



**Notice is hereby given of
A MEETING OF FLEET TOWN COUNCIL**

Wednesday 4th October 2023 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
27th September 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 September 2023 (<i>copy attached</i>). To receive resolutions and consider approval of recommendations from the following committees and to return to the committees any issues for reconsideration: <ul style="list-style-type: none">• RLA 20th September 2023• Development Control 29th August & 25th September 2023

Part 1 – ITEMS FOR DECISION	
7.	<p>FINANCIAL MONITORING REPORT</p> <p>a) To receive the bank reconciliation and list of payments for August 2023 (<i>documents available on the FTC portal and website</i>).</p> <p>b) To receive a statement from Councillor Robinson that the bank reconciliation and list of payments for August 2023 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 August 2023.</p> <p>b) To accept the statement from Councillor Robinson that the bank reconciliation and list of payments for August 2023 have been verified and signed.</p>
8.	<p>IT INFRASTRUCTURE AND IT SUPPORT CONTRACTS</p> <p>a) To consider and agree the Council’s broadband contract and one-off network remapping work (<i>copy attached</i>).</p> <p>b) To consider and agree the Council’s IT support contract (<i>copy attached</i>).</p> <p>c) To consider and agree the contractor to undertake the migration to a cloud based server one-off work (<i>copy attached</i>).</p> <p><i>A financial summary for the recommended options is also included in the agenda pack.</i></p> <p>RECOMMENDATION</p> <p>a) To approve Contractor A (option 1) for the broadband contract and Contractor B for the one-off internet remapping work.</p> <p>b) To approve Contractor B for the provision of the Council’s IT support contract.</p> <p>c) To approve Contractor B for the provision of the one-off migration of the servers to the cloud (SharePoint).</p>
9.	<p>EVENT APPLICATION – MUSIC ON THE VIEWS</p> <p>To consider and agree in principle the request to hold a music festival on the Views between 12pm and 10pm in early autumn 2024. Event in partnership with The Harlington (<i>copy attached</i>).</p> <p>RECOMMENDATION</p> <p>To approve the Music Festival on The Views in principle, subject to further event details being considered at the December RLA Committee meeting.</p>
10.	<p>HIRE REQUEST FOR THE CHRISTMAS GROTTO</p> <p>To consider and agree to a business operating the Christmas grotto for the Christmas Festival, and an extended period, to fundraise for the Starburst Foundation (<i>see Executive Officer’s Report</i>).</p> <p>RECOMMENDATION</p> <p>To give permission for a Harlington based business to run the Christmas Grotto for fundraising purposes and to agree the conditions relevant to the hire.</p>
Part 2 – ITEMS TO NOTE	
11.	<p>CONCLUSION OF EXTERNAL AUDIT 2022/2023</p> <p>To receive and note the outcome of the Annual Governance and Accountability Return from the External Auditor for the 2022/2023 financial year (<i>copy attached</i>).</p>
12.	<p>COMPLAINTS</p> <p>To receive notification of any complaints.</p>
13.	<p>EXECUTIVE OFFICER’S REPORT</p> <p>To receive and note the update report from the Executive Officer (<i>copy attached</i>).</p>
14.	<p>DATE AND TIME OF NEXT MEETING</p>

The next meeting of the Council is scheduled to be held on Wednesday 1st November 2023 at 7pm in the Harlington.

Part 3 – CONFIDENTIAL ITEMS

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

The following types of business will be treated as confidential:

- a. Engagement, terms of service, conduct and dismissal of employees
- b. Terms of tenders, and proposals and counter-proposals in negotiations for contracts**
- c. 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

15. FLEET TOWN FOOTBALL CLUB LEASE

- a) To receive an update from the Lease Working Group meeting in relation to the Fleet Town Football Club lease (*see Confidential Meeting Report*).
- b) To review the Particulars to the draft Fleet Town Football Club lease to accommodate comments from the Council's solicitor and the views of the Lease Working Group (*see Confidential Meeting Report*).

16. HAMPSHIRE COUNTY COUNCIL MANAGEMENT AGREEMENT WITH FLEET LIBRARY

To consider and agree the HCC Management Agreement for the provision of utilities to Fleet Library (*copy attached & see Confidential Meeting Report*).

FLEET TOWN COUNCIL

MINUTES OF THE COUNCIL MEETING

held on

Wednesday 6th September 2023 at 7.00pm

PRESENT

Councillors: R. Schofield (Chairman), K. Cottrell, P. Einchcomb, S. Engström, L. Holt, E. May, A. Oliver, R. Robinson, S. Tilley, P. Wildsmith, B Willcocks and G. Woods

In Attendance: Rochelle Halliday – Executive Officer
Charlotte Benham – Projects and Committee Officer
Councillor Steve Forster – HCC
Councillor Mark Butcher – HDC
Friends of Oakley Park Representative
5 Members of the public

FC SEPTEMBER 2023 ITEM 1

APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Chenery (prior engagement), Fang (away), Hope (unavailable), Richmond (away), Sharma Krishnmurthy (prior engagement) and Taylor (away).

An apology of absence was made for Cllr Parker (HCC).

FC SEPTEMBER 2023 ITEM 2

DECLARATIONS OF INTEREST

Cllr Oliver declared an interest for item 11, Hart District Council Parish Settlement Capacity Study, due to his role as a District Councillor reviewing the responses to the Study.

Members noted that for Item 12, Withdrawal of Stagecoach Bus Service to Calthorpe Park School, Cllr Engström had contacted Stagecoach through her Hart District Council email address.

FC SEPTEMBER 2023 ITEM 3

QUESTIONS FROM THE PUBLIC

Members of the public were invited to speak during item 12.

FC SEPTEMBER 2023 ITEM 4

CHAIRMAN'S ANNOUNCEMENTS

Cllr Schofield reported his attendance together with the Executive Officer at a number of meetings regarding the Harlington lease and the Public Services Decarbonisation Scheme grant application.

FC SEPTEMBER 2023 ITEM 5

HCC/HDC ANNOUNCEMENTS

The following reports were received from Hampshire County Council and Hart District Council.

Cllr Forster (HCC)

- On behalf of Councillor Parker, there is a traffic and pedestrian survey on Reading Road South, regarding the proposed crossings, scheduled for the 13th and 14th September.
- The Hart District Council licensing meeting confirmed taxi fares will be set at the same level.
- There is a Public Spaces Protection Order consultation underway for dog fouling covering all public space in the district.
- No schools in Hart are affected by the Reinforced Autoclaved Aerated Concrete (RAAC) issue. Other buildings and one school in Hampshire are waiting for final confirmation though likely to be unaffected.
- Works have been scheduled for pothole repairs in the area.
- Hitches Lane works are now complete. Any concerns should be reported to Hampshire County Council.
- A further survey is to be conducted for works at the crossing for Calthorpe Park and Hart Leisure Centre.
- Farnborough Airport consultation is underway to increase the number of flights to be operated. This ultimately will be considered by Rushmoor Borough Council as the planning authority.
- Toob will be rolling out its fibre broadband to local premises.
- Stagecoach had been in dialogue with Hampshire County Council regarding the No10 bus service withdrawal. There is a separate proposal for a demand driven transport service between Farnborough and Fleet, funded from s106 developer contributions.

Cllr Alan Oliver (HDC)

- The Toob application/process for permitted development to erect telegraph poles, where required, will be published in the weekly planning list. Councils can therefore monitor the areas where these applications are located.

Cllr Mark Butcher (HDC)

- There has been the usual summer increase in Anti-Social Behaviour, with a serious incident related to one local group causing issues. Retailers are reporting very similar problems compared to last year. More people need to report incidents as they happen.

FC SEPTEMBER 2023 ITEM 6

MINUTES OF PREVIOUS MEETINGS

The minutes of the Council Meeting held on 5th July 2023 and the Extraordinary Council meeting held on 15th August 2023 were approved and signed by the Chairman.

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

- Development Control 10th July and 14th August 2023
- Policy & Finance Committee 19th July 2023
- Establishment Committee 26th July 2023

The Council received the minutes for Development Control for 24th July, a typographical error was made on page 3, 'Church' should read 'Church Crookham' to be corrected.

Members agreed to take item 12 next.

FC SEPTEMBER 2023 ITEM 7**FINANCIAL MONITORING REPORT**

Members noted receipt of:

- a) The bank reconciliation and a list of payments for July 2023.
- b) A statement from Councillor Robinson confirming that the bank reconciliation and list of payments for July 2023 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 July 2023.
- 2) To accept the statement from Councillor Robinson that the bank reconciliation and list of payments for July 2023 have been verified and signed off.

FC SEPTEMBER 2023 ITEM 8**RISK REGISTER 2023/24**

Members received the update of the Risk Management Working Group. The Finance and Risk Register for the 2023/24 financial year was reviewed by the Council.

RESOLVED

- 1) To note the update of the Risk Management Working Group.
- 2) To approve the Finance and Risk Register 2023/2024.

FC SEPTEMBER 2023 ITEM 9**HEALTH AND SAFETY AND HR SERVICES CONTRACT**

Members received a report on a new contract for the provision of combined health and safety and human resources consultancy services. The proposal for a combined service will operate more efficiently and save money. Three quotes were obtained for the contract.

Members requested adequate notice be given to the current human resources provider.

Members thanked the Finance and Administration Manager and Officers for their work on the contract and the quality of information provided within the Officer's report.

RESOLVED

To approve Croner (Contractor A) for the provision of combined health and safety and human resources consultancy services for a period of 3 years at a total cost of £12,531 (cost per year £4,177).

FC SEPTEMBER 2023 ITEM 10**POLICY REVIEW**

Members received the revised Complaints Policy.

RESOLVED

To approve the revised Complaints Policy bar one minor correction to numbering due to item 7 being deleted.

FC SEPTEMBER 2023 ITEM 11**HART DISTRICT COUNCIL PARISH SETTLEMENT CAPACITY STUDY**

Members received the Executive Officer's report on the Hart District Council Parish Settlement Study.

Members discussed that the Planning Committee have provided notes on this item in the last meeting minutes.

The Council will formally respond but Members can respond individually or send comments to the Projects and Committee Officer to collate and submit.

RESOLVED

To agree to submit a detailed view from the Development Control Committee in response to the study.

FC SEPTEMBER 2023 ITEM 12

WITHDRAWAL OF STAGECOACH BUS SERVICE TO CALTHORPE PARK SCHOOL

A member of the public made a statement on behalf of parents at Calthorpe Park School regarding the impact of withdrawing the bus service, including safety concerns, increased traffic, and a lack of consultation by Stagecoach. It additionally impacts those who don't have a car, working parents and pupils who rely on the bus for independent travel.

Members received the report of withdrawal of the No. 10 bus service to Calthorpe Park School from the Pondtail area. Members discussed the following points:

- The route timetable could be adjusted so that all pupils who need the service can access it.
- The demand for the service to meet future population needs does not appear to have been considered.
- The service is needed in the area furthest away from the school with no safe alternative route.
- The service is usually full in the afternoon.
- The need for better and earlier consultation with Hampshire County Council and potential users.

RESOLVED

- 1) That the Council send a letter to the Commercial Manager of Stagecoach expressing the Council's serious concern and to mention that the Council can put them in contact with interested users.
- 2) To agree that the council writes to the director responsible for transport at Hampshire County Council.
- 3) To agree that the Council liaise with Calthorpe Park School and the potentially impacted residents.
- 4) To write to the local MP.

Councillors Willcocks, Forster and Butcher left the meeting to attend to an altercation going on outside the meeting room.

5 members of the public left the meeting at 8:05pm

Executive Officer left the meeting at 8:06pm

FC SEPTEMBER 2023 ITEM 13

COMPLAINTS

A complaint was received due to the Cemetery bins overflowing and green waste not being collected. This is due to people putting plastic in the green bins and therefore the waste is not being collected.

Signs will be erected next to the bins at the Cemetery clarifying the need to separate the waste.

FC SEPTEMBER 2023 ITEM 14

HYGIENE SERVICES CONTRACT - UPDATE

Members noted the update from the Executive Officer regarding the Hygiene services at The Harlington and Ancells Farm Community Centre. The contract is to be reviewed for approval by Council again later in the year when the contractual termination notice can be served.

The original successful tenderer has been notified of the contractual situation.

FC SEPTEMBER 2023 ITEM 15

THE GREENING CAMPAIGN

Members received a verbal update from Cllr Cottrell regarding the Greening Campaign public engagement meeting that was held on the 4th September 2023.

The meeting was attended by 68 members of the public and a good number of residents had signed up to join working groups for each of the five pillars of the campaign.

Members noted that a Climate meeting had been held before the Council Meeting to formulate a plan for the coming months.

FC SEPTEMBER 2023 ITEM 16

EXECUTIVE OFFICER'S REPORT

Members noted the Executive Officers report.

Members noted the Public Sector Decarbonisation Scheme Application is progressing well.

To note the Development Control meeting on the 11th September 2023 has been cancelled due to only receiving two applications.

Councillor Willcocks returned for the close of the meeting.

FC SEPTEMBER 2023 ITEM 17

DATE AND TIME OF NEXT MEETING

The next Council meeting will be held on 4th October 2023 at 7pm in the Harlington.

The meeting closed at 8:42pm

Signed.....
Chairman

Date:.....



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Meeting held on Monday 25th September 2023
at 7pm in The Function Room, The Harlington

Present:

Cllr Schofield - Chair
Cllr Holt
Cllr Robinson

Officers: Charlotte Benham

1	Apologies Apologies received from Cllrs Hope and May
2	Declarations of interest to any item on the agenda None declared
3	Public Session None
4	Approval of comments from last meeting due The comments collected by email and submitted that would have been reviewed at the cancelled 11 th September meeting were approved. 23/01645/HOU 6 Drovers End, Fleet, GU51 2XB Partial demolition of existing conservatory and erection of a single storey rear extension and insertion of window ground floor side Comments required by 14 th September NO OBJECTION 23/01748/HOU 151A Clarence Road, Fleet GU51 3RR Erection of single storey rear extension and extension of decking Comments required by 14 th September NO OBJECTION
5	23/01997/HOU

37 Longdown, Fleet, GU51 7UY

[Erection of a single storey rear extension and insertion of one door and one window ground floor sides](#)

Comments required by 26th September

Design integrates well with the host building. NO OBJECTION

23/02011/HOU

3 Lyndford Terrace, Fleet GU52 7SE

[Erection of a two storey rear extension following demolition of existing single storey rear extension and insertion of window to first floor rear](#)

Comments required by 28 September

Looks to be a neat design to improve the overall living accommodation.

No increase in bedrooms.

NO OBJECTION

23/01946/FUL

166 Fleet Road, Fleet, GU51 4BE

[Erection of a four storey building following demolition of existing two storey building, with ground floor commercial unit and undercroft car parking and servicing area and 26 residential apartments at first, second and third floors \(14 x 1 bedrooms, 12 x 2 bedrooms\)](#)

Comments required by 4th October

- This is a classic example of what would result from “intensification” of the town centre
- This is a 4 storey development that would significantly stand out from the neighbouring properties and dominate the end of Branksomewood Road
- It is out of keeping with the immediate area in mass, design and character
- Overdevelopment of the site
- Breaches Fleet Neighbourhood Plan Policy 10
 - 10.1 it does not complement or is integrated with neighbouring properties in terms of scale, massing, materials and access
 - 10.2 the design does not reflect high quality local design and totally fails to reinforce local distinctiveness
 - 10.3 the building towers over adjoining buildings and is totally out of keeping with the local roofscape. It is overbearing and dominates the street scene especially along Branksomewood road
 - 10.8. the number of proposed parking spaces falls well short of Hart’s TAN
- 2 bed flats require 2 dedicated parking spaces and 0.5 unallocated spaces. The 1 bedroom flats require 1 dedicated space and 1 unallocated space. Even taking a conservative view of 0.5 unallocated spaces per flat, that would still require a total parking provision of 51 spaces - barely half this number is provided
- The proposed access to the under croft parking is close to the access to Birchayes public car park and presents a potential traffic safety hazard
- The proposed development does not conform to NPPF Policy 130
 - 130a) it does not function well and add to the overall quality of the area. It is detrimental to the character of the local area.

- 130b) *it is not visually attractive in relation to local character*
- 130c) *it is not sympathetic to local character including the surrounding build environment*
- 130d) *it does not create a strong sense of place - it totally disrupts local character*

- The proposal breaches Harts retained policy GEN1
 - 1(i) *the development is not in keeping with local character by virtue of its scale, design massing, height prominence, materials landscaping siting and density*
 - (ii) and (iii) *the location of the access to the undercroft car park will impact on the recently approved conversion of the ground floor retail units on the opposite side of Branksonewood road*
 - (vii) *the on-site parking provision is totally inadequate. It will be argued this is a sustainable site close to bus routes etc, but the buses are infrequent and do not have routes that take local residents to work centres or places of interest*
- Hart Local Plan Policy H1 requires the provision of an appropriate mix of dwelling types and sizes having regard to the most up to date evidence on housing need
- This is yet another development of 1 and 2 bedroom flats unsuitable for small families and only adds to the significant stock of flats in the near by area. There is no demonstration of the need for further small units that generally only meet the minimum space standards
- Policy H2 requires a provision of 40% of affordable homes. It is argued that a mix of open market and affordable housing is not practical. It is argued that on the pre-app advice given that the development will make a financial contribution towards affordable housing to be utilised by Hart District Council. What evidence is there that Hart can provide equivalent affordable units within the money to be provided?

OBJECTION on the grounds that the development breaches policies in the Fleet Neighbourhood Plan, Hart's Local Plan and the NPPF

23/02013/HOU

24 Osborne Drive, Fleet, GU52 7LL

[Erection of single storey front, rear and side extensions and alterations to the roof to accommodate first floor bedrooms and bathrooms and related internal alterations](#)

Comments required by 5 October.

- It is recognised that this proposal breaches the Fleet Neighbourhood Plan Policy 11 as it introduces a staircase into a "bungalow" however four bedrooms are retained at ground floor level with bathrooms so it is still an accessible property
- The property is being expanded from 3 to 5 bedrooms with the possibility of a 6th bedroom in the designated study
- The general character of the area is a mixture of white render and brickwork which is the current finish to the property. It is proposed to render the whole of the front elevation but it would be more in keeping to retain some exposed brickwork.
- The property is reasonably well shielded by hedging but the proposed maximum ridge height will be 800mm above the adjoining properties so the combination of scale and

	<p>finishes including light grey window frames will make it stand out from the local setting</p> <ul style="list-style-type: none"> • Any statements about being a life long house should be disregarded as it is not a planning issue. • Timber cladding is being proposed for the rear extension which is not a locally used material and creates a radically different character to the rear of the building which will be timber and glass. <p>Materials/finishes are out of keeping – OBJECTION until this is resolved</p> <p>23/02012/HOU 54 Durnsford Avenue, Fleet GU52 7TB Demolition of shed and erection of a single storey side extension Comments required by 5 October</p> <ul style="list-style-type: none"> • Office and a study with a downstairs shower room - could become/be classed as an additional bedroom • Would appear an earlier application converted the garage into living accommodation so all parking will be to the front of the property • Hart’s TAN requires 3 parking spaces for a three bedroom house and there does not appear to be adequate parking on site (shared drive) <p>NO OBJECTION in principle but parking is an issue so a parking plan that meets Hart’s standards is required before approval is given</p> <p>23/01635/HOU 6 Woodlark Mews, Fleet, GU51 3HG Conversion of loft into habitable accommodation with rear dormer Comments required by 5 October</p> <ul style="list-style-type: none"> • Additional double bedroom to loft space – total 3 to 4 beds requiring 3 parking spaces • 2 parking spaces shown immediately in front of the property but these are only 4m deep and 5m wide • Double parking in front of the property is outside the ownership of the property and severely obstructs the access to No.5 the adjoining neighbour therefore parking is impractical • The addition of a full height dormer makes the property effectively 3 stories – this is out of keeping with the adjoining semi-detached property, but again it is to the rear • Would be suspicious that parking in a densely developed area would be a problem and additional on road parking will only exacerbate the problem <p>OBJECTION</p>
6	<p>Noted:</p> <p>The weekly lists</p>

7	Noted: Hart Planning Meeting Dates 11 th October
8	Date of Next Advisory Group Meeting 9 th October

Meeting closed: 7.50pm

Signed:.....

Date:



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Meeting held on Tuesday 29th August
at 7pm in The RVS, The Harlington

Present:

Cllr Schofield - Chair
Cllr Hope
Cllr May

Absent: Cllr Holt

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
4	Approval of the Notes The minutes of the development and control advisory group meeting held on Monday 14 th August were accepted as a correct record of the meeting.
5	23/01634/HOU The Garden House,4 Knoll Road, Fleet, GU51 4PP <u>Erection of a single storey rear extension and conversion of garage to habitable accommodation, replacement of conservatory roof and hip to gable roof extension, erection of a dormer window to front and insertion of one roof light to front and two roof lights to rear to facilitate the conversion of the loft to habitable accommodation</u> Comments required by 31 August <ul style="list-style-type: none">No Objection in principle with the proposed amendments to the main building as they generally look in keeping with the host structure and the finishes maintain the character of the building

- Increase from 3 to 4 bedrooms requires 3 allocated parking spaces and 0.5 unallocated spaces. The existing garage would not be considered a parking space. There is parking for 3 vehicles shown on the Block Plan but they are in a line which breaches Hart's Parking TAN. It does not appear possible to park in any other configuration and is therefore inadequate.

NO OBJECTION in principle but breaches parking regulations

23/01731/HOU

1B Alton Road, Fleet, GU51 3HL

[Conversion of loft into habitable accommodation, erection of front, side and rear extensions following demolition of garage and conservatory](#)

Comments required by 31 August

- This is the conversion of a modest 2 bedroom bungalow into a 5 bedroom chalet bungalow. Although 2 bedrooms are being retained at the ground floor level there is no ground floor bathroom, so the proposed development breaches Fleet Neighbourhood Plan Policy 11 - Safeguarding building stock for people of limited mobility including people with disabilities or older people. Section 11.3 in particular states that proposals that result in the loss of homes especially suited to occupation by older people and/or people with limited mobility will not be supported.
- Parking spaces should be 2.5 x 5.0m which are a tighter fit than indicated on the plans. Providing adequate space for 4 vehicles and their turning areas would result in the proposal also breaching Fleet Neighbourhood Plan Policy 15 - Residential gardens as it would not be possible to retain at least 50% of the front garden as soft landscape.
- The proposal also results in a significant increase in hard surfacing particularly the roof space which will result in a much faster runoff from the developed area and so a drainage proposal incorporating SUDS is necessary.

OBJECTION

23/01728/HOU

6 Pondtail Close, Fleet, GU51 3JR

[Erection of a detached garage following demolition of existing detached garage](#)

Comments required by 31 August

Demolition of an old concrete panel garage and replacement with a substantial brick built structure with a tiled roof and numerous windows and double doors. Proposed structure is tall at 3.5m but area immediately to the north is a driveway so causes no issues.

NO OBJECTION

23/01747/HOU

12 Avondale Road, Fleet GU51 3LE

[Demolition of conservatory and erection of a single storey rear extension](#)

Comments required by 31 August

No change in the number of beds and extension is all to the rear and blends well with the host building. Only issue is ensuring the window to the new ensuite is obscure glass.

NO OBJECTION subject to amending the plans to obscure glass as above.

23/01729/HOU

55 Wood Lane, Fleet, GU51 3ED

[Erection of a single storey rear extension following demolition of existing conservatory](#)

Comments required by 31 August

NO OBJECTION

Issue of drains raised by the neighbour can be dealt with outside planning.

23/01790/HOU

29 Avondale Road, Fleet, GU51 3LE

[Erection of a part two storey, part single storey rear extension, insertion of two roof lights and alterations to fenestration.](#)

Comments required by 7 September

- Development will go from 4 to 5 bedrooms thus requiring 4 parking spaces
- Size of existing garage is not given but if it is less than 6 x 7m it will only be classed as a single garage and not counted as a parking space (Hart's TAN 5,12, 5.13)
4 spaces will therefore be required in the front garden. Need a parking plan to demonstrate 4 spaces at 2.5 x 5.0 m.
- Appears front garden will predominantly become parking contrary to Fleet Neighbourhood Plan Policy 15 - Front gardens. Loss of green space has a negative impact on biodiversity and each development should demonstrate a net gain.

NO OBJECTION subject to resolution of parking issues mentioned above and submission of new parking plan

23/01789/HOU

62 Dinorben Avenue, Fleet, GU52 7SH

[Demolition of existing porch and replacement with new porch.](#)

Comments required by 7 September

NO OBJECTION

23/01855/AMCON

Rye Logistics Park, Fleet, GU51 2UY

[Variation of Condition 7 and the associated removal of Conditions 15 and 16 attached to Planning Permission 21/02894/AMCON dated 01/06/2022](#)

Comments required by 11 September

OBJECTION

- Developer has relied totally on technical papers to support the case for permitting HGV's to operate in either direction. No more detailed data or data specific to this site has been submitted therefore the information is still not sufficient to make a decision
- Should planning conditions be relieved to assist the developer to promote the site?
- Our previous comments still apply

	<ul style="list-style-type: none"> • Support residents objections – conditions were set for approval of planning application and these should stand otherwise permission would not have been given.
	<p>Additional Item:</p> <p>HDC Settlement Capacity Study</p> <p>HDC are undertaking a new settlement capacity and intensification study, exploring the potential for growth and regeneration opportunities within Hart’s existing towns/villages. This will help indicate how many new homes could potentially be accommodated without the need to build on green fields. HDC are asking for landowners, residents and organisations to suggest sites that could or should be developed within existing settlements. A list of the types of sites they’re interested in and additional information is listed on the website (link below). Submissions must be made by 5pm on Friday 22 September 2023 and can be made online here > Settlement capacity study Hart District Council</p> <ul style="list-style-type: none"> • Members noted the areas being looked at as part of the study listed on Harts website • Members noted the type of sites Hart are interested in listed on Harts website • The Brownfield sites list for Fleet currently is short and the only significant development site has already had a Pre-App for a Mcarthy Stone retirement development. • For Fleet Town Centre the only option would be to build higher (storeys) which would ruin the street scene and adversely change the character of the centre of the town • Only option that may be viable in Fleet is the Ancells Farm business park area although that has existing restrictions. • Intensifying development in the main urban area of Fleet would mean Hart having to abandon the Adopted Urban Characterisation and Density Study. • Infrastructure should be built before considering new housing – there are already problems with e.g. doctors, schools being over subscribed and roads becoming congested. Members will not promote any sites for development until these issues are resolved and supporting infrastructure put in place. It is therefore not considered that Fleet has any suitable areas – Hart should look at other areas on the list which present plenty of opportunities.
6	<p>Noted:</p> <p>The weekly lists</p>
7	<p>Noted:</p> <p>Hart Planning Meeting Dates 13th September</p>
8	<p>Date of Next Advisory Group Meeting 11th September</p>

Meeting closed: 8.15pm

Signed:.....

Date:



FLEET TOWN COUNCIL

MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING

Wednesday 20th September 2023 at 7pm

PRESENT

Councillors: G. Chenery, P. Einchcomb (Chairman), E. May, A. Oliver, R. Schofield, D. Taylor, B Willcocks, G. Woods

Also Present: Rochelle Halliday – Executive Officer
Alex Robins – Harlington General Manager
Ben Crane – Facilities and Open Spaces Manager
Sian Taylor – Cemetery Clerk
Friends of Oakley Park representative
Friends of Basingbourne Park representative

RLA SEPTEMBER 2023 ITEM 1

APOLOGIES

Members received and accepted the apologies from Councillors Cottrell, Holt and Tilley. Councillors Fang and Wildsmith were absent.

RLA SEPTEMBER 2023 ITEM 2

DECLARATIONS OF INTEREST

Councillor Willcocks declared a personal interest for item 11 Event application due to being an executive member of Hart Football Club.

Councillor Oliver declared an interest for item 10 Hart District Council Dog Fouling Public Space Protection Order Consultation, due to being a member of Hart District Council.

RLA SEPTEMBER 2023 ITEM 3

QUESTIONS FROM THE PUBLIC

The Friends of Basingbourne Park representative asked when the bin and two benches, that were removed due to vandalism, will be replaced in Basingbourne Park. The Facilities and Open Spaces Manager confirmed that one bench is severely damaged but Fleet Lions could be asked to see if it can be repaired. The other bench has been taken away due to being damaged and has not been replaced as yet due to budget constraints.

The Facilities and Open Spaces Manager will look into whether the Friends of Basingbourne Park representative can check photos of the bench to see if it could be repaired.

RLA SEPTEMBER 2023 ITEM 4

MINUTES OF PREVIOUS MEETING

Members received and approved as a correct record the minutes of the Recreation, Leisure and Amenities Committee meeting held on 21st June 2023, subject to the amendment below:

Item 13 Cricket Club Signage, '2000mm x 50mm' amended to '2000mm x 500mm'.

RLA SEPTEMBER 2023 ITEM 5

THE HARLINGTON AND ANCELLS FARM COMMUNITY CENTRE REPORT

Members received an update on events, hirings, and operational activities. Financial performance is tracked against the budget.

Members were informed that there are currently several staff shortages at The Harlington.

It was discussed that it will be useful to see a revenue comparison for this year against last year, which the Harlington General Manager confirmed could be provided.

The marketing of Ancells Farm Community Centre was discussed.

It was discussed that payments for one-off hires should be requested upfront to limit non-payment.

RESOLVED

Members noted the report of the General Manager of The Harlington.

RLA SEPTEMBER 2023 ITEM 6

THE CEMETERY CLERK'S REPORT

Members received the report from the Cemetery Clerk, an update was received regarding the following:

Badgers in the Cemetery

The licence to close access to the badger sett entrance has been granted by Natural England. There is now a new excavation by badgers at the Cemetery. It is being investigated whether the licence can be used for the new area. The cost of effecting the licence will be determined by Officers.

Cemetery Pathways

The condition of the path works will be reviewed again before the 10% retainer is due by the end of October.

Cemetery Waste Bins

Reports of overflowing bins have been received due to the incorrect waste being deposited. Members agreed that the Cemetery Clerk should monitor the situation and report back to the next meeting if any specific action is required.

Restricting the New Burial Area to Fleet Residents Only

Due to space limitations at the Cemetery, Members discussed the restriction of full interments for Fleet residents only. There are many burials from the Church Crookham area but very few from outside the wider Fleet district area.

Members voted against restricting full interments to Fleet parish residents only. The burial policy will, therefore, remain unchanged.

RESOLVED

- 1) That the entitlement to be buried at Fleet Cemetery will remain unchanged from the current policy.
- 2) To note the Cemetery Clerk's report.

The Cemetery Clerk left the meeting at 8pm.

Members received the report of the Facilities and Open Spaces Manager. An update was received regarding the following:

Green Gym at Ancells Farm Park

Several members of the public have provided positive comments regarding the Green Gym at Ancells Farm Park. A public induction session for the new equipment will be arranged.

Basingbourne Park Surface Repairs

Members discussed whether the emerging surface holes at Basingbourne Park can be repaired at the same time as the damaged wetpour surfacing around the over 8's play area. The Facilities and Open Spaces Manager confirmed that simultaneous repairs are desirable but not always possible due to the materials on site.

The Views Sensory Project

The remaining funds in the earmarked reserve is required for ongoing maintenance, in accordance with the section 106 agreement. Members discussed that typically general maintenance is funded from budgeted expenditure.

It was suggested that any extension work for the Sensory Garden is added to the project list for future section 106 claims.

Tree Works

- The programming of tree works will need to be reviewed in more detail once the 2023 tree survey has been completed and the information is available.
- Members discussed following the Tree Policy for the purpose of budgeting to ensure the correct amounts are budgeted for the relevant financial years, based on the priority identified in the tree survey. This would mean that priority one works are always carried out in the same financial year as the survey (which takes place in November).

RESOLVED

- 1) To follow the priorities schedule in the Council's Tree policy when allocating the budget for tree works.
- 2) To note the Facilities and Open Spaces Manager's report.

Members received a summary of maintenance required following the annual RoSPA inspection in July 2023.

Members discussed the following:

The Views Skate Park

To look into getting quotes for the Skate Park repairs as this facility is a well used community asset.

Basingbourne Park

The multiplay senior is beyond its useful life and it is also now difficult to obtain replacement parts. Officers were asked to investigate the cost of replacing the equipment.

Ancells Farm Park Multiplay

All costs to repair the multiplay have been received and are in budget, therefore repairs can now proceed.

Further information is needed on financial implications of the works at the next meeting and to also look at the full details and costs for the Skate Park repairs.

RESOLVED

- 1) To accept the RoSPA playground inspection schedule and the Officer report.
- 2) To convene the Parks and Open Spaces Working Group to complete an overall review of work required at the Council's playgrounds and to recommend the course of action for consideration at the next Committee meeting.

RLA SEPTEMBER 2023 ITEM 9

FLEET CRICKET CLUB RENOVATION WORKS

Members received the proposed plans for the internal renovation works at the Fleet Cricket Club pavilion.

Members discussed ensuring that the works do not adversely compromise the existing energy performance and electrical ratings of the building.

RESOLVED

To approve providing permission for the internal renovation works at Fleet Cricket Club, as proposed, subject to the works not reducing the Energy Performance Certificate building rating and that any electrical works are suitably inspected and certificated.

RLA SEPTEMBER 2023 ITEM 10

**HART DISTRICT COUNCIL DOG FOULING
PUBLIC SPACE PROTECTION ORDER
CONSULTATION**

Members received the consultation issued by Hart District Council to implement a district wide Public Space Protection Order for dog fouling.

RESOLVED

To agree supporting the proposal from Hart District Council to implement a district wide Public Spaces Protection Order for dog fouling.

RLA SEPTEMBER 2023 ITEM 11

EVENT APPLICATION – CALTHORPE PARK

Members received the provisional request for a Hart Football Club event to be held at Calthorpe Park next year. The event is likely to be held in June 2024 and be for one day. Approval in principle was being sought to enable planning of the event to start.

The request for using The Views as a carpark for approximately 500 cars was considered to be of significant concern to Members, due to the potential for damage and limiting its recreational use.

It was confirmed that music at the event is optional, as there may be an issue with the covenant of the land.

RESOLVED

To provisionally approve the request for a Hart Football Club event at Calthorpe Park subject to further information being provided, particularly on parking arrangements.

RLA SEPTEMBER 2023 ITEM 12

EXECUTIVE OFFICER'S REPORT

Members received and noted the Executive Officer's report.

Members noted the request to send any comments regarding the Farnborough Airport Consultation to the Executive Officer, to form a comment from the Council.

RLA SEPTEMBER 2023 ITEM 13

FUTURE EVENTS

Members received and noted the upcoming events.

The brass band event held at Oakley Park on the 17th September was very successful and positive for the community.

RLA SEPTEMBER 2023 ITEM 14

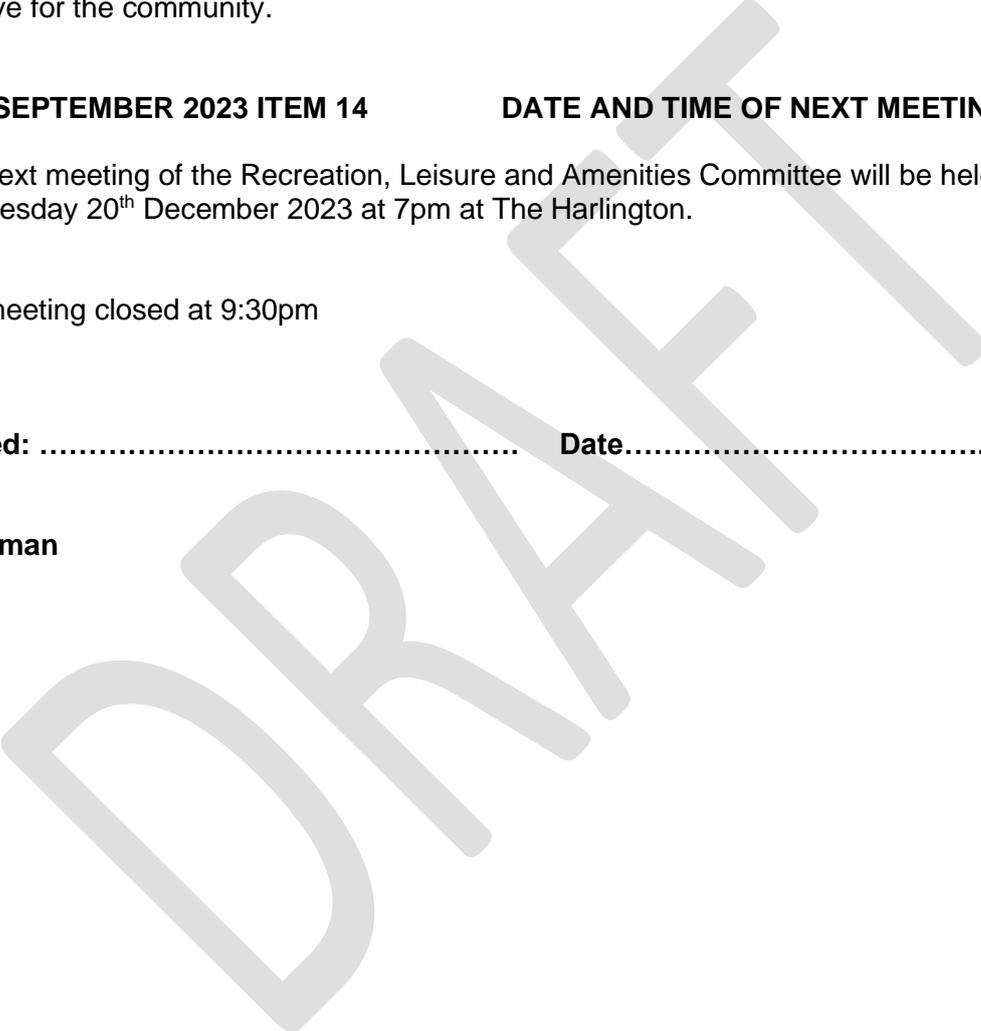
DATE AND TIME OF NEXT MEETING

The next meeting of the Recreation, Leisure and Amenities Committee will be held on Wednesday 20th December 2023 at 7pm at The Harlington.

The meeting closed at 9:30pm

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

Chairman



Fleet Town Council 2023/2024
Bank - Cash and Investment Reconciliation as at 31 August 2023

	<u>Account Description</u>	<u>Balance</u>	
<u>Bank Statement Balances</u>			
1	31/08/2023 HSBC	1,175,383.09	
2	31/07/2023 Petty Cash	55.95	
			1,175,439.04
<u>Other Cash & Bank Balances</u>			
	CCLA Pub Sector Deposit Fund	1,350,000.00	
	Cash Floats	2,000.00	
	Nationwide deposit account	800,458.16	
	Petty Cash - Harlington	120.00	
			2,152,578.16
			3,328,017.20
<u>Unpresented Payments</u>			
1	30/08/2023 BACS Pymnt	28,737.16	
			28,737.16
			3,299,280.04
<u>Receipts not on Bank Statement</u>			
0	31/08/2023 All Receipts Cleared	0.00	
			0.00
			3,299,280.04
Closing Balance			
<u>All Cash & Bank Accounts</u>			
1	Bank Current/Deposit Account	1,146,645.93	
2	Petty Cash - FTC	55.95	
	Other Cash & Bank Balances	2,152,578.16	
	Total Cash & Bank Balances		3,299,280.04

Date: 18/09/2023

Fleet Town Council 2023/2024

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Time: 14:45

Cashbook 1

User: SM

Bank Current/Deposit Account

Payments made between 01/08/2023 and 31/08/2023

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/08/2023	Hart District Council - DD	DD258	210.00	210.00		500			Business Rates 2023/24
01/08/2023	Hart District Council - DD	DD259	1,634.00	1,634.00		500			Business rates 2023/24
01/08/2023	Hart District Council - DD	DD260	119.00	119.00		500			Business rates 2023/24
08/08/2023	HSBC	DD262	73.76	73.76		500			Bank charges
08/08/2023	HSBC	DD263	13.08	13.08		500			Bank charges
10/08/2023	Fleet Town Council	DD	4,029.92			516		4,029.92	Legal and General Pension July
14/08/2023	HSBC	DD265	1,564.71	1,564.71		500			July 23 Credit Card
14/08/2023	Payment Sense Ltd	DD266	161.70	161.70		500			Bank charges Jul 2023
14/08/2023	Payment Sense Ltd	DD267	31.27	31.27		500			Bank charges Jul 2023
15/08/2023	NPower - Direct Debits	DD268	43.14	43.14		500			Elec 1/6-30/6/23
15/08/2023	NPower - Direct Debits	DD269	86.07	86.07		500			Elec 1/6-30/6/23
15/08/2023	NPower - Direct Debits	DD270	131.25	131.25		500			Elec 1/6-30/6/23
15/08/2023	NPower - Direct Debits	DD271	243.57	243.57		500			Elec 1/6-30/6/23
15/08/2023	NPower - Direct Debits	DD272	18.94	18.94		500			Elec 1/6-30/6/23
16/08/2023	BACS P/L Pymnt Page 2228	BACS Pymnt	31,728.05	31,728.05		500			BACS P/L Pymnt Page 2228
16/08/2023	Global Payments - Direct Debit	DD273	607.34	607.34		500			Card charges July 23
18/08/2023	Fleet Town Council	DDR	31,446.91			516		121.45	Payroll August 2023
						520		31,325.46	Payroll August 2023
22/08/2023	Fleet Town Council	DDR	9,534.37			515		9,534.37	Inland Rev Aug 23
23/08/2023	Central Computer Management Lt	DD275	57.60	57.60		500			Payroll Jul 23
25/08/2023	Payment Sense Ltd	DD276	113.94	113.94		500			Terminal charge July 23
25/08/2023	Payment Sense Ltd	DD277	17.88	17.88		500			Terminal charges July 23
25/08/2023	BOC Ltd	DD278	55.92	55.92		500			Gas
29/08/2023	Total Energies	DD279	28.32	28.32		500			Gas 30/6-31/7/23
29/08/2023	Total Energies	DD280	591.81	591.81		500			Gas 30/6-31/7/23
29/08/2023	Total Energies	DD281	98.06	98.06		500			Gas 30/6-31/7/23
29/08/2023	HSBC	DD282	71.61	71.61		500			Bank charges 8/7-7/8/23
30/08/2023	BACS P/L Pymnt Page 2237	BACS Pymnt	28,737.16	28,737.16		500			BACS P/L Pymnt Page 2237
30/08/2023	BT Payment Services Ltd	DD283	94.99	94.99		500			Broadband Aug 23
31/08/2023	Global Payments - Direct Debit	DD284	36.00	36.00		500			Card charges
31/08/2023	Total Energies	DD285	27.41	27.41		500			Gas 31/5-30/6/23
31/08/2023	Total Energies	DD286	801.13	801.13		500			Gas 31/5-30/6/23
Subtotal Carried Forward:			112,408.91	67,397.71	0.00			45,011.20	

Bank Current/Deposit Account

Payments made between 01/08/2023 and 31/08/2023

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>
31/08/2023	Total Energies	DD287	97.20	97.20		500			Gas 31/5-30/6/23
31/08/2023	Vodafone Limited	DD288	42.41	42.41		500			Mobile 18/7-17/8
Total Payments:			112,548.52	67,537.32	0.00			45,011.20	

19/09/2023

Fleet Town Council 2023/2024

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10:57

PURCHASE LEDGER INVOICE LISTING

User: RH

Purchase Ledger for Month No 5

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
22/08/2023	Q1		1997 GROUP	1997GROUP	826.95	0.00	826.95	4656	150	826.95	Christmas supplies
03/08/2023	AUGEXP		ALEX ROBINS	ALEXROBINS	136.31	3.66	139.97	4432	201	54.50	Music matters subscription
								4752	201	52.00	Ticket - scouting bands
								4752	201	1.98	hospitality milk
								4752	201	1.90	hospitality milk
								4752	201	1.90	hospitality milk
								4752	201	3.80	hospitality milk
								4752	201	1.90	hospitality milk
								4752	201	10.00	hospitality towels
								4182	201	8.33	batteries
25/08/2023	227T47514		BIFFA	BIFFA	91.38	18.28	109.66	4155	204	91.38	Gnrl waste 29/7-1/8/23
25/08/2023	227T47515		BIFFA	BIFFA	102.71	20.54	123.25	4156	204	102.71	DMR 29/7-22/8
25/08/2023	227T47516		BIFFA	BIFFA	573.95	114.79	688.74	4156	350	573.95	Gnrl waste 30/9-29/12/23
25/08/2023	227T47517		BIFFA	BIFFA	43.56	8.71	52.27	4156	204	43.56	Glass 29/7-25/8
31/08/2023	3074627924		BOC	BOC	140.39	28.08	168.47	4700	201	140.39	Gas
14/08/2023	3409		BRANDPEST	BRAND	40.00	8.00	48.00	4187	204	40.00	Pest control contract
14/08/2023	3414		BRANDPEST	BRAND	45.00	9.00	54.00	4187	208	45.00	Hornets
16/08/2023	M062ZD		BT	BT	79.16	15.83	94.99	4487	204	79.16	Broadband Aug 23
02/08/2023	52825		CBS	CBS	824.00	164.80	988.80	4170	204	824.00	Contract Aug 23
02/08/2023	52826		CBS	CBS	450.08	90.02	540.10	4170	204	450.08	Contract Aug 23
31/08/2023	59384		CENTRAL COM LIVEPAY	CCMLPAY	48.00	9.60	57.60	4550	101	48.00	Payroll Aug 23
31/08/2023	P652020		CHAMBERS	CHAMBERS	130.70	26.14	156.84	4155	204	130.70	Mixed waste Aug 23
31/08/2023	P652021		CHAMBERS	CHAMBERS	29.46	5.89	35.35	4155	205	29.46	Mix waste August
08/08/2023	10023598		CHUBB FIRE	CHUBB	657.90	131.58	789.48	4170	204	657.90	Service contract August
01/08/2023	INV0091516		ODLINGS LTD	COLUMBARIA	135.00	27.00	162.00	4935	350	135.00	Posy on a spiral
02/08/2023	INV0091563		ODLINGS LTD	COLUMBARIA	197.00	39.40	236.40	4935	350	197.00	Sanctum 2000 tablet
15/08/2023	2635		CONNCOMPUT	CONNECT	720.00	144.00	864.00	4484	101	720.00	Monthly support Aug and Sept
29/08/2023	907290201		MOLSON COORS	COORS	2,878.33	575.67	3,454.00	4700	201	2,878.33	Bar supplies

Purchase Ledger for Month No 5

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
14/08/2023	AUGEXP		DAN DUNK	DAN DUNK	19.53	0.00	19.53	4041	101	19.53	August Expense
31/08/2023	SEPAUG		DAN DUNK	DAN DUNK	5.76	0.00	5.76	4041	201	5.76	August expense
08/08/2023	INV05023	4748	DTM CONTRACTORS LTD	DTM CONTR	397.20	79.44	476.64	4170	204	397.20	Replace heater
08/08/2023	INV05024	POINT	DTM CONTRACTORS LTD	DTM CONTR	111.60	22.32	133.92	4170	204	111.60	Tap repair
08/08/2023	INV05025		DTM CONTRACTORS LTD	DTM CONTR	600.00	120.00	720.00	4170	204	600.00	Waste pipe repair
14/08/2023	INV05030		DTM CONTRACTORS LTD	DTM CONTR	82.80	16.56	99.36	4170	350	50.80	Fix tap and loss of power
								4175	310	32.00	Fix tap and loss of power
20/08/2023	INV05031	4709	DTM CONTRACTORS LTD	DTM CONTR	355.93	71.19	427.12	4170	204	355.93	Combination locks
04/08/2023	2311		FLEETJAZZ	FLTJAZ	494.27	0.00	494.27	729	0	494.27	Jazz july
15/08/2023	2312		FLEETJAZZ	FLTJAZ	720.00	0.00	720.00	806	0	720.00	Advance sept concert
31/08/2023	23556	4743	FRESH AIR FITNESS	FRESH	6,490.12	1,298.02	7,788.14	4185	208	6,490.12	Training equipment
31/08/2023	31AUG23		GLOBAL PAYMENTS DD	GLOBALDD	587.81	0.70	588.51	4422	201	587.81	Card charges 1/8-31/8/23
31/08/2023	50376912		GLOBAL PAYMENTS DD	GLOBALDD	30.00	6.00	36.00	4422	201	30.00	Monthly service fee
21/08/2023	10717009		HSBC	HSBC	77.60	0.00	77.60	4420	101	77.60	Bank charges July 2023
21/08/2023	10754570		HSBC	HSBC	13.08	0.00	13.08	4420	101	13.08	Bank charges July 23
07/08/2023	CREDITCARDJUL		HSBC	HSBC	1,370.88	193.83	1,564.71	4030	101	79.00	CC/DD/JUL23/LVL 3 FOOD HYGIENE
								4763	201	110.06	CC/DD/JUL23/BAR SUPPLIES
								4481	204	8.33	CC/AR/JUL23/SPOTIFY
								4041	204	85.41	CC/AR/JUL23/FLIGHT
								4720	201	2.08	CC/AR/JUL23/HOSPITALITY
								4432	201	50.00	CC/AR/JUL23/POSTER
								4432	201	50.00	CC/AR/JUL23/FACEBOOK AD
								4182	201	55.83	CC/AR/JUL23/HAZE FLUID
								4182	201	522.00	CC/AR/JUL23/BULBS
								4170	204	12.62	CC/AR/JUL23/CABLE TIES
								4170	204	3.89	CC/BC/JUL23/CARPET GLUE
								4420	101	32.00	CC/AR/JUL23/CARD FEE
								4745	301	40.62	CC/BC/JUL23/SAFETY SHOES
								4486	101	3.00	CC/BC/JUL23/MICROSOFT

Purchase Ledger for Month No 5

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
								4486	101	168.89	CC/BC/JUL23/MICROSOFT
								4486	101	135.15	CC/BC/JUL23/MICROSOFT
								4445	101	6.00	CC/CB/JUL23/GIFFGAFF
								4445	101	6.00	CC/CB/JUL23/GIFFGAFF
07/08/2023	JUL23		HSBC	HSBC	71.61	0.00	71.61	4420	101	71.61	Bank charges 8/7-7/8/23
21/07/2023	21072023		JASON BEST	JASONBEST	100.00	0.00	100.00	748	0	100.00	Lighting benidorm tom
22/08/2023	22082023	4754	JUST PROJECTORS	JUSTPROJEC	2,125.00	425.00	2,550.00	4185	201	2,125.00	Panasonic PTVMZ61 Projector
22/08/2023	2313		LEISURE ENERGY	LEISUREENE	873.75	174.75	1,048.50	4565	160	873.75	PSDS 3C Consultancy
02/08/2023	2969		LONDON CATERING	LONDONCAT	-91.80	-18.36	-110.16	4152	204	-91.80	Credit cleaning supplies
02/08/2023	101966		LONDON CATERING	LONDONCAT	66.08	13.22	79.30	4152	204	66.08	cleaning supplies
04/08/2023	102086		LONDON CATERING	LONDONCAT	180.54	36.11	216.65	4152	204	180.54	cleaning supplies
25/07/2023	16551		NIGEL JEFFRIES	NIGELJEFFR	95.00	19.00	114.00	4936	350	95.00	Burial of ashes
31/07/2023	16610		NIGEL JEFFRIES	NIGELJEFFR	13,453.25	2,690.65	16,143.90	4200	208	2,263.07	Grnds Maint July 2023
								4200	301	1,432.42	Grnds Maint July 2023
								4200	310	3,848.97	Grnds Maint July 2023
								4200	315	2,051.73	Grnds Maint July 2023
								4200	320	1,744.77	Grnds Maint July 2023
								4200	325	722.93	Grnds Maint July 2023
								4200	350	1,083.73	Grnds Maint July 2023
								4200	330	305.63	Grnds Maint July 2023
31/08/2023	16732		NIGEL JEFFRIES	NIGELJEFFR	13,453.25	2,690.65	16,143.90	4200	208	2,263.07	Grnds Maint Aug 23
								4200	301	1,432.42	Grnds Maint Aug 23
								4200	310	3,848.97	Grnds Maint Aug 23
								4200	315	2,051.73	Grnds Maint Aug 23
								4200	320	1,744.77	Grnds Maint Aug 23
								4200	325	722.93	Grnds Maint Aug 23
								4200	350	1,083.73	Grnds Maint Aug 23
								4200	330	305.63	Grnds Maint Aug 23
16/08/2023	IN08028949		NPOWER	NPOWER	3,022.40	604.48	3,626.88	4122	204	3,022.40	Elec 1/7-31/7/23

Purchase Ledger for Month No 5

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
16/08/2023	IN08119227		NPOWER	NPOWER	22.87	1.19	24.06	4122	310	22.87	CCTV July 23
16/08/2023	IN08111797		NPOWER DD	NPOWERDD	227.67	11.38	239.05	4122	310	227.67	Elec 1/7-31/7/23
16/08/2023	IN08111800		NPOWER DD	NPOWERDD	42.21	2.11	44.32	4122	315	42.21	Elec 1/7-31/7/23
16/08/2023	IN08111803		NPOWER DD	NPOWERDD	27.13	1.36	28.49	4122	320	27.13	Elec 1/7-31/7/23
16/08/2023	IN08111840		NPOWER DD	NPOWERDD	18.64	0.93	19.57	4122	208	18.64	Elec 1/7-31/7/23
16/08/2023	IN08111841		NPOWER DD	NPOWERDD	127.61	6.38	133.99	4122	205	127.61	Elec 1/7-31/7/23
05/08/2023	3241	4747	NPTREEMANAGE	NPTREE	480.00	96.00	576.00	4250	310	480.00	Remove oak limb
11/08/2023	5384238		PAYMENTSENSE	PAYMENTSSEN	14.90	2.98	17.88	4422	201	14.90	Terminal charges July 23
11/08/2023	5384239		PAYMENTSENSE	PAYMENTSSEN	94.95	18.99	113.94	4422	201	94.95	Terminal charge July 23
31/08/2023	AUG23		PAYMENTSENSE	PAYMENTSSEN	95.33	0.00	95.33	4422	201	24.95	Card charges 1/8-31/8/23
								4422	201	70.38	Card charges 1/8-31/8/23
09/08/2023	JUL2023		PAYMENTSENSE	PAYMENTSSEN	192.97	0.00	192.97	4422	201	31.27	Bank charges Jul 2023
								4422	201	161.70	Bank charges Jul 2023
31/08/2023	139167		PEARTECH	PEAR	240.00	48.00	288.00	4460	101	240.00	Tech support until 31/8/24
22/08/2023	53509PP	4753	PERSONAL PROJECTOR	PERSONALPR	798.32	159.66	957.98	4185	201	798.32	Folding frame screen
31/08/2023	001790		CHCLEANING	PRIMA	115.65	23.13	138.78	4150	315	115.65	Cleaning 1/8-31/8/23
31/08/2023	001791		CHCLEANING	PRIMA	57.75	11.55	69.30	4150	310	57.75	Cleaning 1/8-31/8/23
31/08/2023	001792		CHCLEANING	PRIMA	115.65	23.13	138.78	4150	320	115.65	Cleaning 1/8-31/8/23
31/08/2023	001793		CHCLEANING	PRIMA	128.50	25.70	154.20	4150	208	128.50	Cleaning 1/8-31/8/23
08/08/2023	08082023		PRINCESTONES	PRINCESTON	95.00	0.00	95.00	4936	350	95.00	Ashes interment
23/08/2023	9082301		SARSEN	SARSEN	350.00	0.00	350.00	4551	101	350.00	OH Consultation 7/8/23
01/08/2023	INV17984		SG POS	SGPOS	70.00	14.00	84.00	4728	201	70.00	Web services Aug 23
01/08/2023	31072023		SHANNON JAMES	SHANNONJAM	246.00	0.00	246.00	729	0	108.00	Tech support
								748	0	138.00	Tech support
31/08/2023	52438		SHIELD SECURITY SERV	SHIELD SEC	70.00	14.00	84.00	4188	204	70.00	Keyholding Aug 23
15/08/2023	INV1781		SOLUTIONS ON STAGE	SOLUTIONS	2,406.00	481.20	2,887.20	4172	204	2,406.00	Inspection, maint and repair
26/07/2023	311408321		SSENERGY	SSENERGY	413.46	20.67	434.13	4655	150	413.46	Elec Festive Lighting 22/23
08/08/2023	080823		STARBURST	STARBURST	2,309.00	0.00	2,309.00	759	0	2,309.00	Noughty nineties
01/08/2023	INV1386		SUSX HR HUB	SUX HR HUB	940.00	188.00	1,128.00	4551	101	80.00	Monthly retainer

Purchase Ledger for Month No 5

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
								4551	101	860.00	Additional hours 10.75@£80
31/08/2023	23080082		TICKETSOLVE	TICKETSOLV	993.18	0.00	993.18	4490	201	993.18	Gross sales 1-31/8
12/07/2023	30676543123CR		TOTAL ENERGIES DD	TOTENGDD	-0.87	-0.04	-0.91	4422	208	-0.87	Correction to invoice 30676543
10/08/2023	30997246023		TOTAL ENERGIES DD	TOTENGDD	563.63	28.18	591.81	4120	204	563.63	Gas 30/6-31/7/23
10/08/2023	30997253623		TOTAL ENERGIES DD	TOTENGDD	26.97	1.35	28.32	4120	208	26.97	Gas 30/6-31/7/23
10/08/2023	309972550323		TOTAL ENERGIES DD	TOTENGDD	93.39	4.67	98.06	4120	205	93.39	Gas 30/6-31/7/23
22/08/2023	22082023	4756	ULTRA LIGHT & SOUND	ULS	290.23	58.05	348.28	4185	201	290.23	Strand 2KW Followspot
01/08/2023	HI590597		UNITED HYGIENE	UWR	148.68	29.74	178.42	4152	205	148.68	Hygiene Aug 23
01/08/2023	HI590830		UNITED HYGIENE	UWR	660.27	132.05	792.32	4152	204	660.27	Hygiene Aug 23
31/08/2023	OPI668308		VIMTO	VIMTO	498.73	99.74	598.47	4700	201	381.19	Bar supplies
								4710	201	117.54	Bar supplies
18/08/2023	B5612235600		VODAFONE	VODAFONE	35.34	7.07	42.41	4445	204	11.78	Mobile 18/7-17/8
								4445	301	11.78	Mobile 18/7-17/8
								4445	101	11.78	Mobile 18/7-17/8
TOTAL INVOICES					<u>65,864.70</u>	<u>11,395.72</u>	<u>77,260.42</u>			<u>65,864.70</u>	

Overall Financial Summary for the Recommended options for the IT Infrastructure and Support Contracts		
Contractor	Notes	Annual Cost
A Opt 1	1Gbps Access Bearer circuit over 200Mbps bandwidth – this will future proof so bandwidth will increase as technology advances	£2,181.96
B – Network Mapping	Remapping including labour and equipment – one off cost	£2,200
B - IT support	Continuing IT support including security and backups and Microsoft licenses	£8,314.80
B – Cloud Server Migration	Making servers redundant, migrate to cloud and SharePoint – one off cost	£4,868
TOTALS		£17,564.76

Current	BT broadband 80/ 20mbps	£949.92
Current (It Support and Microsoft)	IT Support, Backup and Microsoft licenses	£9,449
TOTALS		£10,398.92

	Budget 23/24	Spend to date 23/24	Remaining Budget 23/24	*A Opt 1 Cost 23/24	*B Remapping Cost 23/24	*B migration 23/24	*B Support 23/24	Remaining budget 23/24
Wi-Fi 4487	£1,700	£395.80	£1,304.20					
Document Management 4401	£3,000	£0	£3,000					
Computer support 4484	£6,300	£2,630	£3,670					
Computer storage (backup) 4485	£1,800	£660	£1,140					
Email exchange 4486	£3,850	£1,424	£2,426					
TOTAL 23/24	£16,650	£5,109.80	£11,540.20	-£1,090.98	-£2,200	-£4,868	-£4,157.50	-£776.28

*A

£2,181.96 (cost per year) / 12 months = £181.83 per month

£181.83 x 6 months (Oct 23-Mar 24) = £1,090.98

*B Remapping

£2,200 (one off cost)

*B Migration

£4,868 (one off cost)

*B support

£8,315 (cost per year) / 12 months = £692.92 per month

£692.92 x 6 months (Oct 23-Mar 24) = £4,157.50

- £776.28 over budget 2023/24 in total, if all remaining budgets detailed above are used to cover the project costs.
- There should be a saving of around £3k in next year's budget for IT support, backups, Microsoft and broadband under the recommended contracts.

OFFICER: Sarah Moore, Finance & Admin Manager
DATE: 20th September 2023
MEETING: Council 4th October 2023
SUBJECT: Item 8a – Broadband Contract and Network Remapping (Phase 1)

Background

Due to the need to change IT support provider, an IT audit was performed to check the current IT status. The audit confirmed that the current broadband bandwidth is not sufficient for either migration to a cloud based server or moving to VOIP (Voice over Internet Protocol) telephones. VOIP will be required anytime between now and December 2025 when the copper lines are discontinued. Officers expect to have quotes collated and ready in the next budget year 2024/25 for VOIP due to budget spend 2023/24, unless we get notice of ADSL cancellation earlier. To ensure VOIP can happen broadband must be upgraded first.

Main issues to be addressed by the proposal & benefits

Benefits of upgraded broadband from a specialist company:

- Faster and more reliable bandwidth as the product will be a dedicated leased line.
- The supplier proposed has quoted on guaranteed service and bandwidth due to the type of line, which is supplied direct to the building not via the box from the high street.
- The current broadband provider is unable to support and quote on direct fibre line.
- The fibre line proposed is for the sole use of the Council and will not be connected by any other company. The option proposed also means that in the future when technology is improved further, the line will have the capability to be increased beyond current speeds.

Benefits of remapping networks:

- Once the new broadband has been installed, all current networks will need to be remapped. This will ensure that PCs and other internet-connected building equipment (card machines for example) are correctly and securely connected.
- WAPS (wireless access points) that provide Wi-Fi for both the Council and members of the public will be remapped, will be faster, of particular benefit for bar ordering through the app and more secure than the current configuration.

Risk management considerations

Migration to cloud and moving away from physical servers cannot be completed until the broadband has been upgraded, due to the poor performance of the current broadband supply. With the phone line being discontinued and the servers becoming redundant broadband upgrade is essential to ensure the Council can remain connected. One cannot be completed without the other.

The risk of not upgrading will mean remaining on unsupported servers and future loss of phones for the Council and Harlington.

IT providers that were asked to quote on remapping have both been asked to use as much current equipment as possible to keep equipment costs as low as possible, however some costs will be unknown until the remapping is underway.

Both IT providers quoting on this proposal have confirmed they will use as much current equipment as possible, however, if they find equipment that is broken or insufficient for purpose there may be an additional cost for replacement. This is an unknown cost.

Alternatives considered

The current supplier BT was considered but they are unable to provide fibre connection direct to the building. Officers asked Hart District Council who their provider is, and they confirmed contractor A supplies both them and the library and they have no issues with bandwidth as they have direct building connection.

Financial implications: Broadband

Products below are not quoted on a like for like basis. The annual costs for options 1 and 2 are as below on the agreement of a 5-year contract. 3-year contracts incur high installation fees, 5-year contracts do not.

Contractor A is a leased line to the premises option and the others are fibre to cabinet.

Contractor	Notes	Annual Cost
A Opt 1	1Gbps Access Bearer circuit over 200Mbps bandwidth – this will future proof so bandwidth will increase as technology advances	£2,181.96
A Opt 2	100Mbps Access Bearer circuit over 100Mbps	£1,935.60
B	Fibre from box - 200Mbps	£2,700
C	Fibre from box – 200Mb	£3,228
Current	BT broadband 80/ 20mbps	£949.92

	Budget 23/24	Spend to date 23/24	Remaining Budget 23/24	*A 200 Opt 1 saving 23/24	*A 100 Opt 2 saving 23/24	*B saving 23/24	*BT saving 23/24
Wi-Fi 4487	£1700	£395.80	£1304.20				
TOTAL 23/24	£1700	£395.80	£1304.20	-£213.22	-£336.40	+£45.80	+£309.80

*A Opt 1

£2,181.96 (cost per year) / 12 months = £181.83 per month

£181.83 x 6 months (Oct 23-Mar 24) = £1,090.98

£1,304.20 (remaining 23/24 budget) - £1,090.98 = £213.22 less than budget remaining

*A Opt 2

£1,935.60 (cost per year) / 12 months = £161.30 per month

£161.30 x 6 months (Oct 23-Mar 24) = £967.80

£1,304.20 (remaining 23/24 budget) - £967.80 = £336.40 less than budget remaining

*B

£2,700 (cost per year) / 12 months = £225 per month

£225 x 6 months (Oct 23-Mar 24) = £1,350

£1,304.20 (remaining 23/24 budget) - £1,350 = £45.80 more than budget remaining

*C

£3228 (cost per year) / 12 months = £269 per month

£269 x 6 months (Oct 23-Mar 24) = £1,614

£1,304.20 (remaining 23/24 budget) - £1,614 = £309.80 more than budget remaining

Financial implications: Remapping

Contractor	Notes	One off Cost
B	Remapping including labour and equipment using as much current equipment as possible	£2,200
C	Network Configuration due to new broadband connection – to include 4+ networks and WAPS, PDQ and EPOS connections using as much current equipment as possible	£1,700

	Budget 23/24	Spend to date 23/24	Remaining Budget 23/24	*B	*C
Document Management 4401	£3,000	£0	£3,000		
TOTAL 23/24	£3,000	£0	£3,000	-£800	-£1,300

The financial proposal is to reallocate the Document Management budget for the network mapping as it is in the same cost centre.

*B

£2,200 (one off cost) = £2,200

£3,000 (remaining 23/24 budget) - £2,200 = £800 less than budget remaining

*C

£1,700 (one off cost) = £1,700

£3,000 (remaining 23/24 budget) - £1,700 = £1,300 less than budget remaining

Contractual Implications

BT have not replied to any chaser emails regarding the termination notice for the current contract and Officers believe the service to be out of contract, therefore the assumption is that we can cancel without delay.

Contractor A is for a 5-year contract. Any less would involve paying for installation costs of around £3,000-£5,000. There is currently no other supplier that will provide a secure direct fibre line. The price will be subject to a RPI increase each year.

Contractor B or C remapping has no contractual implications other than ensuring the level of service provided.

Please note that the broadband contract is being procured under Financial Regulation 11.1 (a)(i) as it is a specialist service.

Recommendations

On comparing proposals, Officers believe that A Opt. 1 would be the best choice, giving the Council the latest in fibre connection and future proofing services for at least the next 5 years.

Contractor A will provide a cost saving up to March 2024 of £213.22 against the remaining budget.

Although Contractor B is more expensive for remapping, they offer better service for migration and support, therefore, to ensure complete service and supply satisfaction, Contractor B is recommended for remapping. Officers are recommending that Contractor B is also approved for the new IT support, so although they are slightly more expensive in the remapping proposal, they are less expensive in the migration and IT support proposals.

RECOMMENDATION

To approve Contractor A (option 1) for the broadband contract and Contractor B for the one-off internet remapping exercise.

OFFICER: Sarah Moore, Finance & Admin Manager
DATE: 20th September 2023
MEETING: Council 4th October 2023
SUBJECT: Item 8b – IT Support Contract (Phase 2)

Background

Due to the current IT support provider confirming retirement in October 2023 there is an urgent requirement to find another support provider.

With the requirement to replace the soon to be redundant servers along with the need to upgrade broadband and migrate to the cloud, Officers believe having the same IT support provider undertaking this work would be beneficial.

Main issues to be addressed by the proposal & benefits

Benefits of IT support provider from a specialist company:

- IT support providers manage all aspects of IT including security both in the office and offsite, data management, and hardware failure.
- A telephone number and online ticket submission are provided so that calls or tickets can be made for any IT failure where an advisor will call back to advise of the steps to fix.
- One central point of contact makes it simpler to deal with one company performing all tasks than several who would all need to speak to each other due to the amount of crossover of work.
- They will provide continuing support, along with advice on any IT changes or security requirements as technology advances.
- The number of backups will be reduced to one from three, reducing the overall backup cost.

Risk management considerations

References have been obtained from other Town Councils and private companies, all of which have been complimentary about the services they've been provided by the top two suppliers under consideration.

Alternatives considered

We received four quotes for IT support. One to support current set up, and another to support with replacement physical servers, neither of which we feel is a suitable option due to the cost and it being outdated technology. The contractors considered have been chosen due to the proposals to upgrade broadband and migrate to cloud based servers.

Financial implications: IT Support

Contractor	Notes	Annual Cost
C – support	Continuing IT support including security and backups and Microsoft licenses	£12,582
B - support	Continuing IT support including security and backups and Microsoft licenses	£8,315
D - support	IT support not including Microsoft licenses (11326 support + 4316.40 licenses)	£15,642

Current (Support and Microsoft)		£9,449
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	Budget 23/24	Spend to date 23/24	Remaining Budget 23/24	*C overspend 23/24	*B overspend 23/24	*D overspend 23/24
Computer storage (backup) 4485	£1,800	£660	£1,140			
Email exchange 4486	£3,850	£1,424	£2,426			
TOTAL 23/24	£5,650	£2,084	£3,566	+£2,725	+£591.40	+£4255.20

*C

£12,582 (cost per year) / 12 months = £1,048.50 per month

£1,048.50 x 6 months (Oct 23-Mar 24) = £6,291

£3,566 (remaining 23/24 budget) - £6,291 = -£2,725 more than budget remaining

*B

£8,314.80 (cost per year) / 12 months = £692.90 per month

£692.90 x 6 months (Oct 23-Mar 24) = £4,157.40

£3,566 (remaining 23/24 budget) - £4,157.40 = -£591.40 more than budget remaining

*D

£11,326+£4,316.40 (cost per year) / 12 months = £1,303.53 per month

£1,303.53 x 6 months (Oct 23-Mar 24) = £7,821.20

£3,566 (remaining 23/24 budget) - £7,821.20 = £4,255.20 more than budget remaining

Contractual Implications

The Contractor B contract is 12-month standard with 1 month cancellation notice period. Prices will be reviewed annually and will be subject to Microsoft 365 license increases.

The Contractor C contract is a 1 month rolling period with 30 days' notice in writing to cancel. Pricing is reviewed at the end of each calendar year, with 3 months' notice given of any price increases.

Recommendations

On comparing the proposals, Officers believe that Contractor B would be the best value for money and will provide essential support, and the smoothest migration. The proposal includes full training on SharePoint for all employees and Councillors.

Contractor B will be overbudget by £591.40 for IT support up to March 2024.

An additional benefit to employees and Councillors is the E-Learning portal for SharePoint which gives instructions and guidance on use through videos or documentation.

A glowing reference was received from Wellingborough Town Council who could not have been more positive about the team at Contractor B.

RECOMMENDATION

To approve Contractor B for the provision of the Council's IT support contract.

OFFICER: Sarah Moore, Finance & Admin Manager
DATE: 20th September 2023
MEETING: Council 4th October 2023
SUBJECT: Item 8c – IT migration to cloud server (Phase 3)

Background

After receiving the IT audit and quotes for replacement servers, it is clear that moving to the cloud is the best financial and future proofing option. It will also be more secure and easier to access for all users.

The suggested order of upgrades should begin with upgrading broadband, remapping of networks, migration to cloud and finally during 24/25 moving to internet telephony (unless notice of an earlier cut off is received).

The final report for internet telephony will be provided either on notice of cut off or in the next budget year.

Main issues to be addressed by the proposal & benefits

Benefits of combined service for migration and support from a specialist company:

- On the basis that the same supplier will be chosen for remapping and migration, a combined service provider for full IT upgrade and support would give the best service.
- The supplier would go through every step of the changes needed to ensure each step is completed before moving on to the next one, with IT support given during the upgrades and thereafter.
- One central point of contact makes it simpler to deal with one company performing all tasks than several who would all need to speak to each other due to the amount of crossover of work.

Benefits of a cloud server against physical server:

- Servers have life spans and are more prone to failure, whereas Cloud has no life span and almost no failure and will be subject to real time security updates.
- The current system operates a main server and a mirror server, as a back up, which means data is sometimes overwritten erroneously.
- Changing to cloud backup will reduce the manual process currently in place. The Council currently pays for several backups of different data to different locations. All data in one place will be safer and secure with limited exposure to failure.
- SharePoint will be set up with account permissions, meaning that files and documents can be shared and unshared as required.
- All Councillors and employees will always have remote and onsite access, dependent on permissions.
- Access will be available remotely should the office not be accessible e.g., power cuts, weather, working from home.
- Streamlined filing making it easier and simpler to store and find documents.
- No risk of server failure.
- The current servers and cabinet run very hot and emits lots of heat, this increases the heat on the higher floor in the office so during warmer weather cooling the area means more cost.

Risk management considerations

The combined service will provide a more streamlined and future proof way of working for the Council, with the limited down time and need to source servers or repairs in the future. The supplier, working

with the Council, will ensure continuous improvement for IT in continued support and updates as they happen.

References have been obtained from other Town Councils and private companies, all of which have been complimentary about the services they've been provided by both suppliers.

Both companies that quoted on cloud migration have visited the building to check current IT infrastructure.

Due to the quoted cost of moving the finance system, Rialtas, to the cloud (around £2,500), it has been decided to continue hosting Rialtas on a desktop PC which will be converted into a server.

All IT providers quoting on this proposal have confirmed they will use as much current equipment as possible, however, if they find items broken or insufficient for purpose there may be additional cost for replacement. This is an unknown cost.

Alternatives considered

Initially, Officers believed that proposals were only needed to replace the current IT support, therefore we received one quote for IT support only. Other contractors were unwilling to support aging servers that were losing Microsoft support and were unable to provide quotes for support, therefore quotes were obtained to either replace servers or move to cloud and remove servers. We also wanted to ensure that any migration-maintained SharePoint use and access.

The quote received to replace the servers on a like for like basis showed that this would be much more expensive than migrating to cloud and it was felt that this would not be protecting and future proofing the Council.

We tried contacting several IT providers for the migration and other IT work, with some not responding. One that we were hopeful in receiving a quote from advised that they would be unable to assist with remapping or migration due to complications of working with Rialtas. They have asked if they can contact us next year for an IT support quote.

Financial implications: Migration to a cloud server (SharePoint)

Contractor	Notes	Annual Cost
C – Migration	Making servers redundant, migrate to cloud and SharePoint – one off cost	£3,550
B – Migration	Making servers redundant, migrate to cloud and SharePoint – one off cost	£4,868
D – New server	Replacing physical servers – one off cost	£13,715

	Budget 23/24	Spend to date 23/24	Remaining Budget 23/24	*C underspend 23/24	*B overspend 23/24	*D overspend 23/24
Computer storage (backup) 4485	£1,800	£660	£1,140			
Email exchange 4486	£3,850	£1,424	£2,426			
TOTAL 23/24	£5,650	£2,084	£3,566	-£16	+£1,302	+£10,149

*C
 £3,550 x 1 off cost
 £3,566 (remaining 23/24 budget) - £3,550 = £16 less than budget remaining

*B

£4,868 x 1 off cost

£3,566 (remaining 23/24 budget) - £4,868 = -£1,302 more than budget remaining

*D

£13,715 x 1 off cost

£3,566 (remaining 23/24 budget) - £13,715 = £10,149 more than budget remaining

Contractual Implications

There are no contractual obligations as this is a one-off cost.

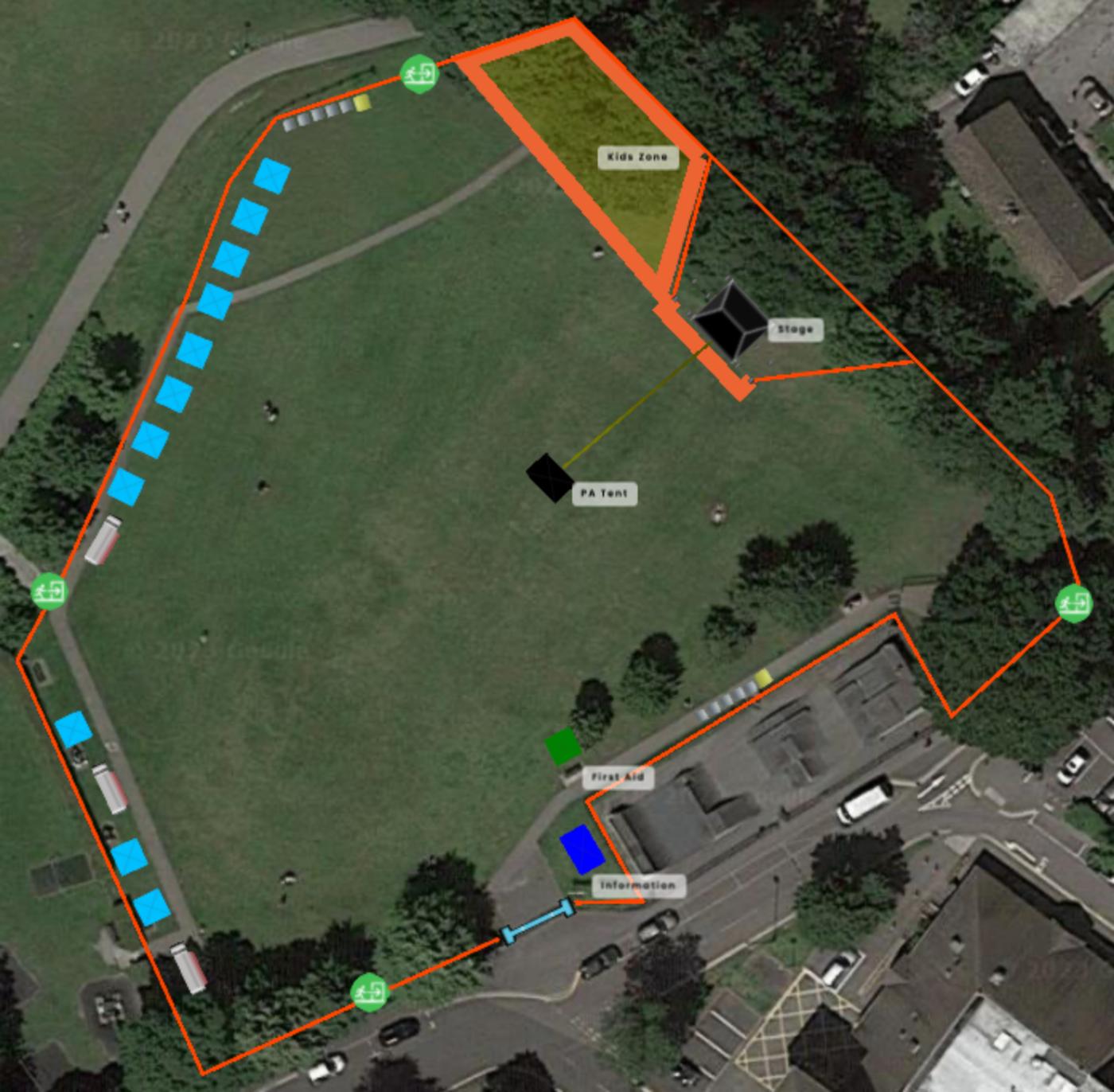
Recommendations

On comparing proposals, Officers believe that Contractor B would be the best value for money and will provide essential support, and the smoothest migration. The proposal included full training on SharePoint for all employees and the Councilors.

B will be overbudget by £1,302 up to March 2024 due to the one-off migration cost. It is expected that these costs will be recovered from savings made elsewhere in the budget.

RECOMMENDATION

To approve Contractor B for the provision of the one-off migration of the servers to the cloud (SharePoint).



Kids Zone

Stage

PA Tent

First Aid

Information





Event Application Form

Name of event: MOTV (Music On The Views)	
Event location: The Views	
Event date: Provisionally August Bank Holiday 2024	

For Official use only	
Event Reference Number	
Booking Reference:	
Date processed	

Section 1 – Organiser Details

Name of organisation	Fleet Town Council (coordinated by MOTV Volunteer Committee)	
Name of applicant ⁽¹⁾	Sue Tilley	⁽¹⁾ Over 18 years
Position <i>(if applicable)</i>	Town Councillor	
Contract Address	c/o Fleet Town Council 236 Fleet Road Fleet <div style="text-align: right; margin-top: 10px;">Post Code: GU51 4BY</div>	
Is the above address to be used for invoices? YES/NO – if NO please provide details on a separate sheet		
Personal Contact Details	Home	<input style="width: 100%;" type="text"/>
	Work	<input style="width: 100%;" type="text"/>
	Mobile	<input style="width: 100%;" type="text"/>
	Email Address	<input style="width: 100%;" type="text"/>
Event Public Tel. Enquiry No.	N/A	
Event Web Site Address	Not in place at this time	

Section 2 – Event Details

Description of Proposed Event:

In July 2023, a small team of people got together to discuss launching a Music Festival for Fleet – a completely new event! Building on the success of the Food, Jubilee, Coronation and Christmas Festivals, they realised that there was a real passion for events that draw the community together. The organisation of this new event will be based on a strong partnership with The Harlington General Manager and his team. It is hoped that the first MOTV Festival will take place on the August Bank Holiday weekend 2024 and, if successful, will become another star in the Fleet calendar.

Recent postings on Facebook have suggested that the people of Fleet are hungry for events and very willing to support them. This one-day Festival will be designed to cater for all ages with a programme that will keep the whole family entertained from noon to 10.00 pm on the day and will focus, as far as possible, on showcasing local talent.

There will be a full programme of high-quality musicians, plus smaller local groups entertaining the crowds during the handovers between the acts. There will also be food and drink stalls to encourage people to stay for the duration of the event. It is planned that The Harlington staff will run the main bar which will bring in additional revenue to the Town Council and the Festival team will be working closely with the Harlington staff on all aspects of the organisation.

The objective, at this stage, is to get provisional backing for the event and permission to use the Views, which is ideally placed to draw people in and showcase our town.

Please indicate the type of Event

- | | | | |
|------------------------------|--------------------------|-----------------|-------------------------------------|
| Charity Event ⁽¹⁾ | <input type="checkbox"/> | Fund Raising | <input type="checkbox"/> |
| Non-commercial | <input type="checkbox"/> | Community Event | <input checked="" type="checkbox"/> |
| Commercial | <input type="checkbox"/> | | |

(1) Name of Charity N/A

Charity Registration Number N/A

Will all proceeds from the Event go to the Charity concerned? YES NO

If NO please give details:

It is hoped that any profit made will act as seed funding for growing and improving future MOTV Festivals

Timings

Date/time to enter site for preparation:

If the event is on the Sunday of the Bank Holiday, the stage would, ideally, be set up on the day before

Date/time to vacate the site after the Event Not known at this time

If event is for more than one day, please give details of the Start and Finish times each day

The stage would be removed on the Bank Holiday Monday. The stalls and bars would be taken down immediately after the close at 10.00 pm on the day of the event

Charges

Is the Event free? YES NO

If NO what are the approximate admission price?

Adult Tickets £20 (tbc as budget develops)

Will programmes be available? YES NO

If YES, what is the proposed price?

Approximate number of people expected to attend?

If over 1000 people are expected please give details of security / stewarding.

2,500 people during the event. First Aid, SIA Security and volunteer marshals will all be in place during the day

Do you intend to utilise or permit any of the following attractions at the event? If so, please tick the appropriate boxes (some of these may not be permitted at all sites):-

- | | | | |
|------------------------------------|--------------------------|-----------------------------------|-------------------------------------|
| Fireworks/pyrotechnics | <input type="checkbox"/> | Live Music ⁽¹⁾ | <input checked="" type="checkbox"/> |
| Carnival procession ⁽¹⁾ | <input type="checkbox"/> | Live Entertainment ⁽¹⁾ | <input checked="" type="checkbox"/> |
| Fairground equipment | <input type="checkbox"/> | Lost children point | <input checked="" type="checkbox"/> |
| Aircraft | <input type="checkbox"/> | Barrier/Fencing | <input checked="" type="checkbox"/> |
| Parachutists | <input type="checkbox"/> | Marquees | <input type="checkbox"/> |
| Balloon launch | <input type="checkbox"/> | Portable generator ⁽²⁾ | <input checked="" type="checkbox"/> |
| Hot Air Balloons | <input type="checkbox"/> | Power supply | <input type="checkbox"/> |
| Horses/donkeys/other animals | <input type="checkbox"/> | Toilets | <input checked="" type="checkbox"/> |
| Motorcycles | <input type="checkbox"/> | Alcohol ⁽³⁾ | <input checked="" type="checkbox"/> |
| Other motor vehicles | <input type="checkbox"/> | Food/drink concessions | <input checked="" type="checkbox"/> |
| Coconut shy | <input type="checkbox"/> | On site communications | <input type="checkbox"/> |
| Inflatables (e.g bouncy castle) | <input type="checkbox"/> | Market stalls | <input type="checkbox"/> |

Portable staging	<input checked="" type="checkbox"/>	Re-enactment groups	<input type="checkbox"/>
P.A. System	<input checked="" type="checkbox"/>	Living history or other	<input type="checkbox"/>
Stewarding/Security	<input checked="" type="checkbox"/>	Other	<input type="checkbox"/>

NOTES:

- (a) Please supply as much information as possible on all the items above
- (b) Following submission of this application, no additional items may be included without the express consent of the appropriate department.
- (1) A Temporary Event Notice (TEN) may be required if the Event involves, music, dancing, singing or similar.
- (2) Generators are not permitted on the highway and must be diesel only.
- (3) A Temporary Event Notice (TEN) will be required for the sale of alcohol.

CAR PARKING

Will vehicles require access to the venue? YES NO

If yes, when and for how long? Stage is on low loader, food and drink concessions may be from their own vehicle

NOTE: Parking is NOT allowed on footpaths or the grassed areas of the Council's Parks and Open Spaces

If you have ticked yes above, please provide more details:

The Stage is on a trailer so would need to be parked on the Views. Some hot food concessions may serve from their vehicle and would, therefore, also be parked on the Views. No other vehicles (other than emergency vehicles, if these are required) will be allowed on the park.

Will you require Car Park space for Event Staff YES NO

And/or the general public YES NO

If you have replied YES to either option, please indicate below the proposed car parking arrangements (including any stewarding), the approximate number of vehicles attending the event and how you intend to manage the parking of those vehicles. Please note that parking is not permitted on grassed areas or footpaths.

Facilities

You will be required to ensure that the toilet facilities are adequate. Please submit details of your proposals to include method of disposal and if toilets are hired, the name and address of the hire company.

Loos For Dos Ltd will provide the toilets (as per the Jubilee and Coronation celebrations) and these will be delivered on the morning of the event and removed on the following Tuesday (or on the Bank Holiday Monday), subject to final agreement with the supplier

Please identify the method to be used in order to maintain the area free of litter and refuse:

We will ask the Scouts/Guides to litter pick throughout the event and will hire bins from Serco (delivery and collection times to be agreed)

Notes:

1. The event organiser should ensure that the site is regularly litter-picked during the event and at the end of each. In the event that the organiser fails to do this then the Council reserves the right to carry out the works in default and charge the event organiser the cost incurred.
2. It is the event organiser's responsibility to arrange removal of all rubbish from the site. You will not be permitted to use any on-site skip/litter bins or any bins in the vicinity of the site, etc for disposal.
3. Where permanent catering facilities are available in the vicinity of the site where the event will take place, the organisers must advise the caterers at least one month before the event takes place of the refreshments they will be providing.

UTILITIES

If available, do you require the use of on-site electricity and water?

Electricity Water

Please explain your requirements ie, when will this be required and for how long?
TBC

Bad Weather Plan

Will unexpected rain or high winds affect the event? YES NO

Will the event be; Cancelled Postponed Continue

Please give details if Cancelled or Postponed:

The event will continue unless the forecast is so bad that the provider will not supply the stage. This will be made clear in all publicity.

If the event will continue, please give details of what plans are in place to deal with bad weather situations and please provide details on the Risk Assessment.

There will be insurance cover in place for cancellation due to adverse weather and there will be a full event safety plan and risk assessment prepared

Section 3 - Insurance

Event Organisers are required to hold a current policy of insurance in respect of Public Liability or Third Party risks (including products' liability where appropriate). The relevant limit of indemnity shall be an amount approved by the Council's Head of Finance. Under no circumstances shall this be less than £5 million and the Council reserves the right to require a higher limit if deemed necessary.

Organisers will be required to produce evidence of their insurance cover, and may be requested to produce copies of insurance for any of the exhibitors, band/dance group, Fairground, sub-contractor, caterer, etc. whom they have instructed/authorised to appear at the Event.

NOTE: All documentation must be produced at least 28 days before the Event. Failure to comply may result in the Council refusing to grant final permission for holding the Event.

Section 4 – Emergency Services

Please supply details of the first aid cover to be provided
This will be St. John's Ambulance, or equivalent

SECTION 5 – BOND

When hiring one of the parks or Open Spaces, a bond /cheque is required to be held in case of any damage to park, facilities etc. The amount required will depend on the type and duration of the event. Please confirm details below

Name of person / organisation supplying the bond /cheque

Name: Fleet Town Council

Address: 236 Fleet Road, Fleet, Hants, GU51 4BY

Tel No 01252 625246

Email Address

Fleet Town Council will refund the value of the cheque within 7 days of the event. However, if any damage has been caused to the Open Space / Park then an amount will be deducted to cover the cost of repairs.

Please note that loss or damage to keys, locks or padlocks may be deducted to cover costs.

Keys - £10 each

Padlocks - £65 Each

Locks - £45 each

SECTION 6 – ADDITIONAL REQUIREMENTS

1. Where appropriate a detailed site plan showing the positions of stalls, marquees, arena, exhibition units, car parking, etc. and a list of programme items should be attached to the Event Application Form.
2. In respect of races, etc. a detailed route plan showing the location of route marshals must be provided.

NB: The application must be submitted to the Council at least 10 weeks prior to the Event.

I hereby agree to comply with the conditions set out in this form, including any terms and conditions of hire and all reasonable instructions given by any authorised Officer of the Council should this event be granted approval.

Signed:

Position:

Please send the completed form, together with the required supporting documentation to:-

**The Executive Officer
Fleet Town Council
The Harlington
236 Fleet Road
Fleet
Hampshire
GU51 4BY**

I have enclosed, where necessary, the following:-

Please note that new / first time applications need to be approved by the Fleet Town Council, Recreational, Leisure & Amenities Committee before an application will be accepted.

Please check dates of the next meeting and ensure that all documentation is handed in no less than 10 days prior to the meeting date.

(* these documents are required for all applications)

Documentation	YES	NO	Evidence of Insurance	YES	NO
Site Plan/Route Plan *	<input type="checkbox"/>	<input type="checkbox"/>	Insurance for event organiser *	<input type="checkbox"/>	<input type="checkbox"/>
Risk Assessment *	<input type="checkbox"/>	<input type="checkbox"/>	Individual participants	<input type="checkbox"/>	<input type="checkbox"/>
Stewards Briefing Pack	<input type="checkbox"/>	<input type="checkbox"/>	Addition Information if required	<input type="checkbox"/>	<input type="checkbox"/>

If you have answered NO to any of the above, please explain why?

All of the above will be provided but this request is to explore the Council's provisional backing of this event and the documentation above will follow as plans develop.

Additional

Any additional information: Attached is a DRAFT site plan to show the proposed layout of the venue for the event.



Main Events User Agreement

Conditions of Use

The hirer agrees to abide by the following terms and conditions:

- All relevant paperwork is to be submitted prior to the event. This includes risk assessments, site plans, insurance and bond.
- Noise levels will be kept to a minimum.
- The hours the event takes place will only be those set within the event application.
- Music will be turned off at times specified in the event application.
- Appropriate parking arrangements will be made.
- Appropriate toilet facilities will be managed and maintained as specified in the event application.
- Anything that becomes of nuisance or annoyance to local residents will be dealt with as soon as possible.
- No litter is to be left behind and the site is to be left in a clean state.
- The Council reserves the right to cancel an event in the absence of the applicant's wet weather plan.

Name (Authorised Signatory from Organisation)	
Signature	
Date	
Event and Date	
Organisation Name	

OFFICER: Rochelle Halliday, Executive Officer
DATE: 28th September 2023
MEETING: Council 4th October 2023
SUBJECT: Item 13 - Executive Officer's Report

1. IT Infrastructure and IT Support Contracts (Item 8)

The Finance and Administration Officer has been working on collating the information for the IT provision at the Council.

The item has been split into three separate phases, in order of priority, to minimise the implementation risk on service continuity:

- **Phase 1** Broadband dedicated leased line into the property to give reliable internet suitable for the Council's proposed cloud based sever through SharePoint and internet telephony. This phase will also include the one-off set up costs by an IT provider.
- **Phase 2** IT support contract as the Council's current provider retires towards the end of October. The current provider is available for specific hand over support after this time, if required.
- **Phase 3** Migration of all Council files to SharePoint and setting up the required permissions. Please note that Officers were only able to obtain two quotes for direct comparison, as the other companies contacted did not offer this as a service, or did not respond.

Each priority is a distinct task, with the broadband and IT support being contracted services, and the other tasks being one-off infrastructure works.

The attached reports contain the relevant information. If Members have any specific questions, please could you let me know before the meeting.

RECOMMENDATIONS

- a) To approve Contractor A (option 1) for the broadband contract and Contractor B for the one-off internet remapping work.
- b) To approve Contractor B for the provision of the Council's IT support contract.
- c) To approve Contractor B for the provision of the one-off migration of the servers to the cloud (SharePoint).

2. Hire Request for the Christmas Grotto (Item 10)

A request has been received from a regular hirer (a commercial business) of the dance studio at The Harlington to run this year's Christmas grotto at the Christmas Festival on 22nd November and also on two Saturdays in December in the former café area. It has been confirmed that the Scouts are unable to provide the grotto this year.

The intention is that the business will cover the cost of consumables and gifts from the grotto ticket sales. The remaining profit will be donated to charity. Following the agenda being issued, the stated charity may not be the Starburst Foundation, as stated. The beneficiary is likely to be another local charity and it is hoped that this can be confirmed at the meeting.

A further request has been made by the business to reduce or waive the room hire fees (approximately £180) for the use café for the grotto, so that more money can be donated to the charity. The Harlington General Manager has confirmed that he would be prepared to waive the fees on this occasion, since this is a fundraising exercise.

Members are asked to consider:

- Whether to waive the room hire fees. Please note that the business would be ineligible for a grant under the Council's policy.

- Any conditions that may need to be imposed to make it clear that the business is fundraising on behalf of a specific charity and that only profits will be donated after expenses have been deducted.
- Any other parameters to confirm the final donation amount, such a simple financial report post-event.

RECOMMENDATION

To give permission for a Harlington based business to run the Christmas Grotto for fundraising purposes and to agree the conditions relevant to the hire.

3. Vision Plan 2023 – 2027

The draft Vision Plan was circulated to Members in September for comment. Several comments were received but it was felt that a further review meeting should be held to examine some of the detail, and this is being arranged for early October.

4. No. 10 Bus Service to Calthorpe Park School - Update

Following the presentation by residents at the last meeting, regarding the withdrawal of the number 10 bus service to Calthorpe Park School in the Pondtail area, the Council wrote to the constituency MP, Stagecoach and Hampshire County Council.

A summary of the following responses received:

Ranil Jayawardena MP – a letter was sent from the MP’s office to the Managing Director of Stagecoach and a response from Stagecoach was received to confirm that the change in service was to protect the long-term sustainability of the service. The MP has sent a reply to Stagecoach to dispute the suggestion that the service was only used only a small number of passengers. A letter has also been sent to Hampshire County Council expressing the MP’s concerns.

Commercial Director, Stagecoach – the response acknowledged the unexpected impact of the changes and provided information on the issues with the viability of bus services in Fleet over the past ten years. The route is operated on a commercial basis and is currently running at a loss. However, Stagecoach will be reviewing passenger numbers and timings across their network and may be able to alter the timetable, if viable.

Hampshire County Council - acknowledgement received and the letter has been passed on to the Passenger Transport team.

Any comments from Members to assist Officers with following up on this matter are welcome.

5. Public Sector Decarbonisation Scheme (PSDS) 3c Application

The PSDS 3c scheme application date opens on 10th October 2023. Hart District Council will be submitting the application for The Harlington, as owners of the building.

The Council is working with Hart District Council and Leisure Energy to finalise the application, and the draft application has been sent to the Council, showing the initial grant calculations for the installation of an Air Source Heat Pump.

As part of the work Leisure Energy are undertaking, the Council will receive a report identifying where carbon savings can be made at The Harlington. A structural survey of the roof, to assess the suitability for solar panels is also to take place. Although solar panel installation is outside the scope of the PSDS funding, the survey information may be used to inform the detailed design of the Air Source Heat Pump system and the electricity supply required.

Members will be kept informed on the progress of this application.

6. Lease Working Group - Update

The Lease Working Group met on 26th September 2023 to discuss:

- The draft Fleet Football Club lease.
- The draft Hampshire County Council Management Agreement for the utility services shared with Fleet Library.
- Proposed alterations to parking at Fleet Cricket Club.
- A brief update on The Harlington lease.

The formal consideration of these items will be issued for the relevant meetings in due course.

Further information, as relevant to this meeting, is contained in the Confidential Meeting Report.

7. Badger Activity at Fleet Cemetery - Update

Quotes are being requested by the Facilities and Open Spaces Manager for the grounds work at the Cemetery. The method statement approved by Natural England for the licensed works will be issued to the contractors quoting.

An estimate for the supervision of works has been provided by the Council's specialist consultant, Ecology Co-Op, at a cost of £1,093 plus VAT.

In accordance with the licence that has been granted, the works must be completed by 30th November.

8. Oakley Park Right of Way Confirmed

The proposed Right of Way through Oakley Park and along Burnside has been confirmed as made by Hampshire County Council.

9. Repair Café

The Council's insurance company have been provided with the information they requested to insure the Repair Café under the Council's main insurance. There is no extra charge to the Council for adding this activity to the insurance schedule, on the condition that risk assessments identifying potential risks and mitigation measures are undertaken.

Advice has been sought from the Council's Internal Auditor on how to handle donations and the cost of supplies for the Repair Café. The Internal Auditor has suggested that the Repair Café should be set up as an independent voluntary group, much like other Repair Cafés and Mens Sheds, with the Council providing the venue to operate from. This suggestion will be looked into further.

The Finance and Admin Officer is working with Cllr Cottrell on the Hart District Council grant for setting the Repair Café up.

10. New Websites Project

The Projects and Committee Officer and the Marketing and Box Office Manager have been working together on a specification brief for the new Town Council and The Harlington websites. The project costs are budgeted.

A presentation of the information gathered from a staff and Councillor survey on the websites was made by Officers to Cllr Einchcomb, the Harlington General Manager and myself. The website specification was also reviewed, and further comments are currently being collated prior to finalising the specification. The specification will then be used to obtain quotes for the work.

11. Proposed Transfer of Street Lighting at Basingbourne Park

Hampshire County Council has been in touch to ask if the Council would be prepared to take on the responsibility for five streetlights along the footpath in Basingbourne Park. This is because the lights are situated on private land, rather than the public highway.

The annual cost will be approximately £69 per streetlight.

This item is for information only, and more details will be provided at the next RLA meeting.

12. Environmental Grants Training by HVA – 10th October, 6.30pm at The Harlington

A quick reminder that the grant training by Hart Voluntary Action will be taking place for Hart parish Councillors and Officers on 10th October.

13. Remembrance Sunday 12th November 2023

Planning session for Remembrance Sunday has been arranged with the local Royal British Legion representative on 19th October.

This year's service will be held at All Saints Church, along with the commemorations and parade at Gurkha Square and Fleet Road.

14. Hart District Council S106 Briefing for Parish Clerks (27th September 2023)

HDC organised a follow up briefing for parish Clerks on the section 106 process, which I attended. The following points were made:

- Parishes are encouraged to compile a list of projects that would benefit the area that can then be adapted for consideration within a section 106 agreement. This list does not need to be provided to the District Council in advance.
- Section 106 project requests should be included in the parish's outline planning application comment so that it can be correctly tracked and noted by the case officer. Project requests should be specific to the application and mitigate any harm as a result of development.
- If parishes wish for any maintenance management to be included in the section 106 agreement, this should be clearly stated in the planning application comment. This will provide greater opportunity for the future maintenance of new equipment to be funded within the agreement.

The RLA Committee will be asked to consider updating the projects list accordingly.

15. Hart District Council Climate Change Engagement Meeting (26th September 2023)

I attended the first meeting of the HDC Climate Change Engagement meeting, along with Cllr Cottrell who was invited as a local organisation with an interest.

The following topics were discussed:

- HDC's Climate Change Action Plan was approved in July 2023 and can be viewed here <https://www.hart.gov.uk/environment/climate-change/climate-action-hart>
- The engagement group has been set up to informally share information between HDC, the parishes and local groups. The emphasis is on helping each other on the journey towards net zero for the district.
- The engagement session will be held quarterly and will be conducted in an apolitical way.
- A district wide micro-site is to be created by HDC as a central point for climate and carbon reduction information.

It would be useful for the Council to consider what support would be useful to have from this engagement group. I suggest that a standard agenda item to cover this is included on the Climate Change Working Group meeting, so that any thoughts to share at the HDC sessions can be collated.

This first session required one person from each organisation to attend, which I attended to understand the scope of the group. I am more than happy to continue attending and reporting back, but if another Member wishes to attend, please let me know. I anticipate that the membership of the group will be widened in time.

16. Hart District Council Countryside Engagement Meeting (25th September 2023)

Councillors Einchcomb, Cottrell, the Facilities and Open Spaces Manager and I attended the first Hart District Council Countryside Engagement meeting. Meetings will take place three times per year.

It was a useful meeting, with the Hart Rangers providing an update on activities at Bramshot Farm Country Park, Edenbrook Country Park and Fleet Pond.

There was also an opportunity to discuss support the Hart Rangers could provide to the Council.

A visit to the Hart sites in the parish with the Rangers will be arranged.

17. Printed Papers for Meetings

The Admin Support Officer has emailed all Members regarding reducing the amount of paperwork printed for meetings. The idea is that each Member specifically confirms, once, if they would like all of the meeting papers printed.

If Members are able to access the papers via the Council's portal before and during meetings, instead of having a printed copy, it would also be useful to know this.

There will, of course, be spare printed paperwork packs for members of the public available at meetings.

Thank you for your cooperation.

18. Upcoming Council Meeting Dates

- 3rd October 2023 (TBC), 7.00pm – Vision Review Meeting
- 4th October 2023, 6.00pm – Climate Change Working Group
- 9th October 2023, 7.00pm – Development Control Committee
- 18th October 2023, 7.00pm – Policy and Finance Committee
- 23rd October 2023, 7.00pm – Development Control Committee
- 1st November 2023, 7.00pm – Council