 'will' to 'may' in the first sentence of section 8 Violations.
- Reorder first sentence of section 8 Violations to have disciplinary action first and other actions following.

RESOLVED

Subject to the amendments above, the Computer Use & Communications Policy was approved.

PF FEBRUARY 2025 ITEM 11

NEW POLICY - STRESS IN THE WORKPLACE

Members noted that the Council has a legal duty under the Health and Safety at Work Act 1974 to protect the health, safety, and welfare of employees, including their mental wellbeing. Work-related stress is recognised by the Health and Safety Executive (HSE) as a significant risk to both individuals and organisations, contributing to absenteeism, reduced productivity, and potential legal claims. Implementing a clear and practical policy ensures compliance with health and safety regulations, reduces organisational risk, and supports a positive working environment.

The Stress in the Workplace policy provides a pragmatic framework to help managers and staff identify and mitigate workplace stress effectively. It sets out clear responsibilities while aligning with existing health and safety procedures, avoiding duplication. The focus is on prevention and early intervention, ensuring the Council takes reasonable steps to reduce stress-related issues before they escalate.

RESOLVED

Members approved the Stress in the Workplace Policy.

PF FEBRUARY 2025 ITEM 12

ANCELLS FARM COMMUNITY CENTRE PRICING STRUCTURE

Members received a report from Officers on proposed changes to the pricing structure for Ancells Farm Community Centre.

RESOLVED

Members considered the report from Officers on changes to the pricing structure for Ancells Farm Community Centre and resolved:

- a) To approve the proposed room name changes.
- b) Councillor Woods, Councillor Einchcomb, the Executive Officer and General Manager to review the pricing structure for Ancells Farm Community Centre to determine whether it can be simplified without negatively impacting existing users and whether the pricing structure could be modified to attract bookings in times where the centre is currently underutilised.

PF FEBRUARY 2025 ITEM 13

DEVOLUTION / LOCAL GOVERNMENT REORGANISATION

The Minister of State for Local Government and English Devolution has issued a statutory invitation to all councils in two-tier areas and small neighbouring unitary authorities to develop proposals for unitary governance. This would involve combining lower- and upper-tier local government services into new unitary councils.

A letter from the Minister has been issued to Hampshire, Isle of Wight, Portsmouth, and Southampton.

[Letter: Hampshire, Isle of Wight, Portsmouth and Southampton - GOV.UK](https://www.gov.uk/government/consultations/letter-to-councils-in-two-tier-areas)

Councils have been asked to submit interim plans on or before 21 March 2025. At this stage, the details of these interim plans and their potential impact on town and parish councils remain unclear.

RESOLVED

Members resolved to keep a watching brief on this matter.

PF FEBRUARY 2025 ITEM 14

ANNOUNCEMENTS

The following announcements were made:

- The consultant engaged to work on The Harlington business plan died unexpectedly on 17 February 2025. How to progress the project has not been established as yet.
- Ancell's Bus – all but one parent has fully paid their pledge for the Autumn term. The remaining parent has made arrangements to pay the balance in March 2025.

- Basingstoke Canal – Cllrs Woods, Einchcomb and Schofield, along with the Executive Officer, attended the Annual Meeting. The following clarifications / information was gained:
 - Concerns over the sustainability of the Basingstoke Canal Authority were discussed. As Landowners, HCC and SCC have a statutory duty to maintain the canal under the Wildlife & Countryside Act and due to 80% of its length having SSSI status. Both Councils must therefore always provide the necessary funds to achieve the minimum statutory standard required.
 - The Basingstoke Canal Authority have an SLA for their riparian partners. This SLA is not tailored for each partner but instead a generic agreement of what partners contributions help support.
 - The Basingstoke Canal Authority do not set the contribution levels. Contribution levels are set by the partners. The Basingstoke Canal Authority did request partners increase their contribution by inflation each year.
- The Establishment Committee meeting scheduled for 26 February 2025 and been rescheduled to 12 March 2025 to allow Member to attend the HDAPTC meeting on Local Government Organisation.

PF FEBRUARY 2025 ITEM 15

DATE AND TIME OF NEXT MEETING

The next meeting of the Policy and Finance Committee will be held on Wednesday 14th May 2025 at 7pm in the Harlington.

There being no further business the meeting closed at 9:32pm.

Signed: **Date:**
Chairman



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Meeting held on 10th February 2025
at 7pm in the Function Room, The Harlington

Present:

Cllr Holt
Cllr Hope
Cllr Chenery
Cllr Schofield

Absent: Cllr James

Officers: Charlotte Benham

1	Apologies Apologies received from Cllr Robinson
2	Declarations of interest to any item on the agenda None declared
3	Public Session None present
4	Approval of the Minutes The minutes of the development and control advisory group meeting held on Monday 27 th January were accepted as a correct record of the meeting.
5	25/00088/HOU Pinewood Gough Road Fleet Hampshire GU51 4LJ Erection of a single storey rear extension, first floor side and two storey front porch extension with raised ridge and flat roof section and alterations to fenestration. Comments required by 10 February <ul style="list-style-type: none">This has to be read in conjunction with 25/00089/HOU whereby the proposed garage enlargement with residential over matches the architectural style of this proposal and not the existing structure which is of an exceptional architectural style.The existing property is unique and out of character with the majority of properties in the NFCA Character Area 5.

- The proposed finishes to the property are not in keeping with the character of the conservation area.
- Need additional trees and planting for screening.
- The Heritage Report is the same one shared with 25/00089/HOU which ignores Fleet Neighbourhood Plan Policies 10 and 16 and generally ignores the NFCA Character Appraisal and Management Proposals.

Para 7.2 Maintaining the existing buildings and their plots

- The need to prevent unsympathetic changes to the existing houses such as oversize extensions or changes to the elevations and details
- The architectural value of the existing dwelling is not known, but it is unique and the style will be completely lost.

- Fleet Neighbourhood Plan Policy 16 NFCA states:
Development shall retain the architectural features of the existing buildings and extensions shall complement and reinforce the character of the principal building.

The proposal breaches all guidelines - OBJECTION

25/00063/HOU

Beeches Waverley Avenue Fleet Hampshire GU51 4NW

[Erection of a replacement porch, render over brickwork, installation of new windows and doors, conversion of attached garage into habitable accommodation to include the replacement of the garage doors to front with windows, the alterations of the windows to the rear and the insertion of a door to the side and erection of single storey front and rear extensions](#)

Comments required by 10 February

- Property sits within NFCA Character Area 8.
- Proposal is to update a relatively bland brick built structure to a grand white rendered coloured roofed structure with a large hardstanding area to the front. The design is very American but style and the white render is out of character in the area.
NFCA Character Appraisal and Management Proposals at para 7.2 Maintaining the existing buildings and their plots:
 - The need to prevent unsympathetic changes to the existing houses such as oversize extensions or changes to the elevations and details.
 - The protection of front gardens including resistance to the creation of parking areas.
- The loss of the garage will require more onsite parking - 5 bedrooms require 4 spaces. Room on site but requires extensive hard standing.
- Breaches Fleet Neighbourhood Plan Policies 10 and 16

Does complete change in character of the property preserve or enhance the character or appearance of that area? (NFCA Character Appraisal and Management Proposals para 1.3)

OBJECTION

25/00089/HOU

Pinewood Gough Road Fleet Hampshire GU51 4LJ

[Erection of a replacement garage with extra bay and habitable accommodation at first floor.](#)

Comments required by 10 February

- Heritage statement totally ignores the existence of the Fleet Neighbourhood Plan and in particular Policy 10 and 16.
- This is a significant additional structure of 10.5 x 7 x 6m high. Over 70m² living space. This is the equivalent of a bungalow and could readily be independent living accommodation.
- The proposed style of the development matches the Application proposals in 25/00088, but is completely out of character with the existing dwelling.
- If approved the two trees indicated for removal should be replaced with established young trees (not whips) and front and side boundaries should be reinforced with additional planting to retain the sylvan character of the road and reduce the visual impact of the second dwelling.
- If approved there should be a condition that use is for occasional occupation only and not a second dwelling.

OBJECTION

25/00061/HOU

1A Rochester Grove Fleet Hampshire GU51 3LU

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

Comments required by 10 February

NO OBJECTION as long as trees are protected

25/00097/HOU

28 Castle Street Fleet Hampshire GU52 7ST

[Erection of single storey rear extensions following demolition of existing conservatory and side garage.](#)

Comments required by 11 February

- No change in the number of bedrooms and 3 parking spaces shown on site.
- Minimal change to the front elevation.
- Some increased use of boarding to rear elevation but not material.

NO OBJECTION

25/00127/HOU

16 Courtmoor Avenue, Fleet, Hampshire, GU52 7UF

[Installation of rear dormer and side facing roof window](#)

Comments required by 12 February

Additional dormer to accommodate shower room so limited overlooking and should be obscure glass.

NO OBJECTION

25/00053/HOU

109 Crookham Road, Church Crookham, Fleet GU51 5NP

[Erection of a part single part two storey link extension to side, first floor extension to rear, removal of chimneys, alterations to porch, alterations to doors to ground floor rear, blocking up of window to ground floor side and insertion of window to ground floor side](#)

	<p>Comments required by 18 February</p> <ul style="list-style-type: none"> • Massive increase in bulk and mass of building. More the appearance of small terrace than a detached property. • Side extension with external access has the ability to become a separately accessible annex. • 5 bedrooms will require 4 parking spaces. Even separation of parking promotes separate dwelling. • Breaches Fleet Neighbourhood Plan Policy 10 General Design Management <ol style="list-style-type: none"> 1. Development shall complement and be well integrated with neighbouring properties in the immediate locality in terms of scale density massing separation layout materials and access 2. Architectural design shall reflect high quality local design <p>OBJECTION</p> <p>25/00049/FUL Dray House ,Broomrigg Road,Fleet, Hampshire, GU51 4LR Installation of air conditioning to ground and first floor Comments required by 21 February</p> <ul style="list-style-type: none"> • 2 units attached to a relatively remote property. • Noise assessment has been carried out relative to nearest neighbouring properties and reported to be not a nuisance. <p>Subject to acceptance by the Environmental Health Officer – NO OBJECTION</p>
6	<p>Noted:</p> <p>Hart Planning Meeting Dates</p> <p>19th March</p>
7	<p>Date of Next Development Control Committee Meeting</p> <p>24th February</p>

Meeting closed: 8.00pm

Signed:.....

Date:

SUBJECT: INVESTMENT AND CURRENT ACCOUNTS

Account balances for Fleet Town Council as at 31 January 2025

Account	Funds	Interest Rate	Comment
HSBC Current Bank Account, Account No: 61539272	£212,531.53		
HSBC Savings Account, Account No: 91620886	£807,980.19	1.97% Per annum	Interest paid into HSBC Savings account each month.
Nationwide Building Society, Business Instant Saver, Account No: 900041402	£406,569.48	3.05%	Interest paid into Nationwide current account. Business 35 Day Saver, interest paid monthly
CCLA Investment Management Ltd, Public Sector Deposit Fund, Account No.: 0662920001	£3,024,735.00	4.81% Per annum	Interest paid into HSBC current account, monthly.
TOTAL	£4,451,816.20		

Please note:

Interest received on 31 January 25 into Nationwide account:

Nationwide £1,050.46

Interest received on 4 February 25 into HSBC Current account:

CCLA £12,116.33

Interest received on 21 December 24 into HSBC Savings account:

HSBC Savings £1,335.94

Recommendation

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

Bank Current/Deposit Account

Payments made between 01/01/2025 and 31/01/2025

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
02/01/2025	Booker Limited	dd749	768.17	768.17		500			bar supplies
02/01/2025	Hart District Council - DD	dd750	210.00	210.00		500			Business rates 2024/25
02/01/2025	Hart District Council - DD	dd751	1,634.00	1,634.00		500			Business rates 2024/25
02/01/2025	Hart District Council - DD	dd752	119.00	119.00		500			Business rates 2024/25
10/01/2025	BACS P/L Pymnt Page 2582	BACS Pymnt	27,700.99	27,700.99		500			BACS P/L Pymnt Page 2582
10/01/2025	HSBC	dd753	90.76	90.76		500			bank charges 1/11- 30/11/24
10/01/2025	HSBC	dd754	13.30	13.30		500			bank charges 1/11- 30/11/24
10/01/2025	Fleet Town Council	DDR	1,103.43			120		1,103.43	VAT Payment 1/10- 31/12/24
14/01/2025	Fleet Town Council	DD	4,313.85			516		4,313.85	Pension Jan 25
14/01/2025	Booker Limited	dd755	240.10	240.10		500			bar supplies
14/01/2025	Total Energies	dd756	41.45	41.45		500			gas 31/10-30/11/24
14/01/2025	Total Energies	dd757	2,287.13	2,287.13		500			gas 31/10-30/11/24
14/01/2025	Total Energies	dd758	308.52	308.52		500			gas 31/10-30/11/24
15/01/2025	NPower - Direct Debits	dd760	38.94	38.94		500			elec 1/11-30/11/24
15/01/2025	NPower - Direct Debits	dd761	35.82	35.82		500			elec 1/11-30/11/24
15/01/2025	NPower - Direct Debits	dd762	189.40	189.40		500			elec 1/11- 30/11/2024
15/01/2025	NPower - Direct Debits	dd763	203.43	203.43		500			elec 1/11-30/11/24
15/01/2025	HSBC	DD764	2,648.88	2,648.88		500			Credit Card Dec 24
15/01/2025	Payment Sense Ltd	dd765	505.34	505.34		500			Card charges 1/12- 31/12/24
15/01/2025	Payment Sense Ltd	dd766	75.69	75.69		500			Card charges 1/12- 31/12/24
15/01/2025	NPower - Direct Debits	dd767	46.61	46.61		500			elec 1/11-30/11/24
16/01/2025	BACS P/L Pymnt Page 2597	BACS Pymnt	-75.00	-75.00		500			BACS P/L Pymnt Page 2597
17/01/2025	Global Payments - Direct Debit	dd768	1,217.32	1,217.32		500			card charges 1/12- 31/12/24
17/01/2025	Castle Water Limited	dd769	856.56	856.56		500			water 1/12-31/12/24
20/01/2025	Xero (UK) Ltd	dd770	0.96	0.96		500			Accounts subs 13/1-12/2/25
20/01/2025	Central Computer Management Lt	dd771	83.52	83.52		500			payroll dec 24
20/01/2025	Castle Water Limited	dd772	81.55	81.55		500			water 1/12-31/12/24
20/01/2025	Fleet Town Council	DDR	35,974.27			516		133.36	Payroll Jan 25
						520		35,840.91	Payroll Jan 25
21/01/2025	Castle Water Limited	dd773	30.28	30.28		500			water 1/12-31/12/24
21/01/2025	Castle Water Limited	dd774	30.91	30.91		500			water 1/12-31/12/24
22/01/2025	Castle Water Limited	dd775	20.34	20.34		500			water 1/4-31/12/24

Subtotal Carried Forward:

80,795.52

39,403.97

0.00

41,391.55

Bank Current/Deposit Account

Payments made between 01/01/2025 and 31/01/2025

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
22/01/2025	Fleet Town Council	DDR	9,224.40			515		9,224.40	Inland Rev Jan 25
23/01/2025	Croner Group Ltd	dd776	408.98	408.98		500			HR and H&S Jan 25
24/01/2025	BACS P/L Pymnt Page 2592	BACS Pymnt	63,203.51	63,203.51		500			BACS P/L Pymnt Page 2592
24/01/2025	Payment Sense Ltd	dd777	113.94	113.94		500			card chagres jan 25
24/01/2025	Payment Sense Ltd	dd778	17.88	17.88		500			card charges jan 25
24/01/2025	BOC Ltd	dd779	73.00	73.00		500			gas delivery
29/01/2025	Vodafone Limited	dd777	42.41	42.41		500			Purchase Ledger DDR Payment
29/01/2025	HSBC	dd778	87.98	87.98		500			bank charges 8/12- 7/1/25
30/01/2025	Global Payments - Direct Debit	dd779	111.85	111.85		500			card charges 1/12- 31/12/24
Total Payments:			154,079.47	103,463.52	0.00			50,615.95	

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 10

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
31/01/2025	INV-24012025		ACDC	ACDC	4,925.34	0.00	4,925.34	552	0	4,925.34	acdc
17/01/2025	BELLA-20232698		BELLA CRAFTS	BELLACRAFT	1,099.00	219.80	1,318.80	4295	150	1,099.00	Xmas festival decs
31/01/2025	3081586471		BOC	BOC	181.42	36.28	217.70	4700	201	181.42	bar gas
09/01/2025	1842	04936	BONNAR KEENLYSIDE	BONNAR	9,855.00	0.00	9,855.00	4559	160	9,855.00	develop harlington biz plan
09/01/2025	0179856		BOOKER	BOOKER	200.08	40.02	240.10	4710	201	118.97	bar supplies
								4700	201	81.11	bar supplies
28/12/2024	4127		BRANDPEST	BRAND	40.00	8.00	48.00	4187	204	40.00	pest control contract
22/01/2025	INV-20211170		BREAKTHROUGH	BREAKTRHO	890.00	178.00	1,068.00	4030	101	890.00	Training - staff
03/01/2025	10004996973		CASTLE WATER DD	CASTLEWADD	770.27	86.29	856.56	4115	204	770.27	water 1/12-31/12/24
06/01/2025	10005042842		CASTLE WATER DD	CASTLEWADD	73.43	8.12	81.55	4115	205	73.43	water 1/12-31/12/24
07/01/2025	10005082682		CASTLE WATER DD	CASTLEWADD	22.17	0.00	22.17	4115	350	22.17	water 1/12-31/12/24
07/01/2025	10005096313		CASTLE WATER DD	CASTLEWADD	28.18	2.10	30.28	4115	320	28.18	water 1/12-31/12/24
07/01/2025	10005098899		CASTLE WATER DD	CASTLEWADD	28.21	2.70	30.91	4115	208	28.21	water 1/12-31/12/24
07/01/2025	10005106233		CASTLE WATER DD	CASTLEWADD	-487.15	-42.07	-529.22	4115	310	-487.15	water 1/4-31/10/24
08/01/2025	10005119658		CASTLE WATER DD	CASTLEWADD	509.48	40.08	549.56	4115	310	509.48	water 1/4-31/12/24
24/01/2025	Z001610		CBS	CBS	186.00	37.20	223.20	4170	204	186.00	convection heater repair
24/01/2025	Z001611		CBS	CBS	62.00	12.40	74.40	4170	208	62.00	Radiator repair
31/01/2025	64018		CENTRAL COM LIVEPAY	CCMLPAY	72.00	14.40	86.40	4550	101	72.00	payroll jan 25
31/01/2025	P757774		CHAMBERS	CHAMBERS	102.82	20.56	123.38	4155	350	102.82	Recycling/Waste Jan 25
31/01/2025	P757775		CHAMBERS	CHAMBERS	264.33	52.87	317.20	4155	204	193.33	recycling/waste Jan 25
								4156	204	71.00	recycling/waste Jan 25
31/01/2025	P757776		CHAMBERS	CHAMBERS	43.30	8.66	51.96	4155	205	43.30	recycling/waste Jan 25
07/01/2025	10757552		CHUBB FIRE	CHUBB	150.00	30.00	180.00	4170	204	150.00	Intruder alarm upgrade
13/01/2025	10778911		CHUBB FIRE	CHUBB	287.46	57.49	344.95	4187	204	287.46	fire alarm engineer
01/01/2025	INV-D-05999		CLOUDY IT	CLOUDYIT	378.20	75.64	453.84	4484	101	378.20	IT support Jan 25
15/01/2025	INV-D-06230	04938	CLOUDY IT	CLOUDYIT	170.00	34.00	204.00	4484	101	170.00	setup 2 laptops for new staff
23/01/2025	20177254	4909	COLT SERVICE	COLT SERVI	1,409.00	281.80	1,690.80	4170	204	1,409.00	Auditorium roof vents insp
31/01/2025	B13126		THE COLUMBARIA	COLUMBARIA	18.00	3.60	21.60	4935	350	18.00	secure it tool

Purchase Ledger for Month No 10

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
10/01/2025	INV0100500		THE COLUMBARIA	COLUMBARIA	289.00	57.80	346.80	4935	350	289.00	posy on a spiral
15/01/2025	INV0100587		THE COLUMBARIA	COLUMBARIA	115.00	23.00	138.00	4935	350	115.00	sanctum 2000 tablet
20/01/2025	INV0100686		THE COLUMBARIA	COLUMBARIA	437.00	87.40	524.40	4935	350	437.00	sanctum tablet
31/01/2025	INV0100868		THE COLUMBARIA	COLUMBARIA	86.00	17.20	103.20	4935	350	86.00	spiral
06/01/2025	18JAN25		COMEDY COMPANY	COMEDYCOMP	1,000.00	200.00	1,200.00	566	0	1,000.00	comedy 18/1/25
07/01/2025	908017411		MOLSON COORS	COORS	1,683.30	336.66	2,019.96	4700	201	1,683.30	bar supplies
21/01/2025	908032961		MOLSON COORS	COORS	1,709.97	341.99	2,051.96	4700	201	1,709.97	bar supplies
10/01/2025	SI-40191		CREST LIFTS	CREST	574.05	114.81	688.86	4170	204	574.05	lift maint contract 18/1-18/4
19/01/2025	C000959569		CRONER	CRONER	344.01	64.97	408.98	4551	101	189.21	HR and H&S Jan 25
								4187	101	154.80	HR and H&S Jan 25
08/01/2025	INV-05246		DTM CONTRACTORS LTD	DTM CONTR	80.00	16.00	96.00	4170	205	80.00	repair light and cabinet
09/01/2025	INV-05247		DTM CONTRACTORS LTD	DTM CONTR	80.00	16.00	96.00	4170	205	80.00	repair front door
09/01/2025	INV-05248		DTM CONTRACTORS LTD	DTM CONTR	439.20	87.84	527.04	4170	204	439.20	repair water heater
30/01/2025	INV-05255		DTM CONTRACTORS LTD	DTM CONTR	353.52	70.70	424.22	4170	204	353.52	new water heater
30/01/2025	INV-05256		DTM CONTRACTORS LTD	DTM CONTR	80.00	16.00	96.00	4170	205	80.00	handle repair
05/12/2024	SCOUTS		END EXPL SCOUTS	EXPLORERS	500.25	0.00	500.25	4295	150	500.25	Scout donation xmas festival
26/01/2025	25/01		FLEETJAZZ	FLTJAZ	135.00	0.00	135.00	575	0	135.00	jazz dec 24
30/01/2025	25/02		FLEETJAZZ	FLTJAZ	1,751.00	0.00	1,751.00	576	0	1,031.00	jazz jan 25
								577	0	720.00	jazz feb 25
28/01/2025	540545895		FRIENDS OF OAKLEY PK	FRIENDSOAK	80.00	0.00	80.00	4220	315	80.00	friends of ins 1/2-31/1/26
27/01/2025	GROTTO		FUNTIME	FUNTIME	1,657.93	0.00	1,657.93	602	0	1,657.93	grotto ticket sales
24/01/2025	41		GC LIGHTING	GC LIGHTNG	165.00	0.00	165.00	552	0	165.00	lighting eng acdc
31/01/2025	50402613		GLOBAL PAYMENTS DD	GLOBALDD	53.31	10.66	63.97	4422	201	53.31	card charges 1/1-31/1/25
31/12/2024	DEC24		GLOBAL PAYMENTS DD	GLOBALDD	1,217.32	0.00	1,217.32	4422	201	1,217.32	card charges 1/12-31/12/24
17/01/2025	DECXMAS		HAIR STUDIO FLEET	HAIRSTUDIO	42.50	0.00	42.50	4655	150	42.50	Redo bounced payment
17/01/2025	DECXMAS BOUNCE		HAIR STUDIO FLEET	HAIRSTUDIO	-42.50	0.00	-42.50	4655	150	-42.50	Payment bounced
04/01/2025	1005		HAPPY ENDING	HAPPYENDIN	10,696.32	0.00	10,696.32	535	0	10,696.32	Sleeping with beauty
27/01/2025	58310505		HCC	HCC	43.12	8.62	51.74	4400	101	43.12	Paper
13/01/2025	4000011989		HDC	HDC	27.00	5.40	32.40	4752	201	27.00	car park annexe jan/feb

Purchase Ledger for Month No 10

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
15/01/2025	INV-44794		HOGS BACK	HOGSBACK	207.04	41.41	248.45	4700	201	207.04	bar supplies
22/01/2025	INV-44985		HOGS BACK	HOGSBACK	207.04	41.41	248.45	4700	201	207.04	bar supplies
29/01/2025	INV-45249		HOGS BACK	HOGSBACK	312.05	62.41	374.46	4700	201	312.05	bar supplies
07/01/2025	7JAN25		HSBC	HSBC	87.98	0.00	87.98	4420	101	87.98	bank charges 8/12-7/1/25
28/01/2025	12219725		HSBC	HSBC	86.68	0.00	86.68	4420	101	86.68	bank charges 1/12-31/12/24
28/01/2025	12247323		HSBC	HSBC	63.41	0.00	63.41	4420	101	63.41	bank charges 1/12-31/12/24
08/01/2025	CCARD		HSBC	HSBC	2,493.60	155.28	2,648.88	4170	204	14.62	CC/BC/DEC24/CABLE TIES
								4170	204	8.98	CC/BC/DEC24/WINDOW SPRAY
								4486	101	93.10	CC/BC/DEC24/MICROSOFT
								4486	101	3.30	CC/BC/DEC24/MICROSOFT
								4486	101	93.10	CC/BC/DEC24/MICROSOFT
								4486	101	343.90	CC/BC/DEC24/MICROSOFT
								4185	204	10.55	CC/BC/DEC24/EXTENTION LEAD
								4185	204	4.87	CC/BC/DEC24/BATTERIES
								4185	204	7.55	CC/BC/DEC24/BATTERIES
								4185	204	8.93	CC/BC/DEC24/BATTERIES
								4660	150	17.17	CC/CB/DEC24/VE DAY FLAG
								4657	150	10.90	CC/CB/DEC24/XMAS LUNCH FOOD
								4657	150	10.98	CC/CB/DEC24/XMAS LUNCH GIFTS
								4657	150	13.50	CC/CB/DEC24/XMAS LUNCH FOOD
								4657	150	79.80	CC/CB/DEC24/XMAS LUNCH FOOD
								4657	150	565.14	CC/CB/DEC24/XMAS LUNCH FOOD
								4445	101	6.00	CC/CB/DEC24/SIM CARD
								4445	101	6.00	CC/CB/DEC24/SIM CARD
								4445	101	6.00	CC/CB/DEC24/SIM CARD
								4400	101	4.99	CC/CB/DEC24/STATIONERY
								4400	101	100.00	CC/RM/DEC24/EO DOOR LOCK
								4481	204	9.99	CC/AR/DEC24/SPOTIFY
								4752	201	29.14	CC/AR/DEC24/KAI LEAVING GIFT

Purchase Ledger for Month No 10

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								4011	204	360.00	CC/AR/DEC24/DM JOB ADVERT
								4433	201	220.54	CC/AR/DEC24/POSTERS
								4700	201	1.99	CC/RM/DEC24/MILK
								4700	201	9.40	CC/RM/DEC24/BAR SNACKS
								4700	201	1.99	CC/RM/DEC24/MILK
								4700	201	1.99	CC/RM/DEC24/MILK
								4700	201	1.45	CC/RM/DEC24/MILK
								4700	201	7.30	CC/RM/DEC24/BAR SNACKS
								4700	201	3.49	CC/RM/DEC24/MILK
								4763	201	95.91	CC/RM/DEC24/BAR SNACKS
								4763	201	174.78	CC/RM/DEC24/BAR SNACKS
								4761	201	166.25	CC/RM/DEC24/BAR SNACKS
28/01/2025	3023806		IBSOFFICE	IBSOFFICE	250.54	50.11	300.65	4400	101	250.54	printer 28/10-28/1/25
31/01/2025	INV-01202	4852	INFINITY	INFINITY	1,550.80	310.16	1,860.96	4230	310	1,550.80	supply/install roundabout
15/01/2025	INV-01337	04929	INFINITY	INFINITY	1,306.15	261.23	1,567.38	4230	325	1,306.15	surface repair skate park
15/01/2025	INV-01339	04933	INFINITY	INFINITY	2,726.82	545.36	3,272.18	4230	320	2,726.82	repair pump track
20/01/2025	INV-01369	4931	INFINITY	INFINITY	1,355.00	271.00	1,626.00	4230	325	1,355.00	remedials play area
20/01/2025	INV-01370	04931	INFINITY	INFINITY	650.00	130.00	780.00	4230	315	650.00	remedials
27/01/2025	INV-01375		INFINITY	INFINITY	1,970.40	394.08	2,364.48	4230	320	1,970.40	remedial works
27/01/2025	INV-01376		INFINITY	INFINITY	1,490.00	298.00	1,788.00	4230	310	1,490.00	remedial works
27/01/2025	INV-01377		INFINITY	INFINITY	1,475.00	295.00	1,770.00	4230	208	1,475.00	remedial works
28/01/2025	1263		INTRATEST	INTRA	1,050.00	210.00	1,260.00	4655	150	525.00	structural insp lighting
								4210	150	525.00	structural insp lighting
24/01/2025	11		JOOLS WARREN	JOOLS	150.00	0.00	150.00	552	0	150.00	sound eng acdc
16/01/2025	DECXMAS		KMP SOLUTIONS	KMPSOLUTIO	32.50	0.00	32.50	4655	150	32.50	redo bounced payment
16/01/2025	DECXMAS		KMP SOLUTIONS	KMPSOLUTIO	-32.50	0.00	-32.50	4655	150	-32.50	bounced payment
20/01/2025	000526		MENS SHED	MENSSHED	30.00	0.00	30.00	4295	150	30.00	penguin xmas festival
09/01/2025	12241646		MINTNETWORK	MINTNETWOR	102.73	20.55	123.28	4440	101	102.73	tel Dec 24
13/01/2025	INV-0800		MULBERRY LOCAL AUTHO	MULBERRY	402.45	80.49	482.94	4580	101	402.45	Internal audit 24/25

Purchase Ledger for Month No 10

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
31/12/2024	18648		NIGEL JEFFRIES	NIGELJEFFR	13,825.90	2,765.18	16,591.08	4200	208	2,325.76	grnds maint contract dec 24
								4200	301	1,472.10	grnds maint contract dec 24
								4200	310	3,955.58	grnds maint contract dec 24
								4200	315	2,108.56	grnds maint contract dec 24
								4200	320	1,793.10	grnds maint contract dec 24
								4200	325	742.96	grnds maint contract dec 24
								4200	350	1,113.75	grnds maint contract dec 24
								4200	330	314.09	grnds maint contract dec 24
31/01/2025	18755		NIGEL JEFFRIES	NIGELJEFFR	13,825.90	2,765.18	16,591.08	4200	208	2,325.76	grnds maint jan 25
								4200	301	1,472.10	grnds maint jan 25
								4200	310	3,955.58	grnds maint jan 25
								4200	315	2,108.56	grnds maint jan 25
								4200	320	1,793.10	grnds maint jan 25
								4200	325	742.96	grnds maint jan 25
								4200	350	1,113.75	grnds maint jan 25
								4200	330	314.09	grnds maint jan 25
16/01/2025	IN12366524		NPOWER	NPOWER	11.38	2.28	13.66	4122	310	11.38	elec 1/12-31/12/24
16/01/2025	IN12375332		NPOWER	NPOWER	5,334.30	1,066.86	6,401.16	4122	204	5,334.30	elec 1/12-31/12/24
16/01/2025	IN12386540		NPOWER DD	NPOWERDD	186.79	9.34	196.13	4122	310	186.79	elec 1/12-31/12/24
16/01/2025	IN12386541		NPOWER DD	NPOWERDD	27.64	1.38	29.02	4122	315	27.64	elec 1/12-31/12/24
16/01/2025	IN12386544		NPOWER DD	NPOWERDD	34.41	1.72	36.13	4122	320	34.41	elec 1/12-31/12/24
16/01/2025	IN12386574		NPOWER DD	NPOWERDD	180.32	9.02	189.34	4122	205	180.32	elec 1/12-31/12/24
16/01/2025	IN12386575		NPOWER DD	NPOWERDD	44.22	2.21	46.43	4122	208	44.22	elec 1/12-31/12/24
30/01/2025	3846		NPTREEMANAGE	NPTREE	320.00	64.00	384.00	4250	350	320.00	remove hanging branches
10/01/2025	6026009		PAYMENTSSENSE	PAYMENTSSEN	14.90	2.98	17.88	4422	201	14.90	card charges jan 25
10/01/2025	6026010		PAYMENTSSENSE	PAYMENTSSEN	94.95	18.99	113.94	4422	201	94.95	card chagres jan 25
31/12/2024	DEC24		PAYMENTSSENSE	PAYMENTSSEN	581.03	0.00	581.03	4422	201	581.03	Card charges 1/12-31/12/24
31/01/2025	002078		CHCLEANING	PRIMA	2,420.60	484.12	2,904.72	4150	204	2,420.60	cleaning 1/1-31/1/25
31/01/2025	002079		CHCLEANING	PRIMA	661.00	132.20	793.20	4150	205	661.00	cleaning 1/1-31/1/25

Purchase Ledger for Month No 10

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
31/01/2025	002080		CHCLEANING	PRIMA	404.00	80.80	484.80	4150	204	404.00	cleaning 1/1-31/1/25
31/01/2025	002081		CHCLEANING	PRIMA	121.00	24.20	145.20	4150	315	121.00	cleaning 1/1-31/1/25
31/01/2025	002082		CHCLEANING	PRIMA	61.00	12.20	73.20	4150	310	61.00	cleaning 1/1-31/1/25
31/01/2025	002083		CHCLEANING	PRIMA	121.00	24.20	145.20	4150	320	121.00	cleaning 1/1-31/1/25
31/01/2025	002084		CHCLEANING	PRIMA	135.00	27.00	162.00	4150	208	135.00	cleaning 1/1-31/1/25
31/12/2024	62111		PRONTAPR	PRONTA	407.50	81.50	489.00	4433	201	407.50	a3 posters/artwork
16/01/2025	JANEXP		SARAH MOORE	SARAHMOORE	35.48	4.12	39.60	4400	101	4.99	cable - it
								4400	101	3.84	windows key for desktop
								4400	101	3.84	windows key for desktop
								4400	101	7.91	6 x glasses for meetings onsite
								4400	101	13.50	6 x mugsfor meetings onsite
								4041	101	1.40	mileage - ancels
22/01/2025	30096		SOUTH EAST EMPLOYERS	SEE	120.00	24.00	144.00	4530	105	120.00	Cllr training - Richmond
01/01/2025	INV-18338		SG POS	SGPOS	70.00	14.00	84.00	4728	204	70.00	web services jan 25
31/01/2025	JANEXP1		SIAN TAYLOR	SIAN	74.09	8.07	82.16	4400	101	40.34	january expense
								4041	350	33.75	january expense
27/01/2025	PANTOCINDERS24/		STARBURST	STARBURST	15,096.49	0.00	15,096.49	540	0	15,096.49	ticket sales
09/01/2025	8272	04934	SURREYSURFACING	SURREYSURF	1,260.00	252.00	1,512.00	4202	320	1,260.00	surfacing repairs basingbourne
31/01/2025	25010091		TICKETSOLVE	TICKETSOLV	1,852.40	0.00	1,852.40	4490	201	1,852.40	gross ticket sales jan 25
10/01/2025	364729755/25		TOTAL ENERGIES DD	TOTENGDD	253.67	50.74	304.41	4120	205	253.67	gas 30/11-31/12/24
10/01/2025	364729766/25		TOTAL ENERGIES DD	TOTENGDD	3,193.13	638.63	3,831.76	4120	204	3,193.13	gas 30/11-31/12/24
10/01/2025	364729799/25		TOTAL ENERGIES DD	TOTENGDD	56.21	2.81	59.02	4120	208	56.21	gas 30/11-31/12/24
16/01/2025	0027	04915	VALOURSCAFFOLDING	VALOUR	715.00	0.00	715.00	4170	204	715.00	scaffolding services
06/01/2025	5261751	04937	VIKING	VIKING	131.63	26.33	157.96	4400	101	131.63	laptop bags
24/01/2025	5364213	04941	VIKING	VIKING	98.93	19.79	118.72	4400	101	98.93	laminator and pouches
03/01/2025	OP/I739256		VIMTO	VIMTO	302.71	60.54	363.25	4700	201	302.71	bar supplies
28/01/2025	OP/I741633		VIMTO	VIMTO	333.88	66.78	400.66	4700	201	333.88	bar supplies
19/01/2025	446188-012		VIRGIN MEDIA	VIRGIN	181.83	36.37	218.20	4487	204	181.83	broadband feb 25
27/01/2025	INV_33243		X-NET	X-NET	120.00	24.00	144.00	4435	101	120.00	website hosting 24/2-23/5/25

Purchase Ledger for Month No 10

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
14/01/2025	INV-22270342		XERO	XERO	0.80	0.16	0.96	4481	101	0.80	Accounts subs 13/1-12/2/25
09/01/2025	540539046		ZURICH	ZUR	443.40	88.68	532.08	4172	204	443.40	Lif Insp Contract 4/3-3/3/26
TOTAL INVOICES					<u>125,996.02</u>	<u>14,741.86</u>	<u>140,737.88</u>			<u>125,996.02</u>	

Asset Code	Description	Original Cost	Current Value	Insurance Value
CON01266	Dell Latitude 5880 laptop	630	630	630
CON01290	Dells Vostro 3520 Laptop	630	630	630
CON01291	Dell Latitude 3340 2 in 1 Laptop	735	735	735
CON00721	Dell Poweredge t110 Server x2	2,800	2,800	3,296
CON00878	Dell Vostro 270s Computer	300	300	300
CON00905	Dell Optiplex 3090 Computer (TM)	620	620	620
CON00001	Dell Computer (TC)	685	685	706
CON00002	Dell Outlet Optiplex 7060 Computer (OM)	685	685	706
CON00016	Dell Optiplex 7060 Computer (HF)	685	685	706
CON00017	Dell Outlet Optiplex 7060 Computer (FA)	685	685	706
CON00022	Dell Optiplex 7050 computer	400	400	706
CON00023	Dell Outlet Precision 3430 and associated items Computer (CM)	2,319	2,319	2,396
CON00025	Dell Outlet Optiplex 7060 Computer (FM)	620	620	639
CON00028	Dell Optiplex 7060MFF Computer (DM)	685	685	706
CON00039	Dell Latitude 5540 Laptop (FM)	650	650	650
CON00044	Dell Latitude 3550 Laptop (TC)	650	650	650
CON00047	Dell Latitude 3510 Laptop (AA)	650	650	650
CON00048	Dell Latitude 3510 Laptop (CC)	650	650	667
		15,079	15,079	16,099

Basingstoke Canal



Hampshire
County Council



BCA Annual Report 2024/25



Introduction

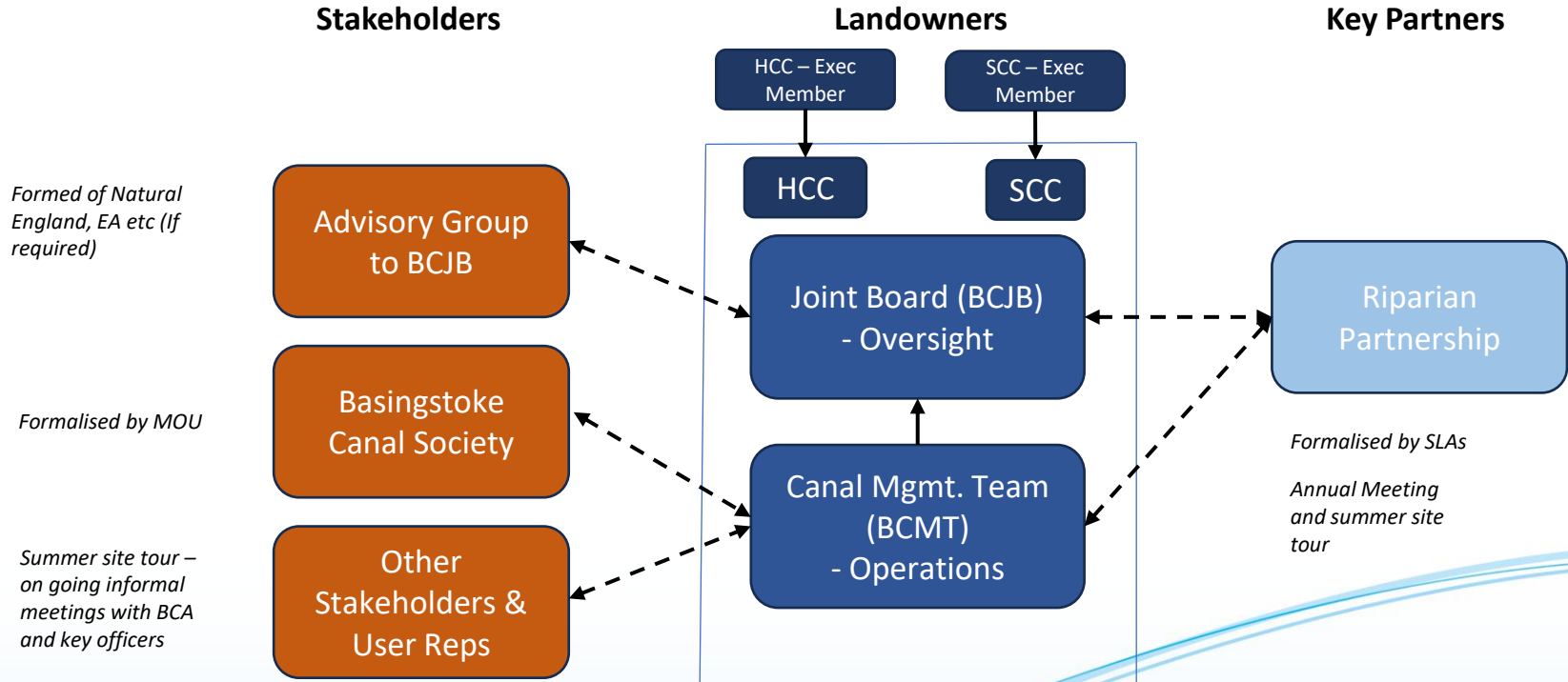
James Taylor

Strategic Manager Basingstoke Canal

- Inaugural Annual Report under new governance arrangements
- Working together in partnership is still the most effective way of maintaining the canal for residents
- The new arrangement is a key partnership between the two owning County Councils – and individual agreements with other supporters
- The new management structure consists of a joint operational management team, a scrutiny Joint Board with key decisions taken by the Executive / Cabinet Members.



New Governance model



Key Objectives

The key operational objectives set for the BCA in managing the Canal



(a) Public safety

Including safety of staff and volunteers, residents and visitors, and the prevention of flooding through management of assets and water levels.



(b) Conservation value

To achieve or exceed the statutory obligations of the owners in relation to nature conservation and biodiversity value.



(c) Health and wellbeing

To achieve or exceed the statutory obligations of the owners to provide public access to the countryside and to maintain a public navigation.

Public Safety

- **Asset Stock and Risk Profile:** The Canal's asset stock and risk profile are in good condition with 81% of assets in “Fair” or better condition.
- **Water Level Management:** The BCA effectively manages water levels 24 / 365 and provides emergency cover in case anything goes wrong
- **Asset Inspection Prioritisation:** A review of asset inspection prioritisation will be conducted over the coming year to make sure resources are being allocated most efficiently.
- **New Asset Management IT System:** Implementation of a new IT system will help target BCA's resources more efficiently in the coming year.





Conservation value

- **National Significance for Wildlife:** 90% of the Canal is designated as a Site of Special Scientific Interest (SSSI) for unique Water Chemistry and diverse aquatic life
- **Conservation Management Plan (CMP):** Balances conservation and recreation, agreed with Natural England.
- **Conservation monitoring undertaken:**
 - **Dragonflies:** 10-year survey found an “outstanding assemblage of dragonflies” with two new species recorded since 2012
 - **Botanical Survey:** Conducted by Hampshire Biodiversity Record Centre, results pending.
 - **Water Quality Monitoring:** Established with Surrey County Council new water quality testing programme.



Public Health & Wellbeing

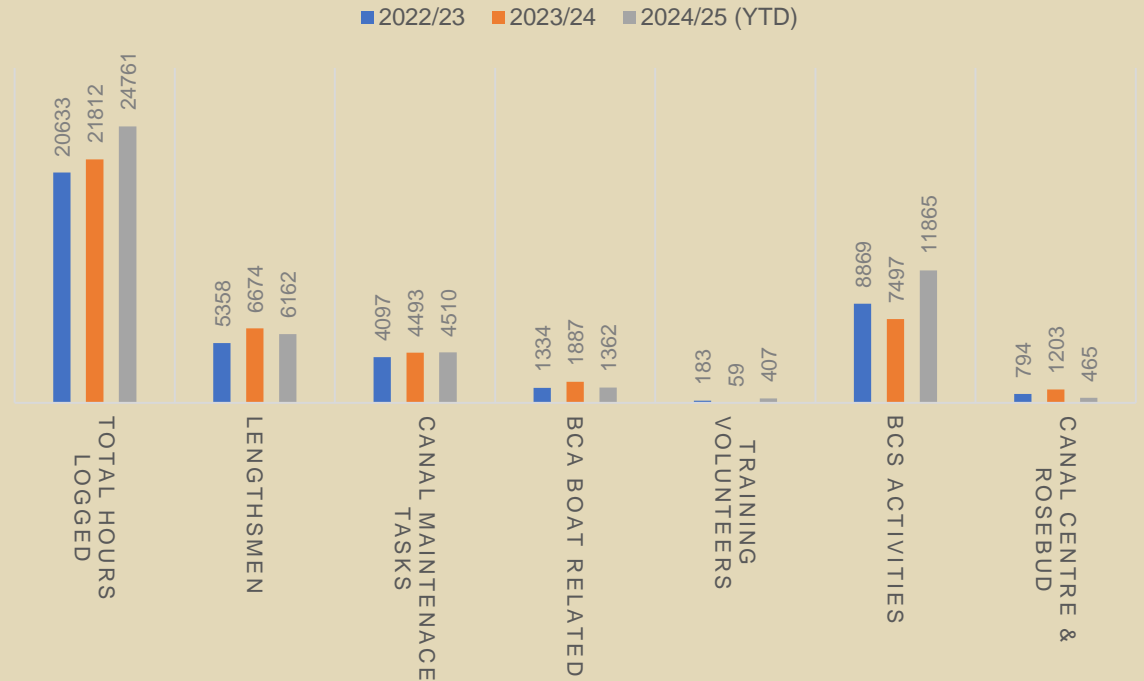
- **Cherished Greenspace:** The Canal is a valued greenspace for thousands of residents. Free at source for quiet recreation (walking & cycling)
- Urban areas served generate **highest number of users.**
- **Increased Site Users:** Number of users has increased by approximately 5.7%.
- **Charged for activities:**
 - **Boating:** Decrease in larger powered canal boats, reflecting national trends.
 - **Paddle Sports and Small Powered Craft:** These activities remain popular but shift to Paddle UK membership.
 - **Angling Permit Scheme:** BCA scheme has engaged staff with a new user group and generated extra revenue.



Partnership working

- **Significant Landscape and Heritage Feature** linking multiple localities across West Surrey and North Hampshire has always attracted strong community support
- **Volunteer Engagement:** Volunteer hours increased by 24% from 2023/24.

VOLUNTEER HOUR TRENDS



More on partnership working ...



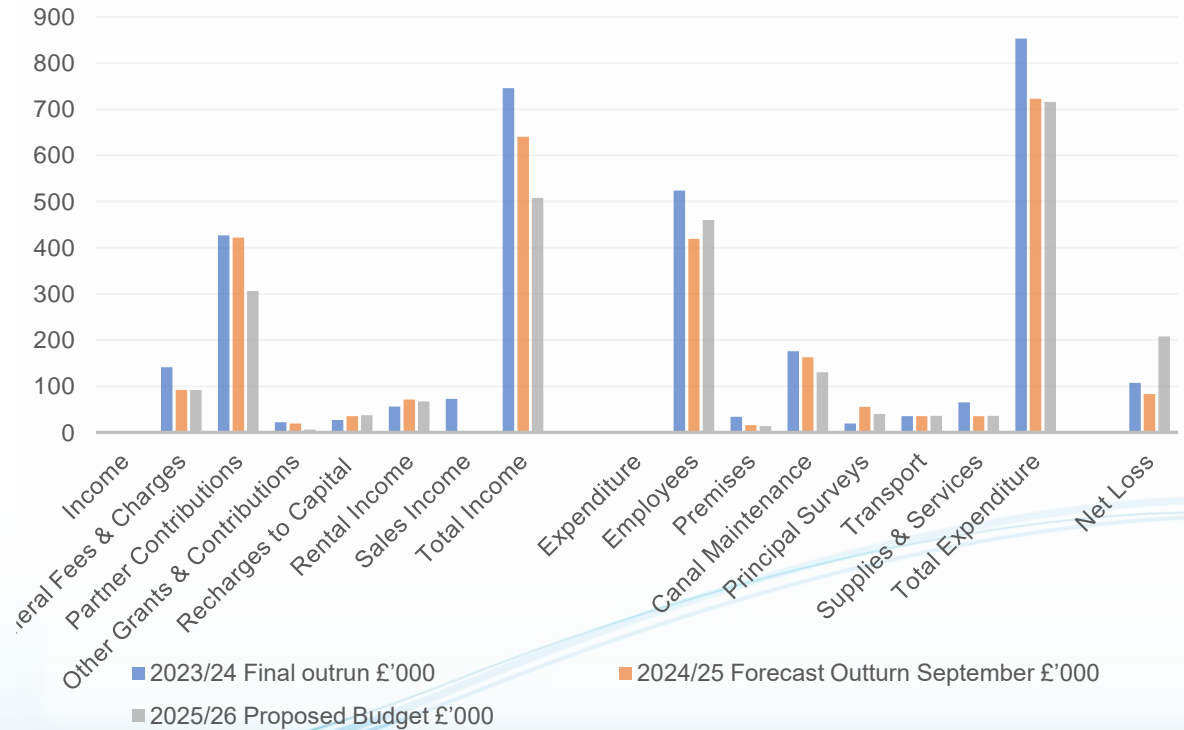
- **Basingstoke Canal Society (BCS)**
 - Organises voluntary activities and is the main non-riparian partner
 - Grants for capital projects: BCS provided a £35,000 grant for renovating the dredging vessel *Unity*.
- **Collaborations:** BCA collaborates with multiple organisations as well as the riparian partners (Nat England, EA, AINA, NT, SERT, local conservation groups, etc) to enhance influence and share best practices.
- **Visitor Centre:** Although no longer operated by the BCA team continue to work closely with the SCC Mytchett Canal Visitor Centre staff to provide a seamless experience.



Finance – 2024/25

- **New partnership arrangement:** Canal Visitor Centre now operated by Surrey County Council
- **2024/25 Forecast Outturn:** £83,000 draw on reserves, £16,000 lower than budgeted.
 - **Higher Income:** From Farnborough Airshow, boat licenses, and angling permits.
 - **Maintenance Overspend:** £13,000 over budget.

BCA - Last 3 years income / expenditure



Finance -2025/26



- **2025/26 Proposed Budget:** Further reduction in maintenance spending.
 - **Draw from Reserves:** £217,000 required, including confirmed funding from Hampshire and Surrey County Councils.
 - **Additional Funding:** Some partners will continue funding in 2025/26, improving financial outlook.
- **Reserves Balance:**
 - **31 March 2024:** £588,741.
 - **31 March 2025:** Expected to decrease to £521,649.
- **Impact** Potential reduction of reserve below minimum recommended balance by 2026/27.

Capital schemes



- **SCC & HCC capital schemes –**

- Capital investment in the assets to keep the asset stock in a steady state
- 2024/25 £1.4m HCC / £418k SCC
- Technically outside the BCA partnership – but the BCA lead on some projects

- **Example projects:**

- Bank protection programme
- Sluice renewal programme
- Mytchett Swing Bridge refurbishment
- Lock gate replacement programme



Basingstoke Canal



Any questions?

[Service Level Agreement]

relating to the Basingstoke Canal Authority

This Service Level Agreement (**SLA**) is dated **[INSERT DATE]**

Parties

- (1) **[INSERT NAME OF LOCAL AUTHORITY]** of **[INSERT PRINCIPAL OFFICE ADDRESS OF LOCAL AUTHORITY]** (the **Funder**) and
- (2) **HAMPSHIRE COUNTY COUNCIL** of The Castle, Winchester, Hampshire, SO23 8UJ (**HCC**) and
- (3) **SURREY COUNTY COUNCIL** of 11 Cockshot Hill, Woodhatch, Reigate, RH2 8EF (**SCC**)
(hereinafter HCC and SCC are collectively referred to as the **BCA**)

Background

- (A) The Funder has agreed to pay the Funding to the BCA in respect of the general management of the Basingstoke Canal [and in respect of the specific project(s)] as further described in clause 4 and Schedule A [and Schedule B] to this SLA.
- (B) This SLA sets out the terms and conditions on which the Funding is made by the Funder to the BCA.
- (C) These terms and conditions are intended to ensure that the Funding is used for the purpose for which it was awarded.

Agreed Terms

1. Definitions

In this SLA the following terms shall have the following meanings:

Commencement Date: **[START DATE]**.

Data Protection Legislation: all applicable data protection and privacy legislation in force from time to time in the UK including without limitation the UK GDPR; the Data Protection Act 2018 (and regulations made thereunder) (DPA 2018); the Privacy and Electronic Communications Regulations 2003 (SI 2003/2426) as amended and any successor legislation.

Intellectual Property Rights: all patents, copyrights and design rights (whether registered or not) and all applications for any of the foregoing and all rights of confidence and Know-How however arising for their full term and any renewals and extensions.

Know-How: information, data, know-how or experience whether patentable or not and including but not limited to any technical and commercial information relating to research, design, development, manufacture, use or sale.

Funded Activities: the general management of the Basingstoke Canal [and the specific projects] as described in clause 4 and Schedule A [and Schedule B] to this SLA.

Funding: the sum of £[AMOUNT] to be paid to the BCA in accordance with this SLA.

Funding Period: the period for which the Funding is awarded starting on the Commencement Date and ending on [INSERT DATE].

Personal Data: take the meaning given in the UK GDPR.

UK GDPR: Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data as it forms part of the law of England and Wales, Scotland and Northern Ireland by virtue of section 3 of the European Union (Withdrawal) Act of 2018.

2. Purpose of the Funding

The BCA shall use the funding only for delivery of the Funded Activities and in accordance with the terms and conditions set out in this SLA. The Funding shall not be used for any other purpose without the prior written agreement of the Funder.

3. Payment of the Funding

Subject to clause 9, the Funder shall pay the Funding to the BCA in respect of those Funded Activities consisting of the general management of the Basingstoke Canal as described in Schedule A to this SLA in [one payment within thirty (30) days of the date of this SLA] OR [monthly/quarterly/bi-annual instalments in advance with such payments becoming due on the INSERT DATES WHEN PAYMENTS WILL BE DUE] [and in respect of the specific projects in accordance with the payment details described in Schedule B to this SLA].

4. Funded Activities

The BCA agree that the Funded Activities which they shall deliver shall consist of the general management of the Basingstoke Canal as described in Schedule A to this SLA [and the specific projects as described in Schedule B to this SLA].

5. Monitoring and Reporting

The BCA shall provide the Funder with a report on its use of the Funding and delivery of the Funded Activities [INSERT INTERVALS] and in such formats as the Funder may reasonably require.

6. Acknowledgement and Publicity

The BCA shall acknowledge the support of the Funder in any materials that refer to the Funded Activities. Such acknowledgements (where appropriate or as requested by the Funder) shall include the Funder's name and logo using the templates provided by the Funder from time to time.

7. Intellectual Property

- 7.1 The Funder and the BCA agree that all rights, title and interest in or to any information, data, reports, documents, procedures, forecasts, technology, Know-How and any other Intellectual Property Rights whatsoever owned by either the Funder or the BCA before the Commencement Date or developed by either party during the Funding Period, shall remain the property of that party.
- 7.2 Where the Funder has provided the BCA with any of its Intellectual Property Rights for use in connection with the Funded Activities (including without limitation its name and logo), the BCA shall, on termination of this SLA, cease to use such Intellectual Property Rights immediately and shall return or destroy such Intellectual Property Rights as requested by the Funder.

8. Data Protection and Freedom of Information

- 8.1 It is not anticipated that there will be any Personal Data processed under this SLA with the exception of business names and contact details which the parties shall share in order to manage the SLA.
- 8.2 If any other Personal Data is processed, the parties shall comply at all times with provisions equivalent to the Data Protection Legislation and shall agree any necessary amendments or variations to this clause in accordance with the provisions set out in this SLA.
- 8.3 Each party agrees that it shall not perform its obligations under this SLA in such a way as to cause the other parties to breach any of its applicable obligations under the Data Protection Legislation.
- 8.4 The parties acknowledge that they are both subject to the requirements of the Freedom of Information Act 2000 (**FOIA**) and the Environmental Information Regulations 2004 (**EIRs**).
- 8.5 Each party agrees that it shall provide all necessary assistance as reasonably requested by a party to enable that party to comply with its obligations under the FOIA and EIRs.

9. Withholding, Suspending and Repayment of the Funding

The Funder may at its discretion withhold or suspend payment of the Funding and/or require repayment of all or part of the Funding if;

- (a) the BCA use the Funding for purposes other than those for which they have been awarded;
- (b) the Funder considers (acting reasonably) that the BCA have not made satisfactory progress with the delivery of the Funded Activities;
- (c) the BCA are, in the reasonable opinion of the Funder, delivering the Funded Activities in a negligent manner;
- (d) the BCA fail to comply with any of the terms and conditions set out in this SLA and fail to rectify any such failure within thirty (30) days of receiving written notice detailing the failure.

10. Liabilities

- 10.1 Except as otherwise provided, the parties shall each bear their own costs and expenses incurred in complying with their obligations under this SLA.

- 10.2 Each party shall remain liable for any losses or liabilities incurred due to their own or their employee's actions.
- 10.3 Subject to clause 10.4 the Funder's liability under this SLA to the BCA and the BCAs liability to the Funder is limited to the amount of the Funding.
- 10.4 Notwithstanding any other provision of this SLA the parties do not limit or exclude their liability for:
- (a) fraud or fraudulent misrepresentation;
 - (b) death or personal injury caused by its negligence, or that of its staff, agents or sub-contractors;
 - (c) breach of any obligation as to title implied by statute; or
 - (d) any other act or omission, liability for which may not be limited under any applicable law.

11. Duration and Termination

- 11.1 Except where otherwise specified, the terms of this SLA shall apply from the date of this SLA until the expiry of the Funding Period.
- 11.2 Any obligations under this SLA that remain unfulfilled following the expiry or termination of this SLA shall survive such expiry or termination and continue in full force and effect until they have been fulfilled.
- 11.3 The Funder has a right to terminate this SLA, subject to the provision of a least six (6) months written notice to the BCA.
- 11.4 The BCA have a right to terminate this SLA, subject to the provision of at least six (6) months written notice to the Funder.

12. Variation

This SLA may only be varied by written agreement of the parties.

13. Notice

All notices and other communications in relation to this SLA shall be in writing and shall be deemed to have been duly given if personally delivered, emailed or mailed (first class postage prepaid) to the address of the relevant party, as referred to above or otherwise notified in writing. If personally delivered or if emailed all such communications shall be deemed to have been given when received (except that if received on a non-working day they shall be deemed received on the next working day) and if mailed all such communications shall be deemed to have been given and received on the second working day following such mailing.

14. Escalation

- 14.1 If any party has any issues, concerns or complaints about any matter in this SLA, that party shall notify the other party and the parties shall then seek to resolve the issue by a process of consultation. If the issue cannot be resolved within a reasonable period of time, the matter shall be escalated to **[INSERT]** of the Funder, and **[INSERT]** of the BCA who shall attempt in good faith to resolve it.
- 14.2 In the absence of agreement under clause 14.1, the parties may seek to resolve the matter through mediation under the CEDR Model Mediation Procedure (or

such other appropriate dispute resolution model as is agreed by the parties). Unless otherwise agreed, the parties shall bear the costs and expenses of the mediation equally.

15. No Partnership or Agency

This SLA shall not create any partnership or joint venture between the Funder and the BCA, nor any relationship of principal and agent, nor authorise any party to make or enter into any commitments for or on behalf of the other party.

16. Contracts (Rights of Third Parties) Act 1999

This SLA does not and is not intended to confer any contractual benefit on any person pursuant to the terms of the Contracts (Rights of Third Parties) Act 1999.

17. Governing law and jurisdiction

This SLA shall be governed by and construed in accordance with English law and, without affecting the escalation procedure set out in clause 14, each party agrees to submit to the exclusive jurisdiction of the courts of England and Wales.

This SLA has been entered into on the date stated at the beginning of it.

Signed on behalf of the Funder by:

[INSERT NAME]

[INSERT POSITION]

[SIGNATURE]

Signed on behalf of the BCA by:

For HCC:

[INSERT NAME]

[INSERT POSITION]

[SIGNATURE]

For SCC:

[INSERT NAME]

[INSERT POSITION]

[SIGNATURE]

Schedule A – Grant funding for general management of the Basingstoke Canal

1. Services to be provided

The Basingstoke Canal Authority (BCA) will deliver the following services in accordance with the **Key Objectives** of the canal partnership (the overarching agreement between Surrey County Council and Hampshire County Council) for joint management of the canal in the following areas:

(a) Public safety:

Including safety of staff and volunteers, residents and visitors, and the prevention of flooding through management of assets and water levels.

(b) Conservation value:

To achieve or exceed the statutory obligations of the owners in relation to nature conservation and biodiversity value.

(c) Health and wellbeing:

To achieve or exceed the statutory obligations of the owners to provide public access to the countryside, and to maintain a public leisure navigation.

2. Public Safety

The BCA will provide a ranger service to oversee the operation and management of the Canal. The functions of the ranger service will be to:

- a. Manage water levels so that the canal is retained within its banks.
- b. Inspect the built assets and tree stock of the canal so there is a good level of knowledge of the canal's current condition.
- c. Provide 24-hour cover to respond to and mitigate against any asset failure or water level management issues
- d. Regulate the use of the waterway by issuing and checking permits for use of the waterway where use exceeds the right to wander on foot (e.g.: kayaking, boating or fishing) and ensure that permitting rules are complied with.
- e. Carryout minor and cyclical maintenance of canal assets to ensure they remain fit for use, including grass mowing in accordance with the Conservation Management Plan

The BCA will

- f. Work with other agencies to counter antisocial behaviour in and around the Canal.
- g. Enable the safe deployment of local and canal specific voluntary groups to support practical management of the canal

- h. Keep the County Council owners informed of the current asset condition so that informed decisions can be made about major renewals

3. Conservation

90% of the Canal is designated as SSSI, with designations for water chemistry and ranges of aquatic plants and invertebrates, this makes the Canal a very special place for nature.

The BCA will

- i. Ensure that statutory obligations in terms of maintaining and enhancing the conservation value of the SSSI are being met.
- j. Ensure that an agreed scheme of management (a Conservation Management Plan) is in place and agreed with appropriate government agencies.
- k. Monitor the conservation value of the canal at intervals agreed by the Conservation Management Steering Group and update plans with regulators where required.
- l. Maintain the site with an appropriate balance between public access and nature conservation – this may include scheduling management activities such as vegetation control so as best to conserve nature whilst still allowing public access.

4. Health & wellbeing

The core purpose for the County Council owners in owning the waterway is that it is to be a countryside greenspace for quiet public recreation. The provision of blue and greenspace is a key importance in the wellbeing of residents and visitors.

The BCA will, balanced by the public safety and nature conservation objectives:

- m. Make as much of the site freely available for quiet public recreation as possible
- n. Allow use of the towpath by recreational cyclists in accordance with the owners' policies
- o. Make as much of the canal channel available for public use by unpowered craft (rowing boats, canoes, kayaks, etc)
- p. Allow public use of the waterway as a navigation for powered craft according to available water levels
- q. Allow public use of the waterway as a fishery
- r. Set charges for permits for activities other than walking at a reasonable level compared to other waterways

5. Engagement

The BCA and appropriate County Council officers will

- a. Provide an annual report for all stakeholders
- b. Arrange an annual meeting of stakeholders to be attended by the Canal's Management Team and the Basingstoke Canal Joint Board usually in winter
- c. Arrange a site visit and informal stakeholder meeting usually in summer

Schedule B – Specific Projects

The Basingstoke Canal Authority agrees to undertake the following specific works/services on the Canal in respect of funding agreed with the Funding Partner. The BCA has obtained the approval of the Basingstoke Canal Management Team, and any further approvals required by Hampshire County Council or Surrey County Council as owners of the waterway by virtue of legality, quantum or risk.

The BCA will act as the Project Manager for the project and will notify and update the Funder at key stages within the project, such as inception, gaining consents, tendering, site commencement and practical completion.

The BCA may deliver the works directly or indirectly through the placement of a contract with a supplier or contractor, or the engagement of a voluntary organisation. The BCA will adhere to the procurement standing orders and procedures of Hampshire County Council (or where appropriate Surrey County Council).

The BCA will provide the Funder with a detailed breakdown of project costs at agreed intervals.

Description of Works / Services

Insert description of works/services to be undertaken (append specifications or plans as appropriate)

Health & Safety (where applicable)

The Hampshire County Council on behalf of the BCA will act in the role the Client for the purposes of the Construction Design Management Regulations 2015 and Health & Safety at Work Act 1974. The BCA will employ a suitably skilled and competent designer and where appropriate a Principal Designer. The BCA will vet and ensure that any contractor or supplier has the appropriate skills and competencies to undertake the agreed project.

Programme

Description of the delivery schedule

Payment terms and VAT

Description of the payment of grant funds and the treatment of VAT

Future Maintenance arrangements

Insert agreed future maintenance arrangements for the assets (eg: commuted sum, removal of asset at end of life, etc)

Publicity

The BCA agree to publicise that the Funding Partner has funded the works on its website and will use the Funding Partner's logo in all site signage relating to the provision of the works. The BCA will provide content including a written statement and photographic record for the Funders' own use in publicity purposes on request.

Force Majeure

Where events entirely outside the control of the BCA (eg: acts of god, extreme weather events, fire, flood, civil unrest or war) prevent the completion of the project the BCA will return to the

Funder any funds paid, less the costs which the BCA have in good faith incurred in attempting to deliver the project prior to the unforeseen event.

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