



Notice is hereby given of
A MEETING OF FLEET TOWN COUNCIL

Wednesday 3rd January 2024 at 7pm at The Harlington

All members are summoned to attend

To Councillors:

R. Schofield (Chairman), G. Chenery, K. Cottrell, P. Einchcomb, S. Engström, R. Fang, L. Holt, A. Hope, S. Sharma Krishnmurthy, E. May, A. Oliver, R. Richmond, R. Robinson, D. Taylor, S. Tilley, P. Wildsmith, B. Willcocks, G. Woods.

Rochelle Halliday, Executive Officer
21st December 2023

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 minutes of the Council Meeting held on 6 th December 2023 (<i>copy 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 19th December 2023• RLA 20th December 2023 (if available)

Part 1 – ITEMS FOR DECISION

7. COUNCIL BUDGET AND PRECEPT FOR 2024/25 FINANCIAL YEAR

To consider and agree the Council's budget and set the precept for the 2024/25 financial year. The following supporting papers are attached:

- a) Draft Budget and Precept 2024/25 Narrative Report
- b) Draft Budget and Precept 2024/25 Financial Reports, to include full budget report and summary of net income over expenditure report.

RECOMMENDATIONS

- a) To approve the Council's budget for the 2024/25 financial year.
- b) To approve the precept request of £1,342,858 for the 2024/25 financial year.

8. FINANCIAL MONITORING REPORT

- a) To receive the bank reconciliation and list of payments for November 2023 (*copies attached*).
- b) To receive a statement from Councillor Robinson that the bank reconciliation and list of payments for November 2023 have been verified and signed off against the original bank statement.

RECOMMENDATIONS

- a) To receive and accept the bank reconciliation and list of payments for November 2023.
- b) To accept the statement from Councillor Robinson that the bank reconciliation and list of payments for November 2023 have been verified and signed.

9. CONTRACT RENEWAL FOR THE FLEET CONNECT SERVICE

To consider and agree extending the community transport contract for Fleet Connect for one year effective from 1st April 2024 (*copy attached*).

RECOMMENDATION

To approve extending the Fleet Connect contract for one year with effect from 1st April 2024.

10. BASINGSTOKE CANAL FUNDING REQUEST

To consider the request from the Basingstoke Canal Authority to make a contribution to the provision for a period of three years from the 2024/25 financial year (*copy attached*).

RECOMMENDATIONS

- a) To commit to one years' worth of funding for the financial year 2024/25, as budgeted.
- b) To seek further information on the Basingstoke Canal Authority's management arrangements and viability before considering longer term financial support.

11. COMMUNICATIONS STRATEGY 2024

To consider and agree the Council's Communications Strategy 2024 (*copy attached*).

RECOMMENDATION

To approve the Communications Strategy.

12. GREENING CAMPAIGN

- a) To appoint a Council Member to support the Climate Impacts on Health pillar (*see Executive Officer's report*).
- b) To confirm that the Greening Campaign launch event will take place on 9th March 2024 at The Views.

RECOMMENDATION

- a) To appoint a Council Member to support the Climate Impacts on Health pillar.
- b) To note the date of the Greening Campaign launch meeting.

13.	ANNUAL RESIDENTS' MEETING To consider and agree the Members to form a Working Group to plan the Annual Residents' Meeting scheduled for 12 th March 2024. RECOMMENDATION To approve the Council Members to form a Working Group to plan the Annual Residents' Meeting.
Part 2 – ITEMS TO NOTE	
14.	COMPLAINTS To receive notification of any complaints (<i>see Executive Officer's report</i>).
15.	EXECUTIVE OFFICER'S REPORT To receive and note the update report from the Executive Officer (<i>copy attached</i>).
16.	DATE AND TIME OF NEXT MEETING The next meeting of the Council is scheduled to be held on Wednesday 7 th February 2024 at 7pm in the Harlington.
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> <ul 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 <p>No confidential items for consideration.</p>

FLEET TOWN COUNCIL

MINUTES OF THE COUNCIL MEETING

held on

Wednesday 6th December 2023 at 7.00pm

PRESENT

Councillors: R. Schofield (Chairman), G. Chenery, K. Cottrell, P. Einchcomb, S. Engström. L. Holt, A. Hope, E. May, A. Oliver, R. Richmond, S. Tilley, D. Taylor, G. Woods and P. Wildsmith

In Attendance: Rochelle Halliday – Executive Officer
Councillor Steve Forster – HCC
Councillor Stephen Parker – HCC
Councillor Adrian Collett – HCC
Louise Rogers – Administration Support Officer
Friends of Oakley Park Representative

FC DECEMBER 2023 ITEM 1

APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Fang, Robinson and Willcocks.

Cllr Krishnamurthy was absent.

Cllr Wildsmith notified his late arriving.

FC DECEMBER 2023 ITEM 2

DECLARATIONS OF INTEREST

There were no declarations of interest made for any item on the agenda.

FC DECEMBER 2023 ITEM 3

QUESTIONS FROM THE PUBLIC

There were no questions from the public.

FC DECEMBER 2023 ITEM 4

CHAIRMAN'S ANNOUNCEMENTS

Cllr Schofield reported his attendance during the period as follows:

- 6th November- Together with the Facilities and Open Spaces Manager met with Rejuvo to carry out a final inspection of the cemetery paths. Rejuvo agreed to carry out remedial work to all identified faults.
- 11/12th November- Attended Remembrance ceremonies at the War Memorial and the Parade from Church Road to Gurkha Square. The Sunday ceremony was well attended despite the inclement weather. A thank you to the Officers who helped with all the preparations and to those Councillors with their family members who provided the teas, coffees and squash to a larger than normal gathering of residents who came in from the cold.

- 15th November- Together with the Executive Officer, attended meetings with Hart's Environmental Officer regarding the Public Sector Decarbonisation Scheme submission, in particular the quality of the Structural Survey of the Harlington roof was questioned. It is now a case of wait and see.
- 16th November - Together with the Executive Officer, Facilities and Open Spaces Manager, and Cemetery Clerk met with the Ecology consultants to affect the filling in of the badger sub-setts within the cemetery. The Ecologist would not contemplate filling in the second damaged grave as the EA's license was only for one instance. The full-scale closure of the sett was not possible as the mesh placed to prevent the badgers re-entering the dig must be laid over an area of 5m from the access point. This is impossible with the proximity of adjacent graves. The sett has therefore been refilled with soil but remains vulnerable to possible re-entry by the badger's next spring.
- 16th November - Together with the Executive Officer and Cllr Woods met with representatives of HCC Transport Services and RVA to receive an update on the Fleet Connect Bus Service (was Fleet Link). The number using the service has recovered to near pre-Covid levels and several new users have signed up to the service. It is still being used by residents over 80 years of age.
- The weekly trip to the Meadows is popular and oversubscribed but the capacity of the bus is restricted by the number of shopping trolleys and wheelchairs. A comment was made that having to meet a service schedule inhibits the use of the bus.
- Hampshire County Council Officers are concerned that potential further budget cuts by HCC could see the withdrawal of County support for local services like Fleet Connect. The Officers are carrying out a study to demonstrate the much broader benefits of the service beyond just being a transport service.
- 22nd November- Attended the Fleet Christmas Festival and the turning on of the Christmas lights. It was another hugely successful event, and many thanks must go to Cllr Tilley for her sterling efforts to bring this event forward every year and to all the Council Officers and Harlington Staff involved in making this such a hugely successful event.
- 28th November - Along with Cllr Cottrell attended the Greening Pillar session for Warmer Homes. The meet the expert sessions have been coordinated by the Projects and Committees Officer.
- 2nd December - Attended the unveiling of the plaque to celebrate Cllr Sharyn Wheale's contribution to the residents of Fleet. The plaque was unveiled by Cllr's Wheale's daughter. Special thanks to the Facilities and Open Spaces Manager for supporting the event despite his other duties and to Cllrs Tilley and Woods for their contribution in ensuring the event took place and was carried off successfully.
- 4th December - Together with Members of the Lease Working Group and the Executive Officer met with representatives of Fleet Town Football Club to discuss finalisation of the new lease on the Calthorpe Park site.
- 4th December - Attended the Fleet BID Board Meeting.

FC DECEMBER 2023 ITEM 5

HCC/HDC ANNOUNCEMENTS

The following reports were received from Hampshire County Council.

Cllr Stephen Parker (HCC)

- The Hampshire County Council budget issues are affecting all services due to funding centrally. Hampshire County Council will use reserves to keep essential services going.
- The application for school admissions is available on the Hampshire County Council website.

- The County has received funding of £132m, to be spread over 10 years, for potholes and road repairs.
- Details of waste prevention grant is available on the Hampshire County Council website.
- Thousands more trees are set to be planted across Hampshire as a permanent reminder of His Majesty King Charles III's Coronation. Trees have been planted in the Havant and Hedge end areas.
- There is a new County Council app which can be used for services such as reporting potholes.
- The Police and Crime Commissioner consultation on precept closes on the 10th December 2023.
- Sites identified for pedestrian crossings have now been validated for Velmead Road and Florence Road. Schemes are currently being designed.

Cllr Forster (HCC)

- The Hampshire County Council Leader has raised an issue with the government minister of extra funding for services and more local decision making. More social care needs mean cost increases without additional funding.
- Thank you for the success of Fleet Christmas Festival. Fleet Lions are no longer able to insure the road closures. Hampshire County Council are unable to step in to support this.
- There was an accident on Upper Street due to speeding issues. The s106 funds are to be used for signage improvements initially and then will work on planning further measures.
- A second safety audit has been completed on the Hitches Lane remodelling and the works are compliant, however, a further safety evaluation is planned.
- The Hartland Village bus service is due to be tendered to link key sites in and around the town at key times of day.

Cllr Collett (HCC)

- There are parking issues on Dexter Road and Old Cove Road due to unclear road markings. Enforcement action will be taken.
- The Blackwater Valley bus tenders have been completed and have been renewed for one year only.
- Awaiting news from the Government on funding, settlement figures which were released in December.

A Member asked a question regarding the pension surplus for the Local Government Pension Scheme. Was there any scope to reduce employer contributions to save costs? Cllr Parker asked if the member could forward the full question to him so that it can be put to the Chair of the Pension Fund.

Cllrs Forster, Parker and Collett left the meeting at 7:40pm.

FC DECEMBER 2023 ITEM 6

MINUTES OF PREVIOUS MEETINGS

The minutes of the Council meeting held on 1st November 2023 were approved and signed by the Chairman.

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

- | | |
|---------------------------|---|
| • Establishment Committee | 8 th November 2023 |
| • Development Control | 13 th & 27 th November 2023 |

Cllr Peter Wildsmith arrived at 7:41pm.

Members noted receipt of:

- a) The bank reconciliation and a list of payments for October 2023.
- b) A statement from the Executive Officer that Councillor Robinson has verified and signed off the bank reconciliation and verified and schedule of payments for October 2023 with no qualifications.

RESOLVED

- 1) To receive and accept the bank reconciliation and list of payments for October 2023.
- 2) To accept that Councillor Robinson has verified and signed off the bank reconciliation and list of payments for October 2023.

FC DECEMBER 2023 ITEM 8**INTERIM INTERNAL AUDIT**

Members received the internal audit report following the Internal Auditor's visit in November 2023 and the interim audit actions report.

Members discussed that some comments have not been raised previously regarding the publishing of public information. It was explained that this is likely due to issues coming to light at other Councils as part of the auditor's work.

It was noted that the Council has a policy of retaining three months of expenditure in the current account along with an additional £50k contingency retained for The Harlington operating costs. The Executive Officer is in the process of transferring surplus funds from the current account into an instant access account with interest.

RESOLVED

- 1) To note the internal audit report.
- 2) To approve the interim audit actions report.

FC DECEMBER 2023 ITEM 9**EARMARKED RESERVES**

Members reviewed the earmarked reserves and the proposed reserves movement from General Fund to a new reserve for the Edenbrook Parks Commuted Sum. Originally this sum was in an earmarked reserve but was then moved to the general fund. It is now proposed that the residual balance is reallocated to a specific earmarked reserve for clarity.

RESOLVED

To approve moving £81,160 from the General Fund to a new Edenbrook Parks Commuted Sum earmarked reserve.

FC DECEMBER 2023 ITEM 10**UK SHARED PROSPERITY FUND BID**

Members received the report from the Executive Officer to endorse the grant submission from the Hart District Council UK Shared Prosperity Fund for a community garden at Ancells Farm, as recommended by the Parks and Open Spaces Working Group.

One Member asked if the location of the project had been adequately considered. It was confirmed that, should the grant be successful, the precise location could potentially be reviewed, although the intent was to rejuvenate a piece of wasteland.

It was noted that the Ward Councillors for the area where a project is likely to take place would normally be included in any discussions. The very limited time available for this particular grant application made this more difficult than it would usually have been.

RESOLVED

To approve endorsing the grant submission to the UK Shared Prosperity Fund for a community garden at Ancells Farm.

FC DECEMBER 2023 ITEM 11

COUNCIL AND HARLINGTON WEBSITES

Members received the report from the Projects and Committees Officer and Marketing and Box Office Manager for the contract to create new Fleet Town Council and The Harlington websites.

Members discussed the three quotes received and whether the recommended contractor is likely to result in unbudgeted costs. The Executive Officer confirmed that she met with all three companies. The recommended contractor provided the most comprehensive quote, has the widest range of experience in both the Council and entertainment / commercial sectors and is likely to be able to evolve the website in the future, as required. Any additional work will be picked up by Officers to ensure the project does not exceed the quote and the £10k budget.

RESOLVED

To appoint Cosmic (company B) to complete the new websites work for Fleet Town Council and The Harlington at a cost of £9,500 for development and design plus an additional £500 for content input, totalling £10,000.

FC DECEMBER 2023 ITEM 12

COMMITTEE MEMBERSHIP- ESTABLISHMENT COMMITTEE

Members received the report from the Executive Officer to appoint a new member to the Establishment Committee.

RESOLVED

To approve the appointment of Councillor Ellie May to the Establishment Committee.

FC DECEMBER 2023 ITEM 13

COUNCIL MEETING DATES

Members received a draft copy of the meeting dates for 2024/25.

It was noted that two committee meetings were scheduled on the 6th November 2024 at 7pm and, therefore, the date of the Establishment meeting needs to change.

It was proposed to change the date of the Annual Residents meetings to 12th March 2024 and 11th March 2025, so that it does not clash with the pre-election period.

The meeting calendar will also be re-confirmed at the Annual Meeting of the Town Council in May.

RESOLVED

- 1) To approve the proposed change to the Annual Residents meeting in March 2024 and 2025.
- 2) To change the dates for the Establishment meeting in November 2024.
- 3) To approve all other meetings dates, as proposed.

FC DECEMBER 2023 ITEM 14

DRAFT BUDGET AND PRECEPT FOR 2024/25

Members received a summary of the draft budget for the next financial year and discussed the following:

- The proposed draft precept equates to a 6% increase in the Town Council's element of the Council Tax, calculated with the new tax base, and is aligned to inflation.

- That for the first time an inflationary increase has been applied to The Harlington development precept. In times when inflation is high, this is essential to ensure the fund keeps pace with inflation.
- That re-allocating The Harlington precept to fund operational projects and expenditure for one year only, as suggested by a Member, would put the development fund at a disadvantage and is not what the public were advised the money would be collected for.
- The draft budget enables the Council to maintain the current level of support and services, against a climate of high inflation whereas other higher tier Councils have reduced their service but still increased their budget requirements.
- That Members support, in principle, the draft budget and draft precept for the 2024/25 financial year as proposed, without further amendment.

FC DECEMBER 2023 ITEM 15

COMPLAINTS

No new complaints have been received since the last meeting.

FC DECEMBER 2023 ITEM 16

EXECUTIVE OFFICER'S REPORT

Members noted the Executive Officer's report.

Cllr Schofield is unable to volunteer at the FTC market stall on Saturday 9th December. Another volunteer is required.

Cllr Richmond is stepping down from the Fleet Market CIC and Cllr Taylor will be officially taking on the role.

FC DECEMBER 2023 ITEM 17

DATE AND TIME OF NEXT MEETING

Members noted the time and date of the next Council Meeting to be held on Wednesday 3rd January 2024 at 7pm in The Harlington.

Friends of Oakley Park representative left the meeting at 8:50pm.

FC DECEMBER 2023 ITEM 18

THE HARLINGTON LEASE

Confidential contractual papers were circulated for this item, however, as no members of the public were present the meeting was not closed for public admission. The confidential report and draft lease for The Harlington were discussed.

It was noted that the sub-lease for the former coffee shop area and the leased land area details will need to be finalised before signing the lease.

Members were made aware that there may be some other minor text changes during the finalisation of The Harlington lease, but the Council will be informed if there are substantial changes proposed.

RESOLVED

- 1) To approve the draft lease for The Harlington, subject to a small number of minor changes that might arise during finalisation with Hart District Council.
- 2) To authorise the Chairman and the Executive Officer to progress completion of the lease negotiations, subject to their being only minor text changes to the agreement that have no material impact.

The meeting closed at 8:55pm.

Signed.....
Chairman

Date:.....

DRAFT



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Meeting held on Tuesday 19th December 2023
at 7pm in The Upstairs Meeting Room, The Harlington

Present:

Cllr Schofield - Chair
Cllr Holt
Cllr Hope
Cllr Robinson

Officers: Charlotte Benham

1	Apologies Apologies received from Cllr May.
2	Declarations of interest to any item on the agenda None Declared
3	Public Session None present.
4	Approval of the Notes The minutes of the development and control advisory group meeting held on Monday 27 TH November were accepted as a correct record of the meeting.
5	Applications to consider: 23/02550/HOU 10 Magnolia Way Fleet Hampshire GU52 7JZ Erection of a two storey front infill extension and front porch. Alterations to existing roof and fenestration. Comments required by 14 December <ul style="list-style-type: none">• No objection in regard to the proposed amendments to the house but the front extension limits the distance to the front boundary to 4.645m which is less than a standard parking space under Hart's TAN published August 2022. Neither is the space wide enough to get two vehicles side by side so parking is inadequate.• A 3 bed house requires 3 parking spaces – a dimensioned parking plan needs to be submitted.

- Likely any parking arrangement will lead to a breach of Fleet Neighbourhood Plan Policy 15, front gardens, resulting in a loss of biodiversity and a reduction in carbon absorption due to the loss of vegetation.
- Potential to become a 4 bedroom house which will further exacerbate the parking problem

OBJECTION until plans are submitted that show adequate parking provision.

23/02434/HOU

23 Regent Close Fleet Hampshire GU51 3NS

[Demolition of existing store and erection of a single storey side/rear extension with new roof over new and existing structures.](#)

Comments required by 14 December

- Property located in the Basingstoke Canal Conservation area and backs onto the canal tow path. The properties in the immediate vicinity are of no particular architectural value.

NO OBJECTION but the work to the property should take into account being located in a Flood Zone (Zone 3)

23/02582/HOU

13 Oakley Drive Fleet Hampshire GU51 3PP

[Erection of a single storey side and rear extension following demolition of existing detached garage, conversion of loft to habitable accommodation to include the erection of dormer windows to the front and rear and erection of a detached garage](#)

Comments required by 20 December

- This is the conversion of a 2 bedroom bungalow (a house that has only one level) into a 5 bedroom house. Once developed it is no longer a bungalow but, a five bedroomed house and would be appropriately marketed. Breaches Fleet Neighbourhood Plan Policy 11.3 - it will no longer be suited for occupation by older people and/or people of limited mobility, it will be suitable as a substantial family home.
- A 5 bedroom house requires 4 parking spaces. 3 vehicles are shown to the front of the property which would require extensive hard standing in breach of Fleet Neighbourhood Plan Policy 15, Residential gardens, as less than 50% of the front garden will be retained to soft landscaping.
- Parking 3 in a row also not accepted under Hart's parking standards.
- Additionally a large double garage is proposed towards the rear of the property which means extensive hard standing for access to the garage - a significant area of land will be converted to hard standing which will have a negative impact on biodiversity and reduction in carbon absorption due to loss of green areas. The increased area of hardstanding requires compensation through the use of SUDs, no details of which are given in the application.
- Oakley drive was initially a development of bungalows that has progressively been lost through earlier development potentially prior to the introduction of the Neighbourhood Plan.

OBJECTION due to loss of a bungalow and loss of front garden to hardstanding in breach of the Fleet Neighbourhood Plan.

23/02599/HOU

Siska Reading Road North Fleet Hampshire GU51 4AH

[Demolition and rebuilding of existing single storey side extension.](#)

Comments required by 25 December

This is a modification to a recently approved Application 23/01275/HOU. NO OBJECTION

23/02543/HOU

22 Wellington Avenue Fleet Hampshire GU51 3BF

[Erection of a single storey rear extension following demolition of existing conservatory, replacement of french doors to ground floor rear with bi-fold doors and insertion of two windows to ground floor side](#)

Comments required by 25 December

- Infilling existing extension so no increase in footprint.
- Addition of effectively 3 windows looking directly onto the SW boundary so need to ensure boundary treatment screens any risk of overlooking of neighbouring property.

NO OBJECTION subject to condition that screening is put in place to protect neighbours' privacy.

23/02616/HOU

37 Albert Street Fleet Hampshire GU51 3RL

[Demolition of existing conservatory and erection of a two storey rear extension.](#)

Comments required by 25 December

All development is to the rear and finishes have been maintained to match the existing property. Only issue is the development is on Albert Street and increases from 3 to 4 bedrooms but parking is limited. However there is on street permit parking – question is, are permits still available and will any spaces be free?

No Objection in principle but a HOLDING OBJECTION until parking issues are resolved.

23/02472/HOU

Eastwood House , Queen Mary Close, Fleet, Hampshire, GU51 4QR

[Erection of a two storey side extension and conversion of loft into habitable accommodation to include rear dormer with a Juliet balcony](#)

Comments required by 19 December

OBJECTION

The removal of the French Door and Juliet balcony to the loft conversion and the distance from the property to the neighbours means overlooking is likely no longer a significant issue, however previous comments relating to the style of extension within the NFCA and it being out of keeping still stand:

- This was an infill property in an infill area that totally changed the character of NFCA in the immediate area. The house itself has no real architectural merit. The whole plot is virtually down to gravel.

	<ul style="list-style-type: none"> • There is limited tree cover which is uncharacteristic of the NFCA. • The proposed ground floor extension has no architectural connection with the host building as it has a totally different in design, character and materials. • It neither preserves or enhances the appearance or character of the NFCA. <p>OBJECTION</p> <p>23/02226/HOU 14 Chinnock Close Fleet Hampshire GU52 7SN <u>Erection of a single storey front extension following removal of existing open porch, single storey rear, part two storey part first floor side and alterations to windows and doors. Material alterations to the front elevation from existing.</u> Comments required by 26 December</p> <ul style="list-style-type: none"> • Significant extension over the double garage will change the character of a small estate of near identical properties. • Reduces views through to the belt of trees behind the properties. • Note attempts have been made to make the front elevation in keeping with the host building. • Increase to 5 bedrooms. • Master bedroom has extensive glazing with a Juliet Balcony which would not appear to create significant overlooking of neighbours' rear gardens and loss of privacy. The property backs onto a belt of trees and boundaries to neighbours are screened. • Parking plan effectively shows 3 in a row which breaches Hart's TAN plus for parking (TAN 5.16) Parking in front of garage doors required 6m overall space (TAN 5.11) in this case the extra length would result in cars not fitting onto the front of the plot as the plans demonstrate, so parking is inadequate. • Extending hard standing to the front of the property would result in the loss of green space – a negative impact on bio-diversity and potential breach of FNP Policy 15 Front Gardens. <p>OBJECTION</p>
6	<p>Noted:</p> <p>The weekly lists</p>
7	<p>Noted:</p> <p>Hart Planning Meeting Dates</p> <p>10th January 2024</p>
8	<p>Date of Next Meeting</p> <p>8th January 2024</p>

Meeting closed: 7.45pm

Signed:.....

Date:

Fleet Town Council 2023/2024**Bank - Cash and Investment Reconciliation as at 30 November 2023**

	<u>Account Description</u>	<u>Balance</u>	
<u>Bank Statement Balances</u>			
1	30/11/2023 HSBC	1,313,265.69	
2	30/11/2023 Petty Cash	47.70	
			1,313,313.39
<u>Other Cash & Bank Balances</u>			
	CCLA Pub Sector Deposit Fund	1,700,000.00	
	Cash Floats	2,000.00	
	Nationwide deposit account	800,458.16	
	Petty Cash - Harlington	120.00	
			2,502,578.16
			3,815,891.55
<u>Receipts not on Bank Statement</u>			
0	30/11/2023 All Receipts Cleared	0.00	
			0.00
Closing Balance			3,815,891.55
<u>All Cash & Bank Accounts</u>			
1	Bank Current/Deposit Account	1,313,265.69	
2	Petty Cash - FTC	47.70	
	Other Cash & Bank Balances	2,502,578.16	
	Total Cash & Bank Balances		3,815,891.55

Date: 08/12/2023

Fleet Town Council 2023/2024

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Time: 11:53

Cashbook 1

User: SM

Bank Current/Deposit Account

Payments made between 01/11/2023 and 30/11/2023

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/11/2023	Hart District Council - DD	dd343	210.00	210.00		500			Business Rates 2023/24
01/11/2023	Hart District Council - DD	dd344	1,634.00	1,634.00		500			Business rates 2023/24
01/11/2023	Hart District Council - DD	dd345	119.00	119.00		500			Business rates 2023/24
07/11/2023	BACS P/L Pymnt Page 2273	BACS Pymnt	61,292.78	61,292.78		500			BACS P/L Pymnt Page 2273
07/11/2023	Booker Limited	dd346	147.20	147.20		500			Bar supplies
10/11/2023	HSBC	dd353	63.24	63.24		500			Bank Charges 1/9-30/9
10/11/2023	HSBC	dd354	12.53	12.53		500			Bank charges 1/9-30/9
13/11/2023	Fleet Town Council	DD	3,745.66			516		3,745.66	L&G Pension Nov 23
13/11/2023	HSBC	dd376	2,412.73	2,412.73		500			October 23 Credit card
14/11/2023	Payment Sense Ltd	dd357	35.26	35.26		500			Bank charges 1/10-31/10/23
14/11/2023	Payment Sense Ltd	dd358	229.16	229.16		500			Bank charges 1/10-31/10/23
16/11/2023	Global Payments - Direct Debit	dd347	816.91	816.91		500			Bank charges 30/9-31/10
17/11/2023	BACS P/L Pymnt Page 2285	BACS Pymnt	44,516.32	44,516.32		500			BACS P/L Pymnt Page 2285
17/11/2023	Castle Water Limited	dd351	54.05	54.05		500			Water 1/10-31/10/23
20/11/2023	Castle Water Limited	dd350	0.75	0.75		500			Water 1/10-31/10/23
20/11/2023	Central Computer Management Lt	dd352	67.20	67.20		500			payroll oct 23
20/11/2023	Fleet Town Council	DDR	28,464.63			516		121.45	Payroll Nov 23
						520		28,343.18	Payroll Nov 23
22/11/2023	Croner Group Ltd	dd348	408.98	408.98		500			Nov 23 HR/H&S
22/11/2023	Fleet Town Council	DDR	9,462.96			515		9,462.96	Inland Rev Nov 23
23/11/2023	Castle Water Limited	dd363	5.78	5.78		500			Water 1/10-31/10/23
24/11/2023	BOC Ltd	dd349	177.25	177.25		500			Gas
24/11/2023	Payment Sense Ltd	dd355	17.88	17.88		500			Bank charges Nov23
24/11/2023	Payment Sense Ltd	dd356	113.94	113.94		500			Bank charges
28/11/2023	Total Energies	dd360	156.48	156.48		500			Gas 30/9-31/10/23
28/11/2023	Total Energies	dd361	2,605.84	2,605.84		500			Gas 30/9-31/10/23
28/11/2023	Total Energies	dd364	28.32	28.32		500			Gas 30/9-31/10/23
29/11/2023	HSBC	dd359	87.55	87.55		500			Bank charges 8/10-7-11/23
29/11/2023	Global Payments - Direct Debit	dd362	46.44	46.44		500			Bank charges 1/10-31/10
29/11/2023	Vodafone Limited	dd365	42.41	42.41		500			Mobiles 18/11-17/12
30/11/2023	BT Payment Services Ltd	dd366	121.39	121.39		500			Broadband Nov 23
Subtotal Carried Forward:			157,096.64	115,423.39	0.00			41,673.25	

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>
Total Payments:			157,096.64	115,423.39	0.00			41,673.25	

Purchase Ledger for Month No 8				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
07/11/2023	I141		1997 GROUP	1997GROUP	269.98	0.00	269.98	503	0	269.98	PA wing banners
23/11/2023	NOVEXP		ALEX ROBINS	ALEXROBINS	179.20	0.00	179.20	4752	201	0.95	hospitality milk
								4752	201	0.95	hospitality milk
								4752	201	5.00	hospitality
								4752	201	1.90	hospitality milk
								4752	201	1.55	hospitality milk
								4752	201	1.90	hospitality milk
								4752	201	3.15	hospitality milk
								4752	201	3.80	hospitality milk
								4752	201	160.00	artisti meal
22/11/2023	NVEXP		ALANOLIV	ALOLIV	147.33	29.46	176.79	4537	105	147.33	Nov 23 Expense
22/11/2023	AUGEXP		BENCRANE	BENC	27.90	0.00	27.90	4041	301	27.90	Aug 23 Expense
22/11/2023	JULEXP		BENCRANE	BENC	27.27	0.00	27.27	4041	301	27.27	July 23 Expense
22/11/2023	NOVEXP		BENCRANE	BENC	32.81	0.00	32.81	4041	301	32.81	Nov 23 Expense
22/11/2023	OCTEXP		BENCRANE	BENC	27.27	0.00	27.27	4041	301	27.27	Oct 23 Expense
22/11/2023	SEPEXP		BENCRANE	BENC	48.74	0.00	48.74	4041	301	48.74	September 23 Expense
24/11/2023	227T50658		BIFFA	BIFFA	628.81	125.76	754.57	4156	350	628.81	Gnrl Waste 30/12-29/3/24
24/11/2023	227T50659		BIFFA	BIFFA	43.56	8.71	52.27	4156	204	43.56	Glass waste 2/10-24/11
30/11/2023	3075874328		BOC	BOC	201.26	40.25	241.51	4700	201	201.26	Gas
03/11/2023	3404		THE BOHEMIANS	BOHEMIANS	2,576.00	515.20	3,091.20	792	0	2,576.00	The bohemians 27/10/23
06/10/2023	0113928		BOOKER	BOOKER	46.72	9.34	56.06	4700	201	46.72	Bar supplies
10/11/2023	0118619		BOOKER	BOOKER	102.66	14.26	116.92	4752	201	42.35	Bar supplies
								4700	201	40.94	Bar supplies
								4152	204	13.98	Bar supplies
								4660	150	5.39	Bar supplies
21/11/2023	0120240		BOOKER	BOOKER	238.26	47.65	285.91	4700	201	107.02	Bar supplies
								4710	201	106.94	Bar supplies
								4761	201	24.30	Bar supplies

19/12/2023		Fleet Town Council 2023/2024									Page 2
10:47		PURCHASE LEDGER INVOICE LISTING									User: RH
Purchase Ledger for Month No 8					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
29/11/2023	0241182		BOOKER	BOOKER	207.47	41.49	248.96	4152	204	28.98	Bar supplies
								4710	201	156.96	Bar supplies
								4700	201	21.53	Bar supplies
23/11/2023	3621		BRANDPEST	BRAND	60.00	12.00	72.00	4187	310	60.00	Pest control contract Nov
16/11/2023	M065A8		BT	BT	101.16	20.23	121.39	4487	204	101.16	Broadband Nov 23
02/11/2023	10000550721		CASTLE WATER DD	CASTLEWADD	343.50	0.00	343.50	4115	350	343.50	Water 1/10-31/10/23
03/11/2023	10000592023		CASTLE WATER DD	CASTLEWADD	49.61	4.44	54.05	4115	320	49.61	Water 1/10-31/10/23
06/11/2023	10000622752		CASTLE WATER DD	CASTLEWADD	15.00	1.20	16.20	4115	208	15.00	Water 1/10-31/10/23
09/11/2023	10000666608		CASTLE WATER DD	CASTLEWADD	4.82	0.96	5.78	4115	310	4.82	Water 1/10-31/10/23
02/11/2023	10000557431		CASTLEWATER	CASTLEWATE	766.17	88.91	855.08	4115	204	766.17	Water 1/10-31/10/23
06/11/2023	10000620347		CASTLEWATER	CASTLEWATE	67.89	7.77	75.66	4115	204	67.89	Water 1/10-31/10/23
08/11/2023	53273		CBS	CBS	824.00	164.80	988.80	4170	204	824.00	Contract 1/11-30/11/23
08/11/2023	53274		CBS	CBS	463.13	92.63	555.76	4170	204	463.13	Contract 1/11-30/11/23
08/11/2023	53297	P	CBS	CBS	177.00	35.40	212.40	4170	204	177.00	Replair water heater
23/11/2023	53399		CBS	CBS	386.00	77.20	463.20	4170	204	386.00	Repair heater
30/11/2023	60143		CENTRAL COM LIVEPAY	CCMLPAY	54.00	10.80	64.80	4550	101	54.00	Payroll Nov 23
09/11/2023	144411		CONTINUOUS DATAPRINT	CDP	526.80	105.36	632.16	503	0	526.80	Xmas Festival Banner
30/11/2023	P671695		CHAMBERS	CHAMBERS	211.37	42.27	253.64	4155	204	179.97	Mixed waste Nov 23
								4156	204	31.40	Mixed waste Nov 23
30/11/2023	P671696		CHAMBERS	CHAMBERS	37.38	7.48	44.86	4155	205	37.38	Mixed waste Nov 23
30/11/2023	P671697		CHAMBERS	CHAMBERS	29.36	5.87	35.23	4155	350	29.36	Waste Nov 23
01/11/2023	INVD02240	4781	CLOUDY IT	CLOUDYIT	630.00	126.00	756.00	4185	101	630.00	Laptop
17/11/2023	INV0093578		ODLINGS LTD	COLUMBARIA	205.80	41.16	246.96	4935	350	205.80	sanctum tablet
03/11/2023	18NOV23		COMEDY COMPANY	COMEDYCOMP	1,000.00	200.00	1,200.00	790	0	1,000.00	comedy 18/11
07/11/2023	907394390		MOLSON COORS	COORS	1,539.31	307.86	1,847.17	4700	201	1,539.31	Bar supplies
14/11/2023	907403689		MOLSON COORS	COORS	733.43	146.68	880.11	4700	201	733.43	bar supplies
21/11/2023	907413323		MOLSON COORS	COORS	5,464.21	1,092.84	6,557.05	4700	201	5,464.21	bar supplies
28/11/2023	907424930		MOLSON COORS	COORS	2,586.51	517.30	3,103.81	4700	201	2,586.51	Bar supplies
19/11/2023	C000757691		CRONER	CRONER	344.01	64.97	408.98	4551	101	189.21	Nov 23 HR/H&S

Purchase Ledger for Month No 8					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
								4187	101	154.80	Nov 23 HR/H&S
01/11/2023	2389FCF		DAVID WOOLDRIDGE	DAVID WLDR	203.00	0.00	203.00	503	0	203.00	Xmas switch on
01/11/2023	INV05067		DTM CONTRACTORS LTD	DTM CONTR	60.00	12.00	72.00	4170	204	60.00	fix door and lock
09/11/2023	INV5070		DTM CONTRACTORS LTD	DTM CONTR	127.06	25.41	152.47	4170	205	127.06	Replace faulty light
21/11/2023	INV05078		DTM CONTRACTORS LTD	DTM CONTR	63.55	12.71	76.26	4170	204	63.55	replace/repair socket
23/11/2023	INV05079		DTM CONTRACTORS LTD	DTM CONTR	360.00	72.00	432.00	4170	204	360.00	repair/replce lights
29/11/2023	6361		ECOLOGY CORP	ECOLOGY	1,065.77	213.15	1,278.92	4201	350	1,065.77	Ecologist time
03/11/2023	8082716		ENCHANTED PERFORMERS	ENCHANTED	950.00	0.00	950.00	503	0	950.00	Xmas Festivies performer
17/11/2023	6225		FARNBOROCOMM	FARNCOMM	3,287.00	657.40	3,944.40	503	0	2,834.00	Radios and batteries
								4656	150	453.00	Radios and batteries
26/09/2023	20868		FESTIVE LIGHTING	FESTIVELIG	11,513.33	2,302.67	13,816.00	4655	150	11,513.33	Xmas install 2023
11/11/2023	20231111		FEVER PRODUCTIONS	FEVER	2,800.00	0.00	2,800.00	749	0	2,800.00	Buble/Sinatra
16/11/2023	2316		FLEETJAZZ	FLTJAZ	898.64	0.00	898.64	808	0	178.64	Jazz 16/11
								809	0	720.00	Jazz 16/11
28/11/2023	FOBP		FREINDSOFBASING	FREINDS	120.00	0.00	120.00	4220	320	120.00	Insruance
11/11/2023	26		GC LIGHTING	GC LIGHTNG	165.00	0.00	165.00	749	0	165.00	Sinatra Lighting
30/11/2023	50381643		GLOBAL PAYMENTS DD	GLOBALDD	74.55	14.91	89.46	4422	201	74.55	Bank charges Nov 23
30/11/2023	NOV23		GLOBAL PAYMENTS DD	GLOBALDD	1,111.45	0.70	1,112.15	4422	201	1,111.45	Bank charges Nov 23
25/10/2023	INV26438		HOGS BACK	HOGSBACK	199.07	39.81	238.88	4700	201	199.07	bar supplies
01/11/2023	INV26619		HOGS BACK	HOGSBACK	199.07	39.81	238.88	4700	201	199.07	bar supplies
08/11/2023	INV26901		HOGS BACK	HOGSBACK	199.07	39.81	238.88	4700	201	199.07	bar supplies
22/11/2023	INV27437		HOGS BACK	HOGSBACK	306.77	61.35	368.12	4700	201	306.77	bar supplies
29/11/2023	INV27831		HOGS BACK	HOGSBACK	207.24	41.45	248.69	4700	201	207.24	bar supplies
24/11/2023	10987283		HSBC	HSBC	63.72	0.00	63.72	4420	101	63.72	bank charges
24/11/2023	11025563		HSBC	HSBC	63.41	0.00	63.41	4420	101	63.41	Bank charges
10/11/2023	OCT23		HSBC	HSBC	87.55	0.00	87.55	4420	101	87.55	Bank charges 8/10-7-11/23
06/11/2023	OCTCCARD		HSBC	HSBC	2,171.77	240.96	2,412.73	4175	204	106.23	CC/BC/OCT 23/LIGHTS
								4481	101	291.17	CC/BC/OCT 23/ADOBE
								4481	101	75.00	CC/CB/OCT 23/RADIO LICENCE

Purchase Ledger for Month No 8				Order by Supplier A/c							
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			
								A/C	Centre	Amount	Analysis Description
								4481	204	9.16	CC/AR/OCT 23/SPOTIFY
								4481	204	159.00	CC/AR/OCT 23/TV LICENCE
								4656	150	16.65	CC/BC/OCT 23/DOME LED LIGHTS
								4486	101	3.30	CC/BC/OCT 23/MICROSOFT
								4486	101	88.20	CC/BC/OCT 23/MICROSOFT
								4486	101	169.20	CC/BC/OCT 23/MICROSOFT
								4445	101	6.00	CC/CB/OCT 23/GIFFGAFF
								4445	101	6.00	CC/CB/OCT 23/GIFFGAFF
								4763	201	74.90	CC/CB/OCT 23/BAR SNACKS
								4763	201	104.86	CC/CB/OCT 23/BAR SNACKS
								4455	101	75.00	CC/CB/OCT 23/STAMPS
								4455	204	8.15	CC/AR/OCT 23/POSTAGE
								4761	201	87.92	CC/CB/OCT 23/BAR SUPPLIES
								4030	101	79.00	CC/CB/OCT 23/TRAINING
								4030	204	150.00	CC/AR/OCT 23/TRAINING
								4185	101	21.95	CC/CB/OCT 23/PHONE CHARGER
								4185	101	106.64	CC/CB/OCT 23/HARD DRIVES
								4185	201	45.83	CC/AR/OCT 23/MIRROR BALL
								4660	150	56.00	CC/CB/OCT 23/REMEMBRANCE
								4660	150	68.97	CC/CB/OCT 23/REMEMBRANCE
								4155	350	-60.80	CC/CB/OCT 23/WASTE REFUND
								4182	201	34.99	CC/AR/OCT 23/CABLES
								4400	204	13.48	CC/AR/OCT 23/BATTERIES/CABLE
								4207	204	70.00	CC/AR/OCT 23/CCTV REPAIR
								793	0	120.00	CC/AR/OCT 23/BAND ACCOM
								793	0	184.97	CC/AR/OCT 23/BAND ACCOM
19/11/2023	011		JAMIE BOND	JAMIEBOND	102.42	0.00	102.42	808	0	102.42	fleet jazz 14/11 tech
24/11/2023	L401353	4777	KBO FIRE AND SECURIT	KBO	260.56	52.11	312.67	4175	208	260.56	padlock
25/10/2023	INV3165		KRAKEN	KRAKEN	200.00	40.00	240.00	503	0	200.00	Signs Xmas Festival 23

Purchase Ledger for Month No 8				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
15/11/2023	292518		LAWMANS UK	LAWMANS UK	420.00	84.00	504.00	749	0	210.00	Security 10/11th Nov
								793	0	210.00	Security 10/11th Nov
27/11/2023	292819		LAWMANS UK	LAWMANS UK	897.60	179.52	1,077.12	503	0	897.60	security
28/11/2023	292834		LAWMANS UK	LAWMANS UK	840.00	168.00	1,008.00	757	0	840.00	security
22/11/2023	NOVEXP		LESLIE HOLT	LESLIEH	68.61	13.72	82.33	4537	105	68.61	November 23 Expense
24/11/2023	107933		LONDON CATERING	LONDONCAT	208.75	41.75	250.50	4152	204	208.75	Cleaning supplies
13/11/2023	000394		MENS SHED	MENSSHED	60.00	0.00	60.00	4175	310	60.00	Swan head repair
09/11/2023	10231646		MINTNETWORK	MINTNETWORK	113.67	22.73	136.40	4440	101	113.67	Tel Calls Oct 23
01/11/2023	LP014D		NEIL O'BRIEN	NEILOBRIEN	1,375.00	275.00	1,650.00	777	0	1,375.00	los pacaminos
28/11/2023	17040		NIGEL JEFFRIES	NIGELJEFFR	300.00	60.00	360.00	4201	350	300.00	Fill badger holes
28/11/2023	17041		NIGEL JEFFRIES	NIGELJEFFR	225.00	45.00	270.00	4170	208	112.50	goal hook installations
								4170	320	112.50	goal hook installations
28/11/2023	17042		NIGEL JEFFRIES	NIGELJEFFR	130.00	26.00	156.00	4202	350	130.00	Clear turf, prepare bed
30/11/2023	17097		NIGEL JEFFRIES	NIGELJEFFR	13,453.25	2,690.65	16,143.90	4200	208	2,263.07	Grnds Maint Contract Nov23
								4200	301	1,432.42	Grnds Maint Contract Nov23
								4200	310	3,848.97	Grnds Maint Contract Nov23
								4200	315	2,051.73	Grnds Maint Contract Nov23
								4200	320	1,744.77	Grnds Maint Contract Nov23
								4200	325	722.93	Grnds Maint Contract Nov23
								4200	350	1,083.73	Grnds Maint Contract Nov23
								4200	330	305.63	Grnds Maint Contract Nov23
01/11/2023	IN08744239		NPOWER	NPOWER	16.58	0.87	17.45	4122	310	16.58	CCTV Calthorpe
01/11/2023	IN08751471		NPOWER	NPOWER	1,491.01	298.20	1,789.21	4122	204	1,491.01	Elec 1/9-30/9/23
29/11/2023	IN08927994		NPOWER	NPOWER	22.73	1.17	23.90	4122	310	22.73	CCTV Elec 1/10-31/10/23
29/11/2023	IN08941881		NPOWER	NPOWER	3,695.27	739.05	4,434.32	4122	204	3,695.27	Elec 1/10-31/10/23
13/11/2023	IN01927169		NPOWER DD	NPOWERDD	19.24	0.96	20.20	4122	320	19.24	Elec 1/10-31/10
01/11/2023	IN08751481		NPOWER DD	NPOWERDD	130.84	6.54	137.38	4122	310	130.84	Elec 1/9-30/9/23
01/11/2023	IN08751485		NPOWER DD	NPOWERDD	26.02	1.30	27.32	4122	315	26.02	Elec 1/9-30/9/23
01/11/2023	IN08751486		NPOWER DD	NPOWERDD	19.04	0.95	19.99	4122	320	19.04	Elec 1/9-30/9/23

Purchase Ledger for Month No 8

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
01/11/2023	IN08751525		NPOWER DD	NPOWERDD	48.95	2.45	51.40	4122	205	48.95	Elec 1/9-30/9/23
01/11/2023	IN08751535		NPOWER DD	NPOWERDD	13.86	0.69	14.55	4122	208	13.86	Elec 1/9-30/9/23
29/11/2023	IN09018827		NPOWER DD	NPOWERDD	216.62	10.83	227.45	4122	310	216.62	Elec 1/10-31/10/23
29/11/2023	IN09018830		NPOWER DD	NPOWERDD	51.60	2.58	54.18	4122	315	51.60	Elec 1/10-31/10/23
29/11/2023	IN09018832		NPOWER DD	NPOWERDD	28.07	1.40	29.47	4122	320	28.07	Elec 1/10-31/10/23
29/11/2023	IN09018871		NPOWER DD	NPOWERDD	148.17	7.41	155.58	4122	205	148.17	Elec 1/10-31/10/23
29/11/2023	IN09031668		NPOWER DD	NPOWERDD	18.81	0.94	19.75	4122	208	18.81	Elec 1/10-31/10/23
30/11/2023	3388	4767	NPTREEMANAGE	NPTREE	290.00	58.00	348.00	4250	208	290.00	remove tree
02/11/2023	121508		DO THENUMBERS	NUMBERS	350.00	0.00	350.00	4580	101	350.00	Audit 31/3/24
26/10/2023	122194	4778	ODYSSEY TECH	ODYSSEY	70.00	14.00	84.00	4175	204	70.00	Repair dvd/cctv player
26/10/2023	122194CR	4778	ODYSSEY TECH	ODYSSEY	-70.00	-14.00	-84.00	4175	204	-70.00	Duplicate-paid by c/card
10/11/2023	5518455		PAYMENTSSENSE	PAYMENTSEN	14.90	2.98	17.88	4422	201	14.90	Bank charges Nov23
10/11/2023	5518456		PAYMENTSSENSE	PAYMENTSEN	94.95	18.99	113.94	4422	201	94.95	Bank charges
30/11/2023	NOV23		PAYMENTSSENSE	PAYMENTSEN	433.09	0.00	433.09	4422	201	433.09	Bank charges 1/11-30/11/23
31/10/2023	001841		CHCLEANING	PRIMA	2,403.45	480.69	2,884.14	4150	204	2,403.45	Cleaning 1/10-31/10/23
30/11/2023	001842		CHCLEANING	PRIMA	128.50	25.70	154.20	4150	205	128.50	Cleaning 1/11-30/11/23
30/11/2023	001843		CHCLEANING	PRIMA	384.85	76.97	461.82	4150	204	384.85	Cleaning 1/11-30/11/23
30/11/2023	001844		CHCLEANING	PRIMA	115.65	23.13	138.78	4150	315	115.65	Cleaning 1/11-30/11/23
30/11/2023	001845		CHCLEANING	PRIMA	57.75	11.55	69.30	4150	310	57.75	Cleaning 1/11-30/11/23
30/11/2023	001846		CHCLEANING	PRIMA	115.65	23.13	138.78	4150	320	115.65	Cleaning 1/11-30/11/23
30/11/2023	001847		CHCLEANING	PRIMA	128.50	25.70	154.20	4150	208	128.50	Cleaning 1/11-30/11/23
30/11/2023	301123		PRINCESTONES	PRINCESTON	95.00	0.00	95.00	4936	350	95.00	Ashes interment
18/11/2023	18112023		PRINCESTONES	PRINCESTON	120.00	0.00	120.00	4936	350	120.00	ashes interment
20/11/2023	20112023		PRINCESTONES	PRINCESTON	95.00	0.00	95.00	4936	350	95.00	ashes interment
26/11/2023	001501		RUPERT PETERS MUSIC	RUPERT P M	300.00	0.00	300.00	757	0	300.00	sound tech
02/11/2023	SPTFE281023		SANDARAC LTD	SANDARAC	3,407.31	681.46	4,088.77	709	0	3,407.31	Floyd effect
16/11/2023	NOVXP		SARAH MCKIBBIN	SARAHMC	70.52	14.10	84.62	4745	204	70.52	Uniform expense
30/11/2023	NOVEXP23		SARAH MOORE	SARAHMOORE	9.99	1.00	10.99	4185	101	9.99	Office supplies
01/11/2023	INV18059		SG POS	SGPOS	70.00	14.00	84.00	4728	201	70.00	web services nov 23

Purchase Ledger for Month No 8				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
07/11/2023	71123		SHANNON JAMES	SHANNONJAM	150.00	0.00	150.00	4720	201	150.00	Tech Jazz and Paul Young
01/11/2023	52796		SHIELD SECURITY SERV	SHIELD SEC	46.20	9.24	55.44	4188	204	46.20	Alarm/keyholding
30/11/2023	53109		SHIELD SECURITY SERV	SHIELD SEC	35.00	7.00	42.00	4188	204	35.00	Keyholding Nov 23
30/11/2023	NOVEXP 23		SIAN TAYLOR	SIAN	47.25	0.00	47.25	4041	350	47.25	mileage
30/10/2023	IV00041943		SSE ENERGY SOLUTIONS	SSEENERGY	29.98	1.50	31.48	4122	325	29.98	Elec 30/6-14/10
13/11/2023	PANTODW232		STARBURST	STARBURST	12,000.00	0.00	12,000.00	785	0	12,000.00	Pre sales Panto 23
01/11/2023	INV1429		SUSX HR HUB	SUX HR HUB	80.00	16.00	96.00	4551	101	80.00	HR services Nov 23 - last invo
26/11/2023	RA001 NOV23		TAKING COVER LTD	TAKING COV	300.00	0.00	300.00	757	0	300.00	Host
30/11/2023	23110105		TICKETSOLVE	TICKETSOLV	2,243.22	0.00	2,243.22	4490	201	2,243.22	Gross Sales Nov 23
10/11/2023	31931806023		TOTAL ENERGIES DD	TOTENGDD	149.02	7.46	156.48	4120	205	149.02	Gas 30/9-31/10/23
10/11/2023	31931809223		TOTAL ENERGIES DD	TOTENGDD	26.97	1.35	28.32	4120	208	26.97	Gas 30/9-31/10/23
11/11/2023	31953690423		TOTAL ENERGIES DD	TOTENGDD	2,386.61	477.32	2,863.93	4120	204	2,386.61	Gas 30/9-31/10/23
03/11/2023	167576		TRACEY BETTERIDGE	TRACEY BET	112.13	22.42	134.55	503	0	112.13	Elf fancy dress
20/10/2023	0000499347		TILLROLLCO	TTRC	65.95	13.19	79.14	4400	204	65.95	Thermal till rolls
01/11/2023	HI591244		UNITED HYGIENE	UWR	148.68	29.74	178.42	4152	205	148.68	Hygiene 1/11-30/11/23
01/11/2023	HI591472		UNITED HYGIENE	UWR	660.27	132.05	792.32	4152	204	660.27	Hygiene 1/11-30/11/23
03/11/2023	3271274	04786	VIKING	VIKING	87.19	17.44	104.63	4400	204	87.19	Stationery
14/11/2023	OPI680977		VIMTO	VIMTO	408.45	81.69	490.14	4700	201	408.45	bar supplies
28/11/2023	OPI683035		VIMTO	VIMTO	378.05	75.61	453.66	4700	201	378.05	Bar supplies
23/11/2023	4241	4766	VITAPLAY	VITAPLAY	2,835.00	567.00	3,402.00	4230	208	2,835.00	Repair play equipment
18/11/2023	B5622867004		VODAFONE	VODAFONE	35.34	7.07	42.41	4445	204	11.78	Mobiles 18/11-17/12
								4445	301	11.78	Mobiles 18/11-17/12
								4445	101	11.78	Mobiles 18/11-17/12
09/11/2023	INV0449		WAYMEDIA	WAYMEDIA	6,902.26	1,380.45	8,282.71	700	0	6,902.26	Paul Young
28/11/2023	INV0474		WAYMEDIA	WAYMEDIA	8,294.75	1,658.95	9,953.70	645	0	8,294.75	marti pellow
15/11/2023	248		WB PRODUCTIONS	WBPROD	4,900.00	0.00	4,900.00	757	0	4,900.00	wb shows nov 23
TOTAL INVOICES					123,331.82	18,517.09	141,848.91	123,331.82			

OFFICER: Rochelle Halliday, Executive Officer
DATE: 20th December 2023
MEETING: Council 3rd January 2024
SUBJECT: Item 9 – Contract Renewal for the Fleet Connect Service

1. Background

The Council has previously supported the Fleet Connect community transport service, commissioned by Hampshire County Council and operated by Rushmoor Voluntary Services.

The Community Transport tender arrangement with Hampshire County Council allowed for an initial two year contract (from April 2019) with the option to extend for a further four years (six years in total).

This proposal is to consider and renew the existing contract for one year, starting on 1st April 2024.

2. Financial Implications of the Proposal

The Council's current year contribution to the Fleet Connect service is £12,304.

Hampshire County Council has agreed to add an inflationary amount of 6.9% to the contract value in 2024/25, which is to be passed on to the contract operators.

The contribution required from Fleet Town Council for 2024/25 is £13,152.48.

The Council is asked to consider and agree extending the Fleet Connect contract for a period of one year at a contract value of £13,152.48. Please note that this value has already been included in the draft budget for 2024/25.

RECOMMENDATION

To approve extending the Fleet Connect contract for one year with effect from 1st April 2024.



Contact: James Taylor

Email: James.Taylor2@hants.gov.uk

Tel: 0370 779 5594

Rochelle Halliday
Clerk & Executive Officer
Fleet Town Council
The Harlington
236 Fleet Road
Fleet GU51 4BY

By email – executive.officer@fleet-tc.gov.uk

12 December 2023

Dear Ms Halliday

Basingstoke Canal Partnership – commitment to forward funding.

The Basingstoke Canal was purchased into public ownership following a Public Inquiry in 1970. The then derelict waterway was purchased by Surrey and Hampshire County Councils within their areas using powers available to them to provide countryside (including waterways) for public recreation. The County Councils exercised those powers on the basis that the District and Borough authorities also supported the restoration of the waterway for public use.

The Canal is an important recreational resource with an estimated 1.75 million visits per annum and provides a doorstep greenspace for local people linking with other open spaces, such as Horsell and Odiham Commons, Wellesley Woodlands and large areas of military open space surrounding Ash and Aldershot. The linear linking nature of the Canal is also important corridor for nature with 90% of the site being designated SSSI with a particular role for bats, invertebrates and aquatic plants. Indeed, for aquatic plants and dragonflies it is amongst the most important sites in England and Wales.

Since 1991 a more formal partnership of local authorities has overseen the operation of the restored waterway, through the partnership delivery body known as the Basingstoke Canal Authority (BCA). As a man-made waterway the 230-year-old heritage assets and water levels need constant attention to ensure public safety. The Canal partners have all contributed towards the operation of the canal, but these contributions have not been index linked meaning real terms reductions since the funding formula was agreed. The BCA have been able to increase the share of on canal income to cover this short fall with around 1/3 of operating costs now covered, typical of other inland waterways in public or charitable ownership. However, there are now very limited opportunities to increase this further without significant investment.

The reduction in riparian local authority partnership contributions has meant that the BCA has for the last 2 years set a budget deficit, calling on the partnership reserves to set a balanced budget – as

Basingstoke Canal Authority

Canal Centre, Mytchett Place Road, Mytchett, Camberley, Surrey GU16 6DD

Tel: 01252 370073 Email: info@basingstoke-canal.co.uk Web: www.basingstoke-canal.co.uk

you will appreciate this is not a sustainable position. The Canal Partnership's Joint Management Committee considered a report from Surrey and Hampshire County Council Officers making proposals to improve the situation on 20 November. I attach a link to the [report](#), [minutes](#) and the associated slide deck for your reference. This sets out that the partnership reserve will be expended by the 2026/25 year without action. The proposals set out streamlined governance and that the BCA should concentrate on the core statutory responsibilities for public health and wellbeing, safety and conservation value – with non-statutory visitor services largely being moved outside the partnership.

Over a period of years, some partners have ceased to provide some or all of the funding to support canal operations, most recently agreed in 2008/9. Whilst we are assured that the recent withdrawal of all funding from both Woking and Rushmoor Borough Councils are of a temporary nature, given present financial circumstances, we do need a degree of certainty to set forward budgets.

In order to help us set a forward budget for the re-focused BCA I am seeking confirmation of your authority's funding intentions to the Canal Partnership for the next three years, and I would appreciate your confirmation by the end of January 2024.

Should you or a member of your team wish to discuss the proposals set out in the 20 November report, then please do not hesitate to contact James Taylor (Strategic Manager – Basingstoke Canal) to arrange a meeting.

I look forward to hearing from you.

Yours Sincerely



CLlr Jonathan Glen
Chair Basingstoke Canal JMC



CLlr Paul Deach
Vice-chair Basingstoke Canal JMC

Link to JMC committee report:

<https://mycouncil.surreycc.gov.uk/documents/s94531/Canal%20Futures%20Report.pdf>

Link to Draft Minutes of the JMC 20 November 2023

<https://mycouncil.surreycc.gov.uk/documents/q8870/Public%20minutes%20Monday%2020-Nov-2023%2013.30%20Basingstoke%20Canal%20Joint%20Management%20Committee.pdf?T=11>

Canal Futures Briefing

Basingstoke Canal Joint Management Committee

20 November 2023

Jo Heath, HCC and Katie McDonald, SCC

BRIEFING PURPOSE



The Basingstoke Canal is not financially sustainable, and the funding received from partners is at risk with some already withdrawn. This briefing sets out the work that has been undertaken to consider the options for a more sustainable financial future for the Canal with associated risks and implications.

We are seeking feedback on these proposals from the Basingstoke Canal JMC members.

CONTENTS:

Background

- Current operational model
- Financial position
- Options considered

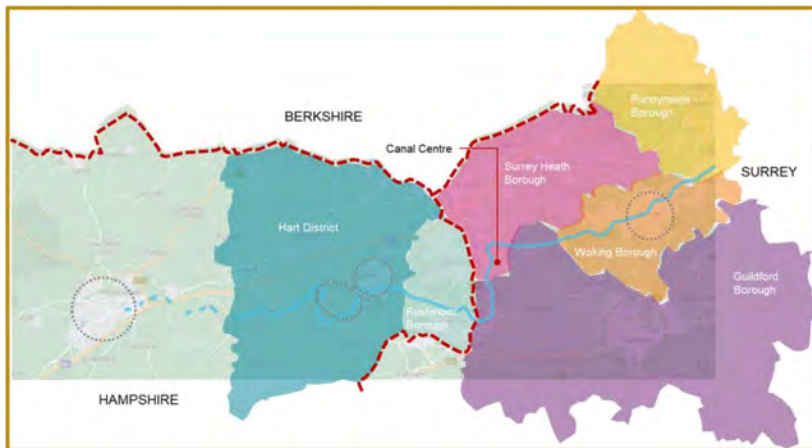
Proposed operating model

- Finance
- Canal Centre
- Staffing & accommodation
- Governance
- Risks & Issues

Communication & Decisions

- Timelines
- Comms & Engagement

The Basingstoke Canal



- The majority of the canal is a **designated SSSI**, for aquatic habitat and Greywell Tunnel
- Significant **recreational and health and wellbeing benefits**

Ownership & assets

- 32 mile Basingstoke Canal is jointly owned by Hampshire and Surrey County Councils,
- acquired in 1970's to manage the risk, protect the Canal and provide for public recreation.
- Majority of Hants section is raised on earth embankment – creating a risk of sudden flooding on failure.
- 29 locks (28 in Surrey),
- Mytchett Centre (visitor facilities, function room, offices and shop), car parking, campsite and café - owned by Surrey CC.
- Deepcut Lock Workshop owned by SCC and used by the BCA
- Ash Lock depot & offices – shared with Blackwater Valley Partnership owned by HCC.
- Car parks in Hampshire - 5 in Hampshire with charges at Reading Road, Fleet.

Current operating model

The Basingstoke Canal Partnership was established to fund the operation of the Canal following restoration.

The riparian partners contribute financially according to an MOA & governance is through a Joint Management Committee (JMC)

The two landowning authorities set up the **Basingstoke Canal Authority** to operate and manage the Canal in 1990.

HCC – employ the BCA staff working under HCC policies and procedures. Provide IT & finance support and depot at Ash Lock.

SCC – main operational base for the BCA at the Canal Centre including visitor facilities & democratic services support.

Table 1 – Partnership funding 23/24

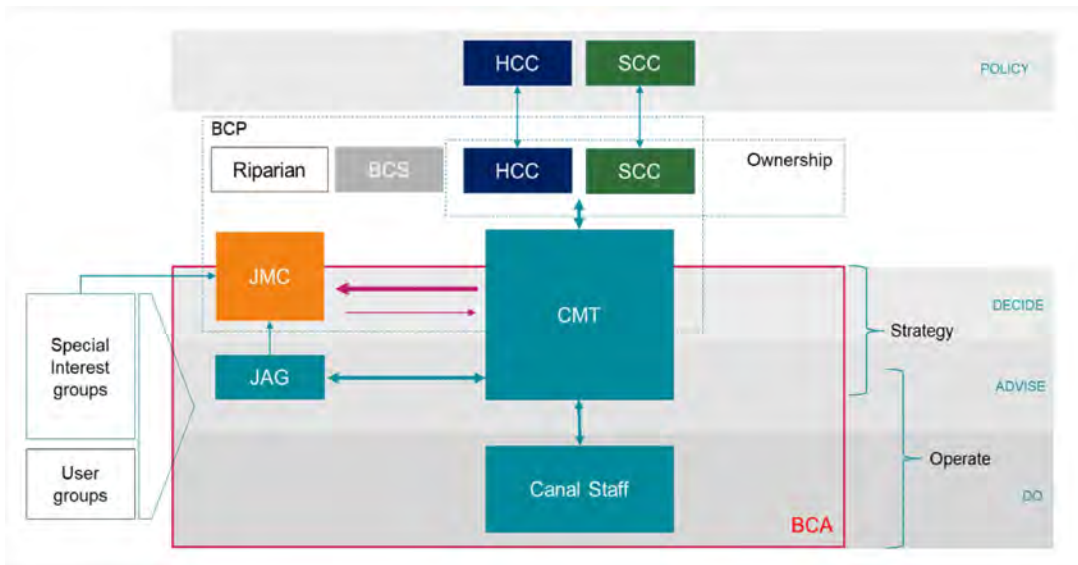
Local Authority		Funding* Formula		Committed Funding	
Hampshire County		£160,434	28%	£153,000	34%
Surrey County		£160,434	28%	£153,000	34%
Guildford Borough	Surrey	£40,925	7%	£39,076	9%
Hart District	Hampshire	£66,773	12%	£30,924	7%
Woking Borough	Surrey	£55,796	10%	£26,638	6%
Fleet Town	Hampshire		0%	£18,309	4%
Surrey Heath Borough	Surrey	£27,526	5%	£10,000	2%
Runnymede Borough	Surrey	£17,667	3%	£8,000	2%
Rushmoor Borough	Hampshire	£44,244	8%	£0	0%
Church Crookham Parish	Hampshire		0%	£6,750	1%
Odiham Parish	Hampshire		0%	£4,036	1%
Crookham Village Parish	Hampshire		0%	£3,048	1%
Winchfield Parish	Hampshire		0%	£250	0%
Dogmersfield Parish	Hampshire		0%	£240	0%
Total Funding		£573,799		£453,271	

*Funding formula agreed by the JMC in 2008, Surrey Heath Borough Council did not agree to the funding formula. Funding formula was developed based on population in proximity to Canal and is embedded in the Memorandum of agreement.

Notes:

- Woking BC 50% reduction 24/25 (12 mths notice received now confirmed to be 100% reduction)
- Rushmoor 100% reduction 23/24
- Surrey Heath BC contribution is less than that in the MOA
- Hart shares contribution with Fleet and PC's

Current Governance



- The BCA has no legal or corporate identity.
- The MOA with riparian partners is not legally binding or enforceable.
- The JMC is a key element of governance but following consultation with all JMC members by MACE the feedback is that it is not effective in its current form. Operational decisions are made by the Canal Management Team (HCC&SCC officers) and strategic decisions by landowning authority governance structures.
- The JMC comprises 20 Councillors (4 from each landowning authority) and representatives of riparian authorities, user groups and other stakeholders.
- Along with riparian LA's the Basingstoke Canal Society is an important partner, providing funding and volunteer support.

Current Financial Position - Revenue

The Canal is not financially sustainable.

In 2022/23 costs required a draw of £149k on existing reserves to cover a shortfall in income. The revised budget 2023/24 includes a planned & approved draw from reserves of £99k, however the current forecast is a £192k draw. The proposed budget for 2024/25 includes a shortfall of £140k if no changes are made.

Basingstoke Canal Partnership members have reduced financial contributions and others have indicated a potential withdrawal of future contributions.

If all funding partners had maintained previous (index linked) contributions, financial sustainability would not be an issue. The current contribution from riparian partners is now half of the original agreement.

Commercial activity is limited.

Over the past 5 years significant growth in income from 5% to 30% (operating budget); however, these opportunities are now limited and require significant investment. e.g. Campsite at Mytchett

	Final Outturn 2022/23 £'000	Revised Budget 2023/24 £'000	Forecast Outturn 2023/24 £'000
Total Expenditure	1,028	898	898
Total Income	879	799	706
Contribution (to)/from reserves	149	99	192*
Reserves opening balance	(802)	(673)	(673)
Reserves closing balance**	(673)	(589)	(515)

*Additional reduction in partner contribution and additional costs of managing the Canal.

**After projected bank interest receivable

Universal Services

Current Financial Position - Capital

Background:

- Capital requirements met by the landowning authorities.
- Requirements differ in HCC and SCC sections of Canal.

Details:

- HCC allocation £500k per year for 3 years agreed to 2024/25
- Carried forward and additional funding to undertake engineering works to 'Swan Cutting' programmed 23/24.
- Currently no allocation beyond 2025/26.
- Minimum requirement for HCC Capital Funding: £300k per year for 2025-2028

	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000	2027/28 £'000
SCC Current budget allocation	265	350	350	350	350
HCC Current budget allocation	1,240	500	0	0	0

Review of Operating Model

MACE was commissioned by SCC & HCC to review **operating model options** that would achieve financial sustainability, while ensuring:

- Safe operation (flood prevention, staff, residents & visitor safety)
- Conservation value (obligations as SSSI)
- Health & Wellbeing (public access, navigation)

They were also asked to determine the statutory obligations for both landowning authorities and identify the minimum number of non-statutory but critical tasks required to manage the whole water body.

Criteria for option analysis:

Criteria	Test
Public Safety	Does the model ensure the safety of the public with particular focus on water level management.
SSSI Status	What impact is the model likely to have on the SSSI status of the canal?
Navigation	What impact does the model have on maintaining navigability in accordance with critical requirements?
Cost / Finance	Does the model improve financial viability of the canal?
Leadership and decision making	What impact does the model have on supporting and enabling leadership at all levels?
Clarity & Transparency	What impact does the model have on clarity and transparency of responsibilities and decision-making?

Options Considered & Discounted

Option 1 – Do nothing

- Not financially sustainable
- Governance model not fit for purpose

Option 2 – Change Ownership

- Transfer to Canal & Rivers Trust not financially viable
- NT & CIC model also considered.

Option 3 – Change management model (remove BCA)

- Risk to effective water management
- Duplication of effort
- Additional costs
- Autonomy over assets
- Greater visibility of risk
- Less political input
- Streamlined governance

Option 4 – BCA to deliver only statutory functions

- Navigation required for maintenance
- Income decreases
- Risk of legal challenge
- Opportunity to rewrite MOA
- Secure formal commitment to BCA
- Greater focus on operation of Canal

Proposed Operating Model

Option 5 - Retain BCA, deliver statutory minimum activities and enable leisure navigation

This is the most financially sustainable operating model for the Canal. Although it is an improved financial position for the BCA there is still a forecast revenue shortfall of £96k due to the declining contribution from the Riparian local authorities.

Measure	Effect	Comment
Public Safety	No Change - more sustainable	Adding back Navigation for leisure purposes, changes the financial picture in the most robust way, there is still a net loss, however this is much reduced and with the additional benefits of a more focused management team and structure, this option has the greatest chance to achieve long term financial stability.
SSSI Status	No Change - more sustainable	
Navigation	No Change – statutory	
Cost / Finance	Improved (5-year short term)	
Leadership & Decisions	Improved	
Clarity & Transparency	Improved	

Proposed Operating Model

- **The BCA would be retained** as the delivery agent for management of the Canal on behalf of HCC and SCC.
- **The BCA would no longer deliver visitor services activities** and focus on meeting statutory obligations in managing the Canal including leisure navigation.
- **A new agreement between the two landowning authorities would be established** to regularise the working relationship and contributions made by both authorities.
- **Capital funding will be required from both landowning authorities** to safely manage the Canal assets.
- **The riparian partners would be encouraged to continue to contribute to the Canal** and a new MOA or partnership agreement would secure the contributions for a minimum period and set out the governance arrangements.

Proposed Operating Model - Finances

BCA current reserve balance = £673k (£80k Wellesley, £593k unallocated)

Under “Do Nothing” (Option 1) it is projected that the BCA reserve balance would:

- Fall under the minimum unallocated reserve balance of £200k, by 2025/26; and
- run out in 2027/28.

Under the preferred option 5, it is projected that the reserve balance would:

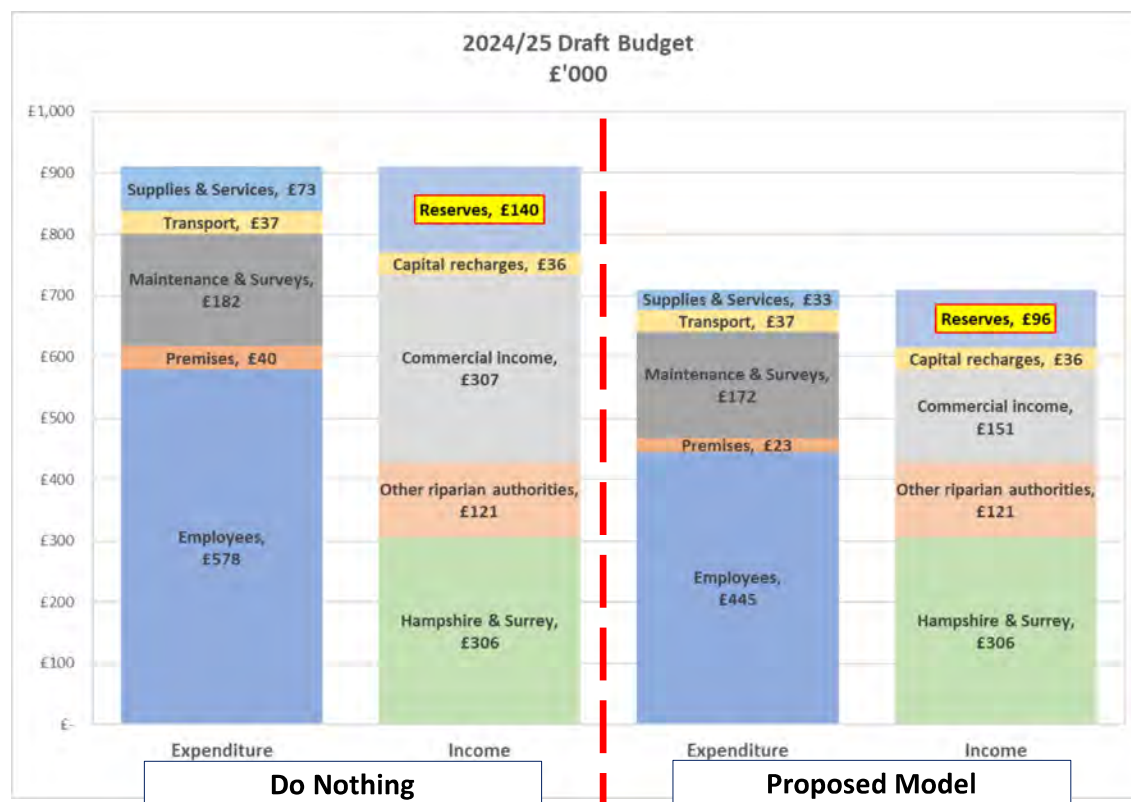
- Fall under the minimum unallocated reserve balance of £200k, by 26/27; and
- run out in 2028/29

Proposed Operating Model - Finances

	Do nothing £'000 2024/25	Preferred Option £'000 2024/25
Canal Centre costs (including staffing, premises etc)	200	0
Canal Centre income	(156)	0
Staffing, premises, supplies and services, transport	537	537
Maintenance and Surveys	172	172
Hampshire and Surrey County Council contributions*	(306)	(306)
Other Riparian Partner contributions	(120)	(120)
Commercial income	(187)	(187)
Annual draw on reserves	140	96
Year in which unallocated reserve falls below £200k minimum	2025/26	2026/27
Year in which unallocated reserve is fully depleted	2027/28	2028/29

*NB this does not include contributions provided in kind such as the Strategic Canal Manager costs, finance costs, democratic support costs and IT costs.

Proposed Operating Model - Finances



- The Charts are based on the draft 2024/25 budget, being presented to the JMC for approval in November.
- With the “Do Nothing” option a draw from reserves of £140k is needed to balance the budget.
- With the proposed operating model the draw from reserves decreases to £96k. There is also less reliance on commercial income.

*NB Income from Hampshire and Surrey County Councils does not include Strategic Manager costs or contributions provided in kind such as finance costs, democratic support costs and IT costs.

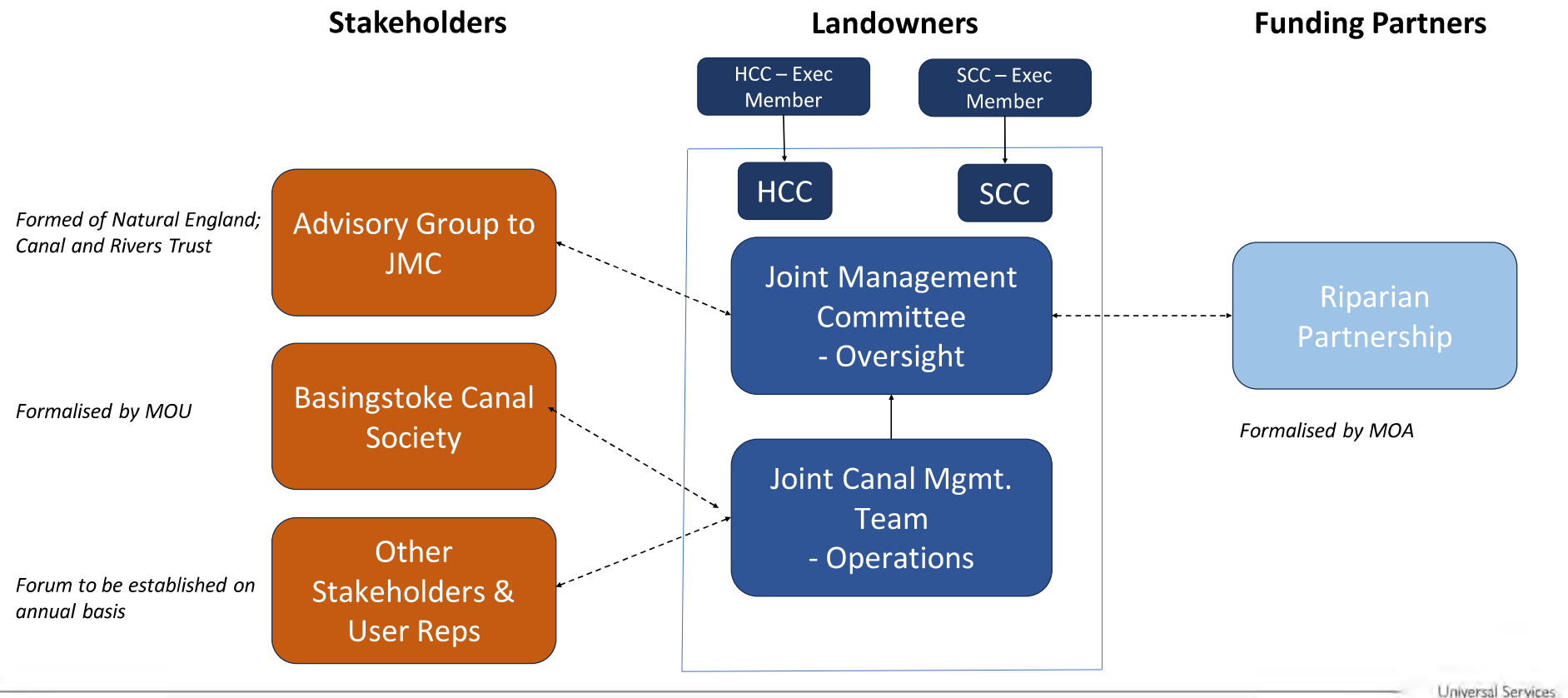
Proposed Operating Model - Staffing

- The BCA employs 11 staff to manage canal operations. For HR & Administrative purposes, these are managed as HCC employees.
- Most BCA employees will not be impacted by the change to Operating Model – the exception is the 3 members of staff most closely associated with Visitor Services Activity.
- As SCC are going to take the management of the Canal Centre back in hand the proposal is to TUPE impacted staff across to SCC on their current terms and conditions.
- Consultation with the impacted staff commenced on 10 November to coincide with the report being made public and will continue for 1 month. HCC HR will support with Staff Consultation and onward actions.

Proposed Operating Model - Governance

- **Joint Canal Management Team** – responsible for operational management of the Canal. Senior responsible officers and finance from SCC and HCC.
- **Joint Management Committee** – HCC & SCC elected Members only reflecting the partnership agreement between SCC and HCC as landowning authorities. Provides oversight of the management of the Canal and recommends to the Executive Member for decision at the respective authorities. Meeting quarterly.
- **Advisory Group to JMC** – invitees to include Natural England, Canal and Rivers Trust etc.
- **Basingstoke Canal Society** memorandum of understanding with both landowning authorities setting out working relationships between BCS and BCA.
- **Wider partnership of riparian authorities** – MOA demonstrating commitment from HCC & SCC and by funding partners. Annual report and meeting, summer member event and regular engagement.
- **Other stakeholders and user representatives** – Forum to be established meeting on annual basis.

Proposed Operating Model - Governance



Proposed Operating Model - Governance

- Landowning and riparian funding authorities & Canal Society to meet twice a year (including site visit). Similar to current arrangements.
- Annual meeting of all stakeholders including non-funding riparian authorities, user groups and other partners.
- Purpose: Raise awareness of the Canal. Share performance over past year and plans for following year. Opportunity to gain feedback and support for projects and proposals.

Proposed Operating Model – Visitor Services

Visitor Services Activity for the Canal are undertaken from the Canal Centre at Mytchett. The Centre is owned by SCC and it is within their gift to decide upon its future (with HCC being actively kept informed).

The Mytchett site is currently a liability for the BCA and requires investment. The site is used as a base for the BCA's operations and this will continue as part of SCC's contribution to the partnership, as well as their use of the workshop at Deepcut for maintenance works, also leased by SCC.

The site currently provides a visitor centre, a campsite, boat hire, events, a room for community use and a café leased to a third party. A lease with canoeing club to let one of the buildings on the site is also in place.

SCC are committed to "continuity of Service" at the Canal Centre and propose to transfer the operation of the Mytchett facilities and associated activities from the BCA to Surrey County Council. Some services may be reduced to ensure the centre's operations break even in the short term whilst initial investments are made.

SCC will be reviewing the options for investment in the site to enhance the visitor experience and encourage more visitors to benefit from the canal and will work closely with all partners to do so.

Summary

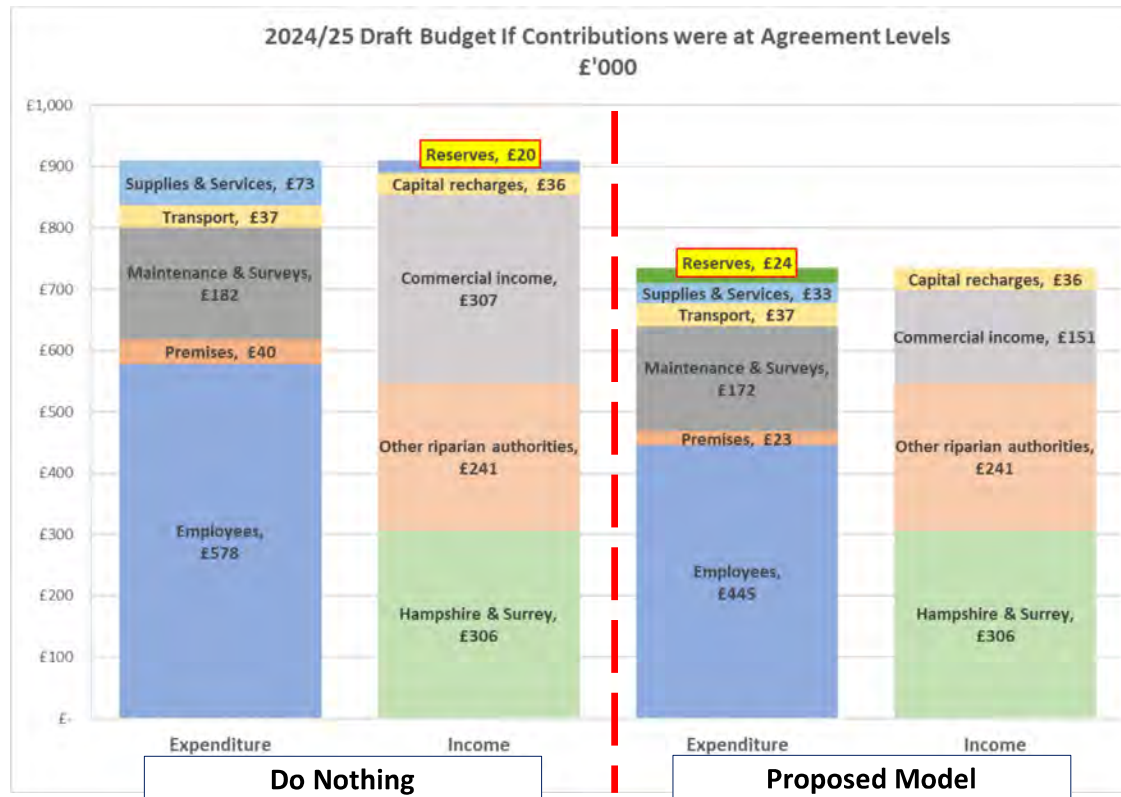
- The proposal to retain the BCA to continue to deliver statutory minimum activities to manage the Canal along with leisure navigation means that the Basingstoke Canal can continue to be managed safely by the BCA.
- This is the most cost effective approach to the future management of the Canal and yet there are only 3 years of reserves left to cover the shortfall in contributions.
- Confirmation of the contributions by the Riparian authorities is required by the end of January 2024 to plan the financial the future of the Basingstoke Canal.

Next steps

- SCC and HCC will finalise consultation with BCA staff impacted by changes to the operation of the Visitor Centre.
- All JMC members will be invited to provide comment on the proposed changes to the Canal's Operating Model by 30th January 2024.
- SCC and HCC will seek confirmation of the contribution by the riparian owners and review the financial plan accordingly.
- Subject to the completion of consultation and engagement, changes to the governance and operation of the Canal will be formalised by the relevant Executive Member at each landowning authorities in March 2024.
- Updated governance documents including the MOA with riparian partners and the MOU with the BCS will be sent for agreement.
- The management of the Canal Centre at Mytchett will transfer from the BCA to SCC on 1 April 2024. There will be continuity of service in the immediate future after this change.

Questions?

Proposed Operating Model - Finances



- As with the previous slide the Charts are based on the draft 2024/25 budget, but this time demonstrate the position **if partner contributions had continued at the Agreement level.**
- Under the “Do Nothing” option a draw from reserves would still be required, but only £20k.
- Under the proposed operating model a contribution to reserves of £24k could be made.

*NB Income from Hampshire and Surrey County Councils does not include Strategic Manager costs or contributions provided in kind such as finance costs, democratic support costs and IT costs.

Fleet Town Council Communications Strategy 2024

SITUATION

Fleet Town Council wants to:

- ✱ Raise the profile of FTC and its role within the Fleet community
- ✱ Connect with as wide an audience, and as greater number of residents as possible
- ✱ Let residents and the wider public know the core values, vision, and priorities of the Council and its ambitions for the Fleet community. This will enable people to:
 - Know how their town council tax (precept) is being used
 - Know who to go to about specific issues
 - Understand the difference between Fleet Town, Hart District and Hampshire County Councils
- ✱ Encourage two-way dialogue with the local community, actively seeking feedback and views
- ✱ Maintain/build trust, so audiences know that the Council works hard and spends money carefully, with the residents front of mind, always

Target Audience

- ✱ Primarily all residents in the FTC area, of all ages
- ✱ Residents in the wider area who use FTC services and attend local events
- ✱ Local businesses and organisations

STRATEGY

Strategic Approach

Fleet Town Council will make better use of its existing communications tools such as its website and newsletter, and free social media platforms, ensuring they are updated frequently and building trust through transparency and consistency.

The Council will build engagement through two-way communication where possible; asking and listening, not just 'telling.'

Fleet Town Council will:

- ✱ Produce a wide range of regular communications on different media and platforms designed to reach a full demographic range
- ✱ Place all residents at the heart of its external communications
- ✱ Communicate and deliver on the Vision for Fleet, in order to encourage engagement and information sharing
- ✱ Use its communications to sing about the positive things that it does and is involved with
- ✱ Use its communications to build on relationships with local organisations to support our joint community objectives and its Vision
- ✱ Ensure its communications uphold the same core values that Councillors are committed to:
 - Conducting business in an **apolitical** way
 - Making decisions **collectively**
 - **Communicating** openly and **listening**
 - Caring for the **environment**
 - Being **financially responsible**
 - Being **inclusive**
 - Acting with **integrity**

- Being **transparent**

Objectives (measurable)

- ✔ Expand its communication reach and engagement by growing the number of Facebook, Twitter and Instagram followers
- ✔ Increase the number of unique visits to FTC webpage and time spent on pages, establishing the FTC website as a valued resource for up-to-date information
- ✔ Support engagement activities between FTC and the community to broaden appeal and gain a wider following
- ✔ Grow awareness amongst residents, local businesses and organisation, of the role and responsibilities of FTC

Key Messages

Simple overarching themes and messages will help to tell a clear story and form a narrative about the Council's aims and priorities. These messages should be supported by evidence and outline the Council's activities, aims and objectives:

- ✔ Who FTC is, what it does, (and what it does not do), including: open spaces, cemeteries, community buildings, the high street, The Harlington project, regeneration support for community groups and facilitation of events
- ✔ FTC's Vision – highlighting activities from each aspect of the Council's Vision for Fleet
- ✔ That Councillors are friendly, and approachable, professional and responsible, and work hard in residents' best interests
- ✔ That the Council is a trusted source of impartial information
- ✔ That the Council has established values that guide the work it does

Controlling the Narrative

The Council's communications strategy will set the tone and basis for information sharing on key projects by sharing factual information up front. This will enable it to control and frame the messages that go out, as well as contest mistruths with facts.

Tone of voice

- ✔ Warm, **friendly** and approachable
- ✔ **Positive** and upbeat
- ✔ **Community-minded** and connected
- ✔ Professional and **knowledgeable**
- ✔ **Human** and conversational

The tone can be adjusted depending on the nature of the communication. For example, a Facebook post about Fleet Carnival would have a different tone to a press release about Remembrance Day.

Style

- ✔ Always aim for clear, concise messaging in plain English where possible
- ✔ Focus on the 'why' at the start of each piece, ensuring the reader is instantly connected to the purpose of whatever action is being described
- ✔ Use Fleet Town Council in first instance (where it's not obvious), followed by 'we'
- ✔ Messaging should be visual where possible, giving instant impact and giving the opportunity to reinforce the FTC brand
- ✔ Develop a visual style and written house style to make FTC instantly recognisable

TACTICS

What FTC's communications might look like and do:

Media	Method	Example/measurements /notes
Social Media: Facebook/ Instagram/ Twitter	<ul style="list-style-type: none"> • A warm and friendly, informal space for FTC to build engagement • A carefully planned schedule of posts covering who FTC are and what we do, weaving in elements of the FTC Vision, our projects and assets over a month-long cycle, as well as upcoming events and notices. • Post fun, community 'just because' posts alongside council updates. Informal posts that relate to people's lives, build engagement and trust. Include topics in popular culture/ specific to the day or weather, season, and other 'humanising' subjects e.g. snow day. • Create engaging posts which add value to our audience in some way, informative, entertaining, or building community spirit. • Make use of graphics, images, videos, gifs and emojis to illustrate our points and make the information more entertaining and easily digestible. • Encourage people to interact and share posts where possible, to increase reach. Use hashtags to make posts to add to content and make them searchable, and tag organisations where appropriate, to increase reach. • 'Share' posts from other organisations that we have links to, or which support our Vision or benefit our audience in some way. • Use Facebook and Twitter's paid for advertising and promotional options for important notices – allowing FTC's channels to reach people in the Fleet area who may not already 'like' or 'follow' the Facebook and Twitter pages. • When posting about something led by HCC or HDC aim to differentiate between them and ourselves, by tagging them, saying 'our colleagues at' or similar. • Use social media to gather residents' views and use this information to direct our activities where appropriate • Negative comments: Handle all comments appropriately and politely. Remain friendly and warm to keep social media platforms a positive space. Aim to de-escalate through sharing facts and information 	<ul style="list-style-type: none"> • Look at Facebook Insights tool to regularly check how different posts are performing in terms of reach and engagement. • Grow our networks by regularly sending invites to 'follow' FTC pages to those who have engaged with a post but are not current followers. • Use Canva to create graphics that allow a consistency to our publications – e.g. all using the blue and green of the FTC logo. • We will aim to post every day, striking a good balance between information and generic posts • Useful to have a list of organisations who are good to share and who we shouldn't share (e.g. political) • Look at examples of councils who do this well, e.g. Doncaster Council – https://twitter.com/MyDoncaster/status/1265710131003744256?s=20 Their creative tweets gain a lot of engagement, and people react well to their humour. This allows their messages to be spread a lot further, and is always done tastefully. Posts that are humorous or have popular culture references are more likely to be shared and engaged with, which will in turn raise awareness of the Council's work, and will allow the post to be seen by more people.
Website	<ul style="list-style-type: none"> • Use the FTC website as an up to date 'what's happening' notice board • Make the FTC website the most up to date 'go to' place for information, linked to from other communications to find out more information • Update the FTC website to make it user-friendly, modern, and reflect the FTC Vision • Update the website to ensure accessibility for all users. 	<ul style="list-style-type: none"> • The website update project is an opportunity to make sure the FTC website is as customer focussed as possible, and reflects our style and vision.
Engagement	<ul style="list-style-type: none"> • Annual Residents' Meeting and specific project meetings as a primary form of engagement. • Pop-up Hub to appear at different events for Councillors to have a presence within the community, meet residents and have two-way discussions on key topics. 	<ul style="list-style-type: none"> • Pop-up Hub to continue at Fleet Market on a regular basis, and consider which other events/locations we can attend to have a presence and raise our profile: Fleet Carnival, Fleet Pond Society Day, Events at the Views/Calthorpe Park etc

	<ul style="list-style-type: none"> • Build relationships with local community groups, schools, charities and organisations • Consider campaigns and projects that could involve local people or organisations • Obtain feedback to evaluate how effective engagement is and to inform what needs to improve. • Continue to facilitate community events ensuring that involvement is communicated 	
Newsletter	<ul style="list-style-type: none"> • Continue to produce printed newsletter on a quarterly basis • Consider changing the name and branding design to make it clear it's from FTC and preferably to look consistent with the redesigned website • Redesign the layout to make it easy to see key messages at a glance, using interesting headlines, eye-catching images, and engaging content • Refocus the content to cover who FTC are, weaving in elements of FTC's Vision, our projects, assets and events, as well as what our community partners are doing and other community events • Aim to include valuable information about upcoming events so people retain it • Continue to upload on to website and start to send out to email list. • Pull out key content and share on social media where appropriate 	<ul style="list-style-type: none"> • Research how many read the newsletter and how effective it is and use findings to inform the design, structure and content. • Ideas from councillors on the name change and content most welcome
Press	<ul style="list-style-type: none"> • Write regular press releases about key projects and events • Create a database of local and specific print publications, online publications • Press releases will also be uploaded on FTC website 	
Email	<ul style="list-style-type: none"> • Create an email mailing list and send regular emails to subscribers including information about events, Council updates, meeting dates and the newsletter. • Enable people to sign up to receive FTC email updates from a page on the website • Ensure GDPR guidelines are adhered to 	<ul style="list-style-type: none"> • Establish a framework for collecting and storing email data using model from The Harlington
Other offline communications	<ul style="list-style-type: none"> • Community news magazines - Take up opportunities in to talk about specific projects or aspects of our vision. • Posters – continue to update noticeboards and signage to communicate with those not on social media • Noticeboards – Keep information up to date and make sure noticeboards are in good repair 	
Photography/ videography	<ul style="list-style-type: none"> • Create an image bank of photography of Fleet Town Council buildings, open spaces, events and key areas of council work that can be used to illustrate digital and printed communications. • Create an image style which promotes consistency across imagery. Where this isn't possible, use filters and effects to unify the style of imagery. • Use video creatively to illustrate key areas of council work 	
Evaluation	<ul style="list-style-type: none"> • Regularly evaluate the effectiveness of our communication to ensure we remain on track and can quickly evolve to changes in communication approaches to remain effective 	<ul style="list-style-type: none"> • Use online tools to track reach and responses in digital communications, use online and paper surveys and informal discussions to reach other audiences.