



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

Wednesday 6th March 2024 at 7pm at The Harlington

All members are summoned to attend

To Councillors:

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

Rochelle Halliday, Executive Officer
28th February 2024

AGENDA

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| 1. | APOLOGIES Schedule 12 of the LGA 1972 requires a record to be kept of members present, and that this record forms part of the minutes of the meeting. A resolution must be passed on whether the reason(s) for a member's absence are acceptable. |
| 2. | DECLARATIONS OF INTEREST Under the Local Authorities Localism Act 2011, members must declare any interest and the nature of that interest, which they may have in any of the items under consideration at this meeting. Members are reminded that they must disclose both the existence and the nature of a personal interest that they have in any matter to be considered at this meeting. A personal interest will be considered a prejudicial interest if this is one in which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the members' judgement of the public interest. |
| 3. | QUESTIONS FROM THE PUBLIC (3 min per person maximum 15 minutes) To receive questions and statements from members of the public. |
| 4. | CHAIRMAN'S ANNOUNCEMENTS To receive any updates from the Chairman of Fleet Town Council. |
| 5. | HCC/HDC (3 mins per person – max 15 mins) To receive any update on HDC/HCC matters concerning FTC which are not included within the agenda. |
| 6. | MINUTES OF PREVIOUS MEETINGS To receive and approve as a correct record the main and confidential minutes of the Council meeting held on 7 th February 2024 (<i>copies attached</i>). To receive resolutions and consider approval of recommendations from the following committees and to return to committees any issues for reconsideration: <ul style="list-style-type: none">• Development Control 12th and 26th February 2024• Policy and Finance 21st February 2024 |

Part 1 – ITEMS FOR DECISION

7. FINANCIAL MONITORING REPORT

- a) To receive the bank reconciliation and list of payments for January 2024 (*copies attached*).
- b) To receive a statement from Councillor Robinson that the bank reconciliation and list of payments for January 2024 have been verified and signed off against the original bank statement.

RECOMMENDATIONS

- a) To receive and accept the bank reconciliation and list of payments for January 2024.
- b) To accept the statement from Councillor Robinson that the bank reconciliation and list of payments for January 2024 have been verified and signed.

8. THE HARLINGTON DEVELOPMENT

- a) To receive an update on the lease for The Harlington (*copy attached*).
- b) To consider and agree starting the tender process for architectural design services for The Harlington development (*copy included in paper for 8a*).

RECOMMENDATIONS

- a) To note the update.
- b) To approve starting the tender process for architectural design services for The Harlington development.

9. CONTRACTED HYGIENE SERVICES FOR THE HARLINGTON AND ANCELLS FARM COMMUNITY CENTRE

To consider and agree a new contract for the provision of various hygiene services at The Harlington and Ancells Farm Community Centre (*copy attached*).

RECOMMENDATION

To approve Contractor A on a minimum twelve month contract (90 day rolling notice thereafter) to provide hygiene services at The Harlington and Ancells Farm Community Centre.

10. MUSIC ON THE VIEWS EVENT

To consider and agree ringfencing funding from general reserves to enable the Music on The Views event to be organised (*copy attached*).

RECOMMENDATION

To approve ringfencing funding from general reserves to enable the Music on The Views event to be organised, as proposed.

11. FLEET MARKET SUPPORT

To consider and agree making available a set amount of funding to be drawn down to support the continuation of the Market (*copy attached*).

RECOMMENDATION

To approve making available a set amount of funding to be drawn down support the continuation of Fleet Market.

12. TREE SURGERY WORKS

To consider and authorise expenditure from general reserves for tree surgery required at Ancells Farm Park and Basingbourne Park. This is due to the expenditure exceeding budget (*copy attached*).

RECOMMENDATION

To approve the funding of tree surgery works at Ancells Farm Park and Basingbourne Park, costing £5,370, from general reserves.

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| 13. | <p>HAMPSHIRE COUNTY COUNCIL FUTURE SERVICES CONSULTATION To consider and agree the final response to the Hampshire County Council Future Services Consultation (<i>copy attached</i>).</p> <p>RECOMMENDATION To approve the final response to the Hampshire County Council Future Services consultation.</p> |
| Part 2 – ITEMS TO NOTE | |
| 14. | <p>ANNUAL RESIDENTS’ MEETING To note the final agenda for the Annual Residents’ Meeting on 18th March 2024 (<i>copy attached</i>).</p> |
| 15. | <p>COMPLAINTS To receive notification of any complaints.</p> |
| 16. | <p>EXECUTIVE OFFICER’S REPORT To receive and note the update report from the Executive Officer (<i>copy attached</i>).</p> |
| 17. | <p>DATE AND TIME OF NEXT MEETING The next meeting of the Council is scheduled to be held on Wednesday 3rd April 2024 at 7pm in the Harlington.</p> |
| Part 3 – CONFIDENTIAL ITEMS | |
| | <p>Under the Public Bodies (Admission to Meetings) Act 1960 Exclusion of the public in accordance with Section 1(2) and by reason of the confidential nature of the business of the Town Council, the Public and Press will be excluded from the meeting.</p> <p>The following types of business will be treated as confidential:</p> <ul style="list-style-type: none"> a. Engagement, terms of service, conduct and dismissal of employees b. Terms of tenders, and proposals and counter-proposals in negotiations for contracts. c. Receipt of professional legal advice and preparation of cases in legal proceedings. d. The early stages of any dispute. e. Matters of a commercial nature. <p>No confidential items for consideration.</p> |

FLEET TOWN COUNCIL

MINUTES OF THE COUNCIL MEETING

held on

Wednesday 7th February 2024 at 7.00pm

PRESENT

Councillors: R. Schofield (Chairman), K. Cottrell, P. Einchcomb, S. Engström, R. Fang, L. Holt, A. Hope, E. May, A. Oliver, R. Robinson, R. Richmond (arrived during item 5), D. Taylor, P. Wildsmith, B. Willcocks and G. Woods.

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

FC FEBRUARY 2024 ITEM 1

APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Chenery (family bereavement), Cllr Krishnmurthy (medical) and Cllr Tilley (away).

FC FEBRUARY 2024 ITEM 2

DECLARATIONS OF INTEREST

Councillors Taylor and Willcocks declared an interest for item 18 Gurkha Square Lease and Licence for Fleet Market as they are directors of Fleet Market CIC.

Councillor Woods declared an interest for item 13 Hampshire County Council Future Services Consultation, due to being a trustee of Hart Voluntary Action.

FC FEBRUARY 2024 ITEM 3

QUESTIONS FROM THE PUBLIC

A representative from the funeral director RH Faulkner and Daughter provided the Council with background information relating to the confidential item on the agenda.

Members asked some questions relating to the matter.

The undertaker's client had questioned the refusal to allow a metal casket for their funeral when the site had been purchased prior to Fleet Town Council having changed the policy to be an ecofriendly Cemetery and the client's spouse having been buried in a metal casket. The client wishes to keep the agreement that was made originally when purchasing the grave. If the Town Council is unable to grant the original agreement the client will then require exhumation of the spouse's coffin which is causing untold stress to the client.

A member questioned what the client's connection with Fleet is. The Funeral Director advised there is a Military connection, the client lives in Fleet having moved from Winchester.

The casket is an American casket which will have an American Flag draped over it during the graveside burial service.

No debate took place as the item was under a confidential item on the agenda. The funeral director's representative would be advised of the Council's decision post meeting.

FC FEBRUARY 2024 ITEM 4 CHAIRMAN'S ANNOUNCEMENTS

Cllr Schofield conveyed his condolences to Cllr Chenery, on behalf of the Council, following the recent passing of his wife.

Cllr Schofield reported his attendance during the period as follows:

- 4th January - together with the Executive Officer attended a meeting with Fleet Phoenix and other interested parties to explore repeating the Youth Achievement Awards this year. It was a very positive meeting, and the event will run again. For information Fleet BID have agreed to be a lead sponsor which will greatly assist in bringing the event forward.
- 8th January - attended the Fleet BID Board Meeting on behalf of The Harlington.
- 10th January - along with Councillor May attended the Rye Logistics Appeal Hearing. The Inspector has subsequently allowed the appeal.
- 1st February - along with the Executive Officer attended the regular scheduled meeting with Hart District Council. The Harlington Lease and the Market Lease were high on the agenda. More details are provided in the Executive Officer's report.
- 6th February - participated in the Greening Campaign's Warmer Homes Pillar online meeting, to firm up plans for screening Fleet residences for heat loss and planning the presentation at the Launch Meeting on the 9th March.

FC FEBRUARY 2024 ITEM 5 HCC/HDC ANNOUNCEMENTS

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

Cllr Forster (HCC)

- The installation of telegraph poles by TOOB poles have been temporarily paused. A meeting with the company's Chief Executive will take place to discuss the installation issues for the broadband roll out.
- Rye Logistics Resident Group raised funds for potential judicial review of the case.
- Trees are being planted in the local area, along roadside verges. Cllr Forster asked for any suggestions for further tree planting locations within Fleet.
- Hampshire County Council are funding £800,000 to set up food pantries across the County.
- Funds are available from the County Councillor Grant scheme until the end of February.
- There is a huge amount of roadworks at present in the area, further projects are planned.
- The new crossing design on Hitches Lane by Calthorpe Park School is in the final stages of redesign. HCC welcome any feedback on the works.

Councillor Richmond arrived at 7:15pm.

Cllr Stephen Parker (HCC)

- Attended a meeting regarding the proposed Reading Road South pedestrian crossing scheme.

Cllr Adrian Collett (HCC)

- Cllr Collett has some County Councillor grant funding available to support local initiatives.
- The plan for a new Recycling Waste Recovery Centre on Blackbushes Road is no longer going ahead.
- The Hampshire County Council budget is to be set in the coming month. Council Tax is likely to increase by 4.99%. There will be a one-off Government grant for Adult Social Care.
- Hampshire County Council would support 20MPH limits on its road network, however, the schemes would need to be funded by Parish and Town Councils.
- Works on the 4th arm of the roundabout at Blackbushes Road / London Road A30 are likely to be completed at the end of May.

Cllr Alan Oliver (HDC)

- Met with the TOOB Chief Executive last week and agreed to the suspension of telegraph pole installations. Poles are now only likely to be installed where there are no major objections along the affected street. Hart District Council has complained to Ofcom regarding what appears to be the lack of sharing of existing fibre optic networking. There is a roll out map on the TOOB website showing where the service is being currently worked on and any prospective installation of poles.

Councillor Peter Wildsmith (HDC)

- The UK Shared Prosperity Fund levelling up the grant fund has been allocated based on deprivation data, in areas of high need in the parish.

Cllrs Forster, Parker and Collett left the meeting at 7:45pm.
1 member of the public left the meeting at 7:45pm.

FC FEBRUARY 2024 ITEM 6 MINUTES OF PREVIOUS MEETINGS

The minutes of the Council meeting held on 3rd January 2024 were approved and signed by the Chairman.

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

- Development Control 8th and 29th January 2024

FC FEBRUARY 2024 ITEM 7 INTERIM INTERNAL AUDIT

Members received the internal audit report from the Internal Auditor for January 2024.

The Council noted the Executive Officer's actions report, prepared in response to the internal audit.

It was noted that Members accepted the movement of bank balances from the Council's current account, as detailed in the actions report.

RESOLVED

- 1) To note the January 2024 interim internal audit report.
- 2) To approve the interim audit actions report January 2024.

FC FEBRUARY 2024 ITEM 8

ANNUAL RESIDENTS' MEETING

Members received the draft agenda for the Annual Residents' Meeting and discussed the following points:

- A live poll on the topic of Fleet Market is proposed. The questions on the poll should be carefully considered.
- To have guest speakers, the Police and Crime Commissioner, HVA's Volunteer Manager, and a representative of Fleet Phoenix.
- If any Councillors need a name badge, to inform the Executive Officer so they can be ordered in time for the meeting.
- To have an informal engagement session with residents and Councillors at the end to address any questions and not to have a final formal question and answer session. This will enable closer engagement with residents in a more social environment.

RESOLVED

- 1) To approve 18th March 2024 as the date to hold the Annual Residents' meeting.
- 2) To approve the format and content for the Annual Residents' Meeting.

FC FEBRUARY 2024 ITEM 9

MUSIC ON THE VIEWS EVENT

Members received the report for the Music on The Views Event.

A Member asked what would happen to any profit made from the event. It was confirmed that any event surplus will be reserved for future events.

It was noted that the proposal was a departure from the Council's Open Air Civic Events policy, due to the level of involvement required from the Council to organise the event.

RESOLVED

To approve the organisation of the event as a one-off event outside the 'Open Air Civic Events' Policy, subject to:

- Adequate external funding being received to support the event and lower the risk to the Council.
- The approval of the Council taking a lead being valid for year one of the event only.

FC FEBRUARY 2024 ITEM 10

FLEET CRICKET CLUB CAR PARKING PROPOSAL

Members received the proposals from the Fleet Cricket Club to add additional parking spaces.

Members discussed the following points:

- Soft landscaping required to mitigate the visual impact of the scheme needs to be done to maintain the overall green appearance.
- The parking spaces are on private land therefore are not covered by Hart District Council parking enforcement.
- The initial proposal was reviewed by Parks and Open Spaces Working Group and modifications made as a result.

- A Member questioned that originally the County Council prevented the creation of extensive number of parking spaces so what has changed? It was noted that the original objections related to the impact of the parking area on the tree root zone on the other side of the road to the Cricket Club.
- Double yellow lines have been placed on Baker Way, so less parking is now available on that road.
- The proposal may have an impact on the character of the area therefore parking broken up by planting schemes is desirable.
- The double-parking spots may not work in practice, as vehicles may get blocked in.

RESOLVED

To provide permission for Fleet Cricket Club to add an additional six parking bays within the boundary of their lease along Baker Way (bays numbered 8 to 13 on the proposal), subject to Council Officers approving:

- The materials to be used for the parking bays to ensure that it is consistent with the natural, permeable woodland parking already in place.
- The planting scheme and plant species to be used, and the size of the shrubbed area.

FC FEBRUARY 2024 ITEM 11 ACTION DAY

Members received the proposed date to hold the Action Day on Saturday 18th May 2024, 9:30am-12:00pm.

RESOLVED

To approve Action Day taking place on Saturday, 18th May 2024 on and around Fleet Road

FC FEBRUARY 2024 ITEM 12 CEMETERY MEMORIAL HEADSTONES

Members received the Cemetery Clerk's report regarding standardising the headstone measurements at Fleet Cemetery for full interments.

Members agreed to set a maximum headstone height at 1200mm for full interments.

The Cemetery Rules and Regulations will be updated at the next Policy and Finance Committee meeting.

RESOLVED

To approve headstones to be installed up to a maximum height of 1200mm for full interment. Kerb sets and headstone memorials are permitted in all areas of Fleet Cemetery, except in the lawn Cemetery.

FC FEBRUARY 2024 ITEM 13 HAMPSHIRE COUNTY COUNCIL FUTURE SERVICES CONSULTATION

Members received the HCC Future Services Consultation report prepared by the Executive Officer.

Comments should focus on the impact of the budget cuts on Fleet residents and to cross reference to any set/agreed HCC policies.

RESOLVED

- 1) That Members should submit any comments to the Executive Officer in response to the Hampshire County Council Future Services consultation.
- 2) That a meeting will be held virtually to review the response comments.
- 3) That the final comments will be considered and agreed at the next Council meeting.

FC FEBRUARY 2024 ITEM 14 COMPLAINTS

No new complaints have been received since the last meeting.

FC FEBRUARY 2024 ITEM 15 EXECUTIVE OFFICER'S REPORT

Members noted the Executive Officers report.

Members agreed the dates for the FTC Stall at Fleet Market.

It was agreed to arrange a Parks and Open Spaces Working Group meeting to discuss the Hampshire Forest Partnership grant opportunity.

FC FEBRUARY 2024 ITEM 16 DATE AND TIME OF NEXT MEETING

Members noted the time and date of the next Council Meeting to be held on Wednesday 6th March 2024 at 7pm in The Harlington.

Friends of Oakley Park Representative and the Administration Support Officer left the meeting at 8:55pm.

CONFIDENTIAL ITEMS – CLOSED SESSION

The Chairman stated that the following items for discussion relate to proposals and counterproposals in negotiations for contracts and the early stages of a dispute.

RESOLVED

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

FC FEBRUARY 2024 ITEM 17 FLEET TOWN FOOTBALL CLUB LEASE

Members received recommendations from the Lease Working Group.

RESOLVED

- 1) To accept the recommendations of the Lease Working Group, as proposed, with the exception of one proposal.
- 2) To approve the final draft of the Fleet Town Football Club lease agreement.

Councillor Wildsmith left the meeting at 9:30pm

FC FEBRUARY 2024 ITEM 18

GURKHA SQUARE LEASE AND LICENCE FOR FLEET MARKET

Members reviewed the background information and draft lease document for the Fleet Market.

RESOLVED

- 1) To approve the lease renewal with Hart District Council for the use of Gurkha Square for Fleet Market.
- 2) To approve the proposed amendments to the licence with Fleet Market CIC for the use of Gurkha Square.

FC FEBRUARY 2024 ITEM 19

HARLINGTON LEASE

Members received an update on the lease agreement for The Harlington.

RESOLVED

To note the update.

FC FEBRUARY 2024 ITEM 20

FLEET CEMETERY INTERMENT REQUEST

Members received the report outlining the circumstances relating to a prospective interment at Fleet Cemetery.

RESOLVED

To approve the request. But additionally inform all undertakers there will be no departure from the Council's Policy on the use of degradable materials for coffins.

The meeting closed at 9:58pm.

Signed.....
Chairman

Date:.....



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Meeting held on Monday 12th February 2024
at 7pm in The Function Room, The Harlington

Present:

Cllr Schofield
Cllr Holt
Cllr Hope

Officers: Charlotte Benham

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| 1 | <p>Apologies</p> <p>Apologies received from Cllr May and Cllr Robinson.</p> |
| 2 | <p>Declarations of interest to any item on the agenda</p> <p>None declared</p> |
| 3 | <p>Public Session</p> <p>1 member of the public present from Villages Oppose Warehouses, a Community Interest Company speaking about the Pre-Planning Application to Hart for erection of a massive warehouse distribution centre adjacent to Junction 5 on the M3. (Ref. 23/02242/PREAPP).</p> <ul style="list-style-type: none">• Hart rejected the Pre-App but the developers have announced their intention to submit an Outline Application sometime in February or March.• They believe that the 105,000 sqm warehouse with estimated vehicle movements of over twelve thousand between the hours 7am and 7pm, 7 days a week will cause issues for commuters.• Statement that most traffic will be at night which is outside the stated hours so will it be 24 hour.• Warehouse vacancies in area at moment so unlikely that they will be able to fill job positions as it's low paid work in an area with a high cost of living.• Noise and light pollution will affect residents.• Increased traffic would be a danger to children crossing road to go to school.• Would destroy rare chalk stream. |
| 4 | <p>Approval of the Notes</p> <p>The minutes of the development and control advisory group meeting held on Monday 29th January were accepted as a correct record of the meeting.</p> |

24/00107/HOU

56 Springwoods, Fleet, GU52 7SX

Demolition of conservatory and erection of a single storey rear extension, replacement front door with oak canopy above and existing windows and doors painted to match, new sliding doors and first floor dormer extension.

Conversion of garage into gym/office.

Comments required by 6 February

- Fairly major development to the rear. Enlargement of rear dormer could conflict with immediate neighbour and breach the 45⁰ rule.
- Proposed large double, fully glazed doors with Juliet Balcony would significantly impact the immediate neighbour's privacy.
- Although there is an adequate parking area shown for four bedrooms, because of proximity to the school entrance it should be demonstrated that cars can exit the site in a forward direction for safety reasons.

Objection if No.54 is not approved on the grounds of a breach of the 45⁰ rule and loss of privacy to No.54 through overlooking.

If approved together then Objection is reduced to concern over loss of privacy to neighbour through the large glass panel doors and Juliet balcony. Also need to demonstrate ability to exit site in a forwards direction before approval.

24/00109/HOU

54 Springwoods, Fleet, GU52 7SX

Erection of a single storey rear extension and replacement flat roof with roof lights. Replacement front door with oak canopy above and existing windows to be replaced. Removal of chimney, erection of first floor rear extension and roof level. New bi fold doors and first floor dormer extension with double gable roof.

Comments required by 6 February

- This is a reflected development compatible with the application for 54 Springwoods.
- If approved together it would eliminate some of the concerns with No.56.
- It is in effect a 5-bedroom house as there is a downstairs "snug" with access to a shower room.
- 5 Bedrooms require 4 parking spaces which cannot be accommodated as shown. Three cars in a row breaches Hart's new standards and is only deemed as two parking spaces.
- 4 cars could potentially be accommodated on the front of the property but would then breach the Fleet Neighbourhood Plan Policy 15, front gardens, which requires 50% of the front garden to be retained as soft landscaping. It would appear almost impossible to turn vehicles on site to exit in a forwards direction.
- Although they have extended the rear dormer to match the neighbour's proposal, it is proposed to incorporate conventional windows to the rear which would have limited impact overlooking and is therefore acceptable.

Objection if No.56 is not approved – if approved together then No Objection but concern over parking issues and breach of Neighbourhood Plan Policy 15

23/02715/HOU

31A Avondale Road, Fleet, Hampshire, GU51 3LE

[Erection of a part single, part two storey part first floor rear extension and insertion of a glazed lantern to existing single storey rear extension](#)

Amended Plans:

1 - Reduced width of extension.

2 - Set two storey extension down from ridge.

Comments required by 7 February

- The width of the extension has been reduced by 500mm but the NW wall remains on the original line so no improvement to the overbearing impact of the extension.
- The roof ridge has been reduced by 177mm so again has very limited impact on the main concerns previously expressed.

OBJECTION – previous comments still stand:

- It will remove early morning sunlight from the downstairs and particularly the conservatory and kitchen of No.31 until such time as the sun rises above the ridge level.

- It is overbearing on the area immediately to the rear of No.31 and again the conservatory area.

23/02631/HOU

1 Cheviot Drive, Fleet, Hampshire GU51 2TF

[Erection of a single storey rear extension and insertion of one door and one window ground floor right side elevation.](#)

Comments required by 8 February

- Proposed extension would breach the 45° rule.
- No.3 being to the north of the development would have light taken off the rear windows and cast a shadow on the back of the house for an unreasonable length of the day.

OBJECTION as shown however if extension were built to the side instead of the rear this would remove issues above.

24/00170/HOU

7 Alton Road, Fleet, Hampshire GU51 3HN

[First floor roofs to be connected to allow circulation of first floor space, enlargement of two front dormers, conversion of garage to studio and alterations to windows and doors.](#)

Comments required by 14 February

- No objection in principle with the proposed development.
- The biggest issue is in accordance with the Hart's new SPD, any room that could become a bedroom (includes access to bathroom facilities) described as a snug or office should be deemed as a bedroom and parking provided accordingly. This property has the potential to be a 7-bedroom house with a requirement for 5 parking spaces which cannot be accommodated on site. Parking on Alton Road itself is often congested because the older properties do not have garages or adequate on-site space for parking.

OBJECTION – a 7 bed house needs 5 cars spaces which cannot be accommodated on site so parking is therefore inadequate.

23/02640/FUL

Jewson Ltd ,128 Clarence Hampshire, GU51 3RS

[Demolition of small brickwork store building and erection of a 2.4 metre high masonry wall, resurfacing, replace entrance doors, replace bay window roof, replace all windows with Upvc.](#)

Comments required by 15 February

- It looks as though the intention is to clean up the site.
- The demolition of a derelict building is welcome and there is no issue with the removal of a tree growing within the building, but are any adjacent trees impacted as identified by a neighbour to the rear of the proposed work?
- A 2.4m high wall would require reasonable “buttressing” but what type of bulk materials are to be stored in the area?
- Need clarification that if the derelict building is removed and used for bulk material storage will the on-site parking provision be re-established? Currently parking spaces are being used as storage.

NO OBJECTION subject to clarification about materials storage and parking provision.

24/00169/AMCON

24 Osborne Drive,Fleet, GU52 7LL

[24/00169/AMCON | Variation of Condition 2 \(approved plans\) attached to Planning Permission 23/02013/HOU dated 10/11/2023 to amend the approved plans. During the preparation of technical construction details for the approved works it has become apparent that to allow for additional eco-measures to be incorporated and keep within build specification, there is a requirement to slightly build up the floor to accommodate under floor heating \(part of the decision to install an air source heat pump\), as well as slightly increase the joist height to house the ducting of an Mechanical Ventilation and Heat Recovery \(MVHR\) system. This requires a minimal increase over the approved ridge height by some 225mm. Additionally it is considered that to better harmonise and simplify the front elevation in terms of finishes, whilst also allowing for a more straightforward and consistent build, finishes to front elevation should be amended to a render finish with brick plinth also to middle section of elevation to match proposed approved finishes to gables.](#)

Comments required by 16 February

- This is now potentially a 6 bedroom house that has breached the Fleet Neighbourhood Plan Policy 11 as it has meant the loss of a bungalow.
- The reason for the raising of the roof is questioned - it is stated to be on technical grounds but the ridge height will now be 1m above the neighbouring properties.
- The approval was to retain a mix of render and brick to be more in keeping with the local character.

OBJECTION

24/00194/HOU
 7 Carthona Drive, Fleet, GU52 7SF
[Demolition of existing conservatory and side garage and utility room and erection of single storey rear extension, two storey side extension and open front porch. Remove tile hanging to front elevation and install pale grey Marley Cedral board cladding](#)

Comments required by 20 February

- Carthona Drive once had a relatively uniform character with houses all built at a similar time with a similar style. This has been disrupted by the developments at the entrance to the small estate.
- From the elevation it looks to be a mix of brick, render and boarding, the latter of which is not part of the local vernacular. Not in keeping with street scene.

OBJECTION as street elevation is out of keeping with local character in use of materials/finishes – these should be amended to be more in keeping with style of road (not including the out of keeping white render houses at the entrance)

24/00231/HOU
 53 Elms Road, Fleet, Hampshire GU51 3EQ
[Erection of a single storey rear extension and alterations to fenestration on side elevations.](#)

Comments required by 22 February

- The depth of the rear extension appears to breach the 45° rule to both adjacent neighbours.
- Increasing from 3 to 4 bedrooms. Minimum parking requirement is 3 spaces which looks difficult to accommodate on the available space. Parking on Elms road is often near impossible. Parking should be reconfigured to be more practical i.e. the middle space.

OBJECTION if 45 degree rule breached

23/02708/FUL
 156 Fleet Road, Fleet, Hampshire GU51 4BE
[Change of use of 1st and 2nd floors from B1 \(office\) to C3 \(residential\) to form 2 x one bed flats \(part retrospective\)](#)

Comments required by 22 February

- If it was apparent what was being proposed it may be possible to comment.
- Is this actually an increase in one additional flat?
- Would appear to be a total of 4 flats between 56 and 58 Fleet Road, but only 3 parking spaces which would be inadequate.

Not adequate information to comment but OBJECTION on inadequate parking

6

To Note:
 Review of weekly lists

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| 7 | Noted: Hart Planning Meeting Dates 13 th March |
| 8 | Date of Next Advisory Group Meeting 26 th February |

Meeting closed: 8.30pm

Signed:.....

Date:



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Meeting held on Monday 26th February 2024
at 7pm in The Function Room, The Harlington

Present:

Cllr Schofield
Cllr Holt
Cllr Hope
Cllr May
Cllr Robinson

Officers: Charlotte Benham

| | |
|---|---|
| 1 | Apologies No apologies received. |
| 2 | Declarations of interest to any item on the agenda None declared. |
| 3 | Public Session None present. |
| 4 | Approval of the Notes The minutes of the development and control advisory group meeting held on Monday 12 th February were accepted as a correct record of the meeting. |
| 5 | 24/00259/HOU 10 Courtmoor Avenue, Fleet GU52 7UF Erection of a single storey front extension, single storey rear extension and open front porch. Comments required by 27 February <ul style="list-style-type: none">• No Objection in principle as it has no impact on the neighbours and maintains the street scene.• In accordance with Hart's latest SPD this is effectively a 5 bedroom house (Study with access to a bathroom) which means that 4 parking spaces are required which appears to be able to be accommodated on site. NO OBJECTION subject to an amended parking plan to accommodate 4 spaces |

23/02538/HOU

7 Glendale Park, Hitches GU51 5JL

[Alterations to existing hard landscaping](#)

Comments required by 27 February

- Minimal work to main property - primarily a replacement of the gravel drive with a resin bonded surface and widening of a path. Assume to improve disabled access.
- Work would be undertaken within the root protection area of some significant trees and so needs careful supervision.
- Property is in the NFCA but recognised as a late infill property.

NO OBJECTION subject to the Condition for a tree arborist being present on site to supervise the works.

23/02463/HOU

26 The Cedars, Fleet, Hampshire GU51 3YL

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

Comments required by 4 March

- Plot boundaries appears to be an issue. Question if they are they building on their neighbour's property and if so has permission been given?
- How does No.24 get out of their property?
- Extension is to the SE side of No.24 so will potentially take light off the back of the property and infringe the 45⁰ rule.

NO OBJECTION in principle subject to boundary issue being resolved and 45 degree rule not being breached.

24/00244/HOU

15 Florence Road, Fleet, GU52 6LG

[Demolition of conservatory and car port and erection of a single storey side and rear extension and new render finish.](#)

Comments required by 6 March

- Although this will not take light off No.13, it is a significant length of new build that will be visible close the boundary of No.13.
- If Hart's SPD is given weight, it is classed a 4 bedroom property (study with access to a bathroom) which requires at least 3 parking spaces. Three spaces in a row as shown on the plan isn't permitted and so only counts as 2 parking spaces - a new plan needs submitting.
- Concern about impact on neighbours - parking provision on site and fully rendered property would be out of character with the general street scene which is blend of brick and render.

OBJECTION

| | |
|---|---|
| | <p>24/00327/HOU Richmond, Waverley Avenue Hampshire, GU51 4NW Demolition of existing storm porch and erection of a single storey front extension. Comments required by 6 March</p> <ul style="list-style-type: none"> • Located in the NFCA, but the proposed works are to the rear of the property (front faces away from the road). • Impact is negligible and has no impact on the character of the area. <p>NO OBJECTION</p> |
| 6 | <p>To Note:</p> <p>Review of weekly lists</p> |
| 7 | <p>Noted:</p> <p>Hart Planning Meeting Dates</p> <p>13th March</p> |
| 8 | <p>Date of Next Advisory Group Meeting</p> <p>11th March</p> |

Meeting closed: 7.40pm

Signed:.....

Date:



FLEET TOWN COUNCIL

MINUTES OF THE POLICY AND FINANCE COMMITTEE

**Wednesday 21st February 2024 at 7pm
At The Harlington**

PRESENT

Councillors: P. Einchcomb, L. Holt (Chairman), R. Richmond, R. Robinson, B. Schofield, D. Taylor, S. Tilley and G. Woods

Also Present: Rochelle Halliday – Executive Officer
Alex Robins – Harlington General Manager (left after item 5)
Sarah Moore – Finance and Administration Manager
Fleet and District Carnival Chairman (left after item 6.a.)

PF FEBRUARY 2024 ITEM 1 APOLOGIES

Members received and accepted apologies of absence from Cllrs S. Engström and R. Fang.

PF FEBRUARY 2024 ITEM 2 DECLARATIONS OF INTEREST

Councillor Taylor declared an interest for item 6.a.b. for the Fleet Market CIC grant application, due to being a director of Fleet Market CIC.

Councillor Tilley declared an interest for item 6.b.b. for the transfer of funds to the prospective Music on The Views event, due to being on the organising committee for the event.

The Executive Officer declared a personal interest for item 6.a.a. for the Fleet and District Carnival grant application, due to being a member of the Fleet and District Carnival Committee.

PF FEBRUARY 2024 ITEM 3 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from the public.

PF FEBRUARY 2024 ITEM 4 MINUTES OF PREVIOUS MEETING

The minutes of the Policy and Finance Committee held on Wednesday 18th October 2023 were approved and signed by the Chairman.

It was noted to add page numbers to the minutes from the previous meeting.

It was agreed to take the Fleet and District Carnival grant application (item 6.a.) next.

The Chairman of Fleet and District Carnival left the meeting at 7.10pm, after the decision on the grant application was made.

The Committee considered the financial reports for the period ending 31st December 2023, as listed below:

- a) Quarterly Report
- b) Harlington Monthly Performance Totals
- c) Review of Pantomime Financials
- d) 2023/24 Year to Date and Budget Projections Report
- e) Balance sheet as at 31st December 2023
- f) Bank & Investments Reconciliation
- g) List of Purchase Ledger Payments
- h) List of Debtors

The matters were discussed:

Quarterly Report and Year to Date / Projections Report

- Projections - following the Fire Risk Assessment in February 2024, it is likely that remedial works will be required to internal hardware at The Harlington, which may impact the year end position.
- Pitch Hire – discussed whether pitch availability is sufficiently marketed, as hire income is falling. It was suggested that perhaps there are not enough pitches available for hire to meet demand.
- Bank Interest – the majority of the bank interest is from the Harlington development investments. If the year end accounts show an actual surplus, the Executive Officer will propose to the Council the movement of this surplus to the appropriate earmarked reserves.
- Tree Surgery – A Member queried if the Council has enough funds to undertake tree works next year. It was confirmed that more funding has been budgeted next year for tree surgery.
- Cemetery surplus – similarly to bank interest, the decision to transfer any surplus from the cemetery cost centre to an earmarked reserve can be considered by the Council as part of the year end accounts.

Harlington Monthly Performance Totals

- Ticket sales at The Harlington - Members asked for further information regarding the impact of price increases on the increase of ticket sales.

Review of Pantomime Financials

- The number of tickets sold versus the number of shows per year was reviewed. The pantomime provides reliable hall hire income during the period and is a good event for the community.

Bank Reconciliation

- Councillor Robinson confirmed that the bank reconciliation and payments for December 2023 have been checked and that there are no qualifications.

RESOLVED

1) To receive and accept the financial reports for the period to 31st December 2023:

- a) Quarterly Report
- b) Harlington Monthly Performance Totals
- c) Review of Panto financials
- d) 2023/24 Year to Date and Budget Projections report
- e) Balance sheet as at 31st December 2023
- f) Bank & Investments Reconciliation

- g) List of Purchase Ledger Payments
- h) List of Debtors

2) To accept the statement from Councillor Robinson that the bank reconciliation and list of payments for December 2023 have been verified and signed.

The Harlington General Manager left the meeting at 7:40pm.

PF FEBRUARY 2024 ITEM 6 GRANT APPLICATIONS

Item 6.a.

Members considered the following grant applications:

Fleet and District Carnival - The Chairman of the Fleet and District Carnival outlined that the application is for toilets at the event, of which more are now required. The Carnival will take place in July 2024.

Fleet Market – It was proposed to defer the grant application and to gather a small group of Members to discuss options for sustaining the market. Any proposals can be considered at the next Council meeting.

Item 6.b.

The Committee discussed the financial risk of providing grant funding for the Music on The Views event before the outcome of the National Lottery funding is known.

The Committee were informed that the outcome of the Lottery decision won't now be known until April, which is too late to book the stage acts and advertise the events. The very latest timeframe for confirming the event is the end of March, if the event is to go ahead this year.

Event cashflow was discussed and it was noted that once the acts are booked, tickets can start to be sold.

It was agreed that it would be clearer to combine the surplus Council funding from the Coronation event and the proposed surplus balances from the grant cost centre into a total amount of £4,118 for consideration.

Various options for providing the grant funding, and the timing of the funding were discussed.

An informal discussion is to take place outside of the meeting to review the financial risk to the Council of the event, and to report back to Council as required.

Item 6.c.

Members received the record of grants awarded this financial year 2023/24.

RESOLVED

- 1) To approve awarding £1,000 to Fleet and District Carnival towards the cost of providing toilets at the Carnival in July 2024.
- 2) To defer the Fleet Market grant application and arrange an informal meeting of Members to discuss options for the market, to be brought to Council for agreement if required.
- 3) To allocate £4,118 from the Grants cost centre to the Music on The Views event as an effective float to support the event, and once other external funding for the event has been received, for any unused Council funds to be returned to the Council's reserves.
- 4) To note the year to date record of grants awarded for the financial year.

PF FEBRUARY 2024 ITEM 7

INVESTMENT REPORT

Members considered the quarterly investment report and noted that £800k is in the process of being transferred this week to two higher rate accounts.

RESOLVED

To note the balances held in the Fleet Town Council investment accounts at 31st January 2024.

PF FEBRUARY 2024 ITEM 8

THE HARLINGTON DEVELOPMENT - EVALUATING THE IMPACT ON OPERATIONS

The lease for The Harlington is in the latter stages of finalisation. The impact of the development on the Council's operations needs to be assessed and an action plan produced.

It was proposed that the detailed modelling of the impact of the Harlington development is undertaken by the Harlington Working Group, who will report back to the Council and Committees as needed.

RESOLVED

To approve that the Harlington Working Group will evaluate the impact of the development on the Council's operations and make any recommendations to the Council's Committees and the Council, as required.

PF FEBRUARY 2024 ITEM 9

FLEET REPAIR CAFÉ

The launch date for the Repair Café is 6th April 2024, at The Harlington.

Members received an update from the Executive Officer that the first Repair Café session will come under the Council's umbrella, as previously agreed. Once the Repair Café has constituted as a small charity, it will then assume full responsibility and can come to the Committee to request financial support for hall hire.

Members discussed the principle of enabling the Repair Café to operate from The Harlington without charge but that the cost would need to be funded from the Climate Change budget.

RESOLVED

To note the Repair Café update and refer the matter to a future meeting for resolution.

PF FEBRUARY 2024 ITEM 10

POLICY REVIEWS

A discussion took place regarding whether several of the documents presented were policies that also included procedures, and whether these documents are required by law or already included in legislative provisions.

Members also discussed the style and formatting of the documents, which require standardisation.

10a. Freedom of Information Policy/Publication Scheme

- To add the timeframe of 20 working days to respond to a Freedom of Information request.

- Class 1 section - to remove Members' addresses from the website and to use Fleet Town Council as the correspondence address. This is because most people would be able to email Members directly, or they can write to the Office address.
- Cost per printed sheet to revert back to 50p.
- To review which items are available on the website only and by hard copy.
- To cross check that the documents listed on the policy are all include on the Council's website.
- To add a statement that people without internet access can view a paper copy of certain documents in the Council office.

10e. Credit Card Policy / Procedure

- Credit card limits – remove point 4, as the review frequency should be included in the review due date.
- Define 'RFO' and update 'Town Clerk'.
- Management of cards – withdrawal of cash to be a separate point.
- Revised card holders and credit card limits accepted.

Cllr Robinson left the meeting at 10:00pm.

10h. Lone Worker Policy and Procedure

- Buddying process need further definition to confirm checking in with the buddy and what happens if a member of staff does not check in.
- Typographical errors to be corrected.

10i. Risk Management Policy and Procedure

- No specific comments.

The following documents require a further review by Officers and will be considered at a future meeting:

- 10b. Fire Safety Policy – to update policy phrasing and cross-check with current procedures.
- 10c. Rules and Regulations – various amendments required and an item missing from the draft document.
- 10d. Stress in the Workplace - queried whether the provisions are already covered under the Health and Safety at Work Act. Need to align to current operating procedures.
- 10f. Grievance Policy and Procedure – updated to align with ACAS Code of Practice but now appears to be too simplistic.
- 10g. Disciplinary Policy and Procedure – several points require clarification and rewording to improve clarity.

RESOLVED

To approve the amendments as drafted and the additional changes discussed at the meeting for the following policies:

- Freedom of Information Policy
- Credit Card Policy / Procedure
- Lone Working Policy and Procedure
- Risk Management Policy and Procedure.

Members noted the Executive Officer's report.

PF FEBRUARY 2024 ITEM 12 DATE AND TIME OF NEXT MEETING

The next meeting of the Policy and Finance Committee will be held on Wednesday 15th May 2024 at 7pm in the Harlington.

There being no further business the meeting closed at 10.10pm.

Signed: **Date:**

Chairman

DRAFT

**Bank Reconciliation Statement as at 31/01/2024
for Cashbook 1 - Bank Current/Deposit Account**

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|--|-----------------------|------------------------------------|---------------------|
| HSBC | 31/01/2024 | 729 | 1,191,171.70 |
| | | | <u>1,191,171.70</u> |
| <u>Unpresented Payments (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 1,191,171.70 |
| <u>Unpresented Receipts (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 1,191,171.70 |
| | | Balance per Cash Book is :- | 1,191,171.70 |
| | | Difference is :- | 0.00 |

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Current/Deposit Account

Payments made between 30/12/2023 and 31/01/2024

Nominal Ledger Analysis

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Details |
|----------------------------------|--------------------------------|------------|--------------|-------------|-------|-----|--------|-----------|----------------------------|
| 02/01/2024 | BT Payment Services Ltd | dd399 | 121.39 | 121.39 | | 500 | | | Broadband 1/1-31/12/23 |
| 02/01/2024 | Hart District Council - DD | dd400 | 210.00 | 210.00 | | 500 | | | Business Rates 2023/24 |
| 02/01/2024 | Hart District Council - DD | dd401 | 1,634.00 | 1,634.00 | | 500 | | | Business rates 2023/24 |
| 02/01/2024 | Hart District Council - DD | dd402 | 119.00 | 119.00 | | 500 | | | Business rates 2023/24 |
| 03/01/2024 | Booker Limited | dd403 | 382.20 | 382.20 | | 500 | | | Bar supplies |
| 04/01/2024 | Total Energies | dd404 | 27.41 | 27.41 | | 500 | | | Gas 31/10-30/11/23 |
| 04/01/2024 | Total Energies | dd405 | 4,843.58 | 4,843.58 | | 500 | | | Gas 31/10-30/11/23 |
| 04/01/2024 | Total Energies | dd406 | 413.10 | 413.10 | | 500 | | | Gas 31/10-30/11/23 |
| 05/01/2024 | BACS P/L Pymnt Page 2324 | BACS Pymnt | 700.00 | 700.00 | | 500 | | | BACS P/L Pymnt Page 2324 |
| 10/01/2024 | Fleet Town Council | DD | 4,123.31 | | | 516 | | 4,123.31 | L&G Pension Jan 24 |
| 11/01/2024 | BACS P/L Pymnt Page 2328 | BACS Pymnt | 43,234.00 | 43,234.00 | | 500 | | | BACS P/L Pymnt Page 2328 |
| 12/01/2024 | HSBC | DD408 | 2,362.42 | 2,362.42 | | 500 | | | Credit Card Dec 23 |
| 15/01/2024 | NPower - Direct Debits | dd409 | 77.30 | 77.30 | | 500 | | | Elec 1/11-30/11/23 |
| 15/01/2024 | NPower - Direct Debits | dd410 | 29.53 | 29.53 | | 500 | | | Elec 1/11-30/11/23 |
| 15/01/2024 | NPower - Direct Debits | dd411 | 172.35 | 172.35 | | 500 | | | Elec 1/11-30/11/23 |
| 15/01/2024 | NPower - Direct Debits | dd412 | 231.51 | 231.51 | | 500 | | | Elec 1/11-30/11/23 |
| 15/01/2024 | Payment Sense Ltd | dd414 | 424.91 | 424.91 | | 500 | | | card charges 1/12-31/12/23 |
| 15/01/2024 | Payment Sense Ltd | dd415 | 75.83 | 75.83 | | 500 | | | card charges 1/12-31/12/23 |
| 15/01/2024 | NPower - Direct Debits | dd416 | 50.30 | 50.30 | | 500 | | | Elec 1/11-30/11/23 |
| 15/01/2024 | HSBC | dd417 | 64.68 | 64.68 | | 500 | | | Bank charges |
| 15/01/2024 | HSBC | dd418 | 13.30 | 13.30 | | 500 | | | Bank charges 1/11-30/11 |
| 16/01/2024 | Booker Limited | dd419 | 105.79 | 105.79 | | 500 | | | Bar supplies |
| 17/01/2024 | Global Payments - Direct Debit | dd419 | 821.78 | 821.78 | | 500 | | | Bank charges 1/12-29/12 |
| 18/01/2024 | Castle Water Limited | dd420 | 54.91 | 54.91 | | 500 | | | Water 1/12-31/12/2023 |
| 19/01/2024 | Payment Sense Ltd | dd421 | 113.94 | 113.94 | | 500 | | | Bank charges 1/1-31/1/24 |
| 19/01/2024 | Payment Sense Ltd | dd422 | 17.88 | 17.88 | | 500 | | | Bank charges 1/1-31/1/24 |
| 19/01/2024 | Castle Water Limited | dd423 | 25.59 | 25.59 | | 500 | | | Water 1/12-31/12/23 |
| 19/01/2024 | Fleet Town Council | DDR | 34,551.32 | | | 516 | | 121.45 | Payroll Jan 24 |
| | | | | | | 520 | | 34,429.87 | Payroll Jan 24 |
| 22/01/2024 | Central Computer Management Lt | dd420 | 72.00 | 72.00 | | 500 | | | Payroll Dec 23 |
| 22/01/2024 | Fleet Town Council | DDR | 11,747.76 | | | 515 | | 11,747.76 | Inland Rev Jan 24 |
| 23/01/2024 | Croner Group Ltd | dd421 | 408.98 | 408.98 | | 500 | | | HR/H&S Jan 24 |
| Subtotal Carried Forward: | | | 107,230.07 | 56,807.68 | 0.00 | | | 50,422.39 | |

Bank Current/Deposit Account

Payments made between 30/12/2023 and 31/01/2024

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> |
|------------------------|--------------------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|-----------------------------------|
| 25/01/2024 | BACS P/L Pymnt Page 2340 | BACS Pymnt | 27,135.28 | 27,135.28 | | 500 | | | BACS P/L Pymnt Page 2340 |
| 25/01/2024 | BOC Ltd | dd413 | 148.21 | 148.21 | | 500 | | | Gas |
| 29/01/2024 | BACS P/L Pymnt Page 2344 | BACS Pymnt | -468.00 | -468.00 | | 500 | | | BACS P/L Pymnt Page 2344 |
| 29/01/2024 | HSBC | dd424 | 120.69 | 120.69 | | 500 | | | Bank charges |
| 30/01/2024 | BT Payment Services Ltd | dd245 | 121.39 | 121.39 | | 500 | | | Broadband 1/1- 31/1/24 |
| 30/01/2024 | Global Payments - Direct Debit | dd246 | 56.16 | 56.16 | | 500 | | | Monthly service fee 1/12-31/12 |
| 30/01/2024 | Vodafone Limited | dd427 | 42.41 | 42.41 | | 500 | | | Purchase Ledger DDR Payment |
| 31/01/2024 | BACS P/L Pymnt Page 2349 | BACS Pymnt | -2,957.67 | -2,957.67 | | 500 | | | BACS P/L Pymnt Page 2349 |
| Total Payments: | | | 131,428.54 | 81,006.15 | 0.00 | | | 50,422.39 | |

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 10

Order by Supplier A/c

Nominal Ledger Analysis

| Invoice Date | Invoice Number | Ref No | Supplier A/c Name | Supplier A/c Code | Net Value | VAT | Invoice Total | A/C | Centre | Amount | Analysis Description |
|--------------|----------------|--------|----------------------|-------------------|-----------|--------|---------------|------|--------|----------|------------------------|
| 10/01/2024 | P4309 | | ASHLEY HOUSE PRINTIN | ASHLEYHOUS | 513.00 | 0.00 | 513.00 | 4832 | 150 | 513.00 | Greening Cards |
| 27/01/2024 | 22177 | | BCE | BCE | 2,000.00 | 400.00 | 2,400.00 | 775 | 0 | 2,000.00 | stayin alive |
| 31/01/2024 | 3076708804 | | BOC | BOC | 50.15 | 10.03 | 60.18 | 4700 | 201 | 50.15 | Gas Jan 24 |
| 11/01/2024 | 0127319 | | BOOKER | BOOKER | 92.49 | 13.30 | 105.79 | 4700 | 201 | 53.50 | Bar supplies |
| | | | | | | | | 4710 | 201 | 38.99 | Bar supplies |
| 28/01/2024 | 3677 | | BRANDPEST | BRAND | 60.00 | 12.00 | 72.00 | 4187 | 204 | 60.00 | pest control contract |
| 16/01/2024 | M067IH | | BT | BT | 101.16 | 20.23 | 121.39 | 4487 | 204 | 101.16 | Broadband 1/1-31/1/24 |
| 02/01/2024 | 10001024305 | | CASTLE WATER DD | CASTLEWADD | 198.74 | 0.00 | 198.74 | 4115 | 350 | 198.74 | Water 1/12-31/12/23 |
| 04/01/2024 | 10001059599 | | CASTLE WATER DD | CASTLEWADD | 51.04 | 3.87 | 54.91 | 4115 | 310 | 51.04 | Water 1/12-31/12/2023 |
| 05/01/2024 | 10001111664 | | CASTLE WATER DD | CASTLEWADD | 23.35 | 2.24 | 25.59 | 4115 | 208 | 23.35 | Water 1/12-31/12/23 |
| 05/01/2024 | 10001112134 | | CASTLE WATER DD | CASTLEWADD | 30.12 | 2.01 | 32.13 | 4115 | 320 | 30.12 | Water 1/12-31/12/23 |
| 04/01/2024 | 10001079740 | | CASTLEWATER | CASTLEWATE | 544.50 | 61.59 | 606.09 | 4115 | 204 | 544.50 | Water 1/12-31/12/2023 |
| 08/01/2024 | 10001140329 | | CASTLEWATER | CASTLEWATE | 67.89 | 7.77 | 75.66 | 4115 | 204 | 67.89 | Water 1/12-31/12/2023 |
| 04/01/2024 | 53486 | | CBS | CBS | 824.00 | 164.80 | 988.80 | 4170 | 204 | 824.00 | Contract 1/1-31/1/24 |
| 04/01/2024 | 53487 | | CBS | CBS | 463.13 | 92.63 | 555.76 | 4170 | 204 | 463.13 | Contract 1/1-31/1/24 |
| 11/01/2024 | Z000197 | | CBS | CBS | 504.89 | 100.98 | 605.87 | 4170 | 208 | 504.89 | Repair heating |
| 31/01/2024 | 60672 | | CENTRAL COM LIVEPAY | CCMLPAY | 60.00 | 12.00 | 72.00 | 4550 | 101 | 60.00 | payroll jan 24 |
| 31/01/2024 | P684730 | | CHAMBERS | CHAMBERS | 227.40 | 45.48 | 272.88 | 4155 | 204 | 190.05 | Mixed waste Jan 24 |
| | | | | | | | | 4156 | 204 | 37.35 | Mixed waste Jan 24 |
| 31/01/2024 | P684731 | | CHAMBERS | CHAMBERS | 58.52 | 11.70 | 70.22 | 4155 | 350 | 58.52 | Mixed waste Jan 24 |
| 31/01/2024 | P684732 | | CHAMBERS | CHAMBERS | 61.14 | 12.23 | 73.37 | 4155 | 205 | 61.14 | Mixed waste Jan 24 |
| 11/01/2024 | 10222146 | | CHUBB FIRE | CHUBB | 509.59 | 101.92 | 611.51 | 4170 | 101 | 509.59 | Fire alarm service |
| 01/01/2024 | INVD02618 | | CLOUDY IT | CLOUDYIT | 378.20 | 75.64 | 453.84 | 4484 | 101 | 378.20 | IT Support Jan 24 |
| 12/01/2024 | INVD02679 | | CLOUDY IT | CLOUDYIT | 275.00 | 55.00 | 330.00 | 4185 | 101 | 275.00 | Removal/Wiping servers |
| 12/01/2024 | INVD02680 | | CLOUDY IT | CLOUDYIT | 126.45 | 25.29 | 151.74 | 4185 | 101 | 126.45 | WAP FTC Wifi fix |
| 15/01/2024 | INV0094304 | | ODLINGS LTD | COLUMBARIA | 225.00 | 45.00 | 270.00 | 4935 | 350 | 225.00 | Posy on a spiral |
| 22/01/2024 | INV0094431 | | ODLINGS LTD | COLUMBARIA | 135.00 | 27.00 | 162.00 | 4935 | 350 | 135.00 | Posy on a spiral |
| 23/01/2024 | 16MAR24 | | COMEDY COMPANY | COMEDYCOMP | 1,000.00 | 200.00 | 1,200.00 | 815 | 0 | 1,000.00 | comedy 16/3/24 |

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 10

Order by Supplier A/c

Nominal Ledger Analysis

| Invoice Date | Invoice Number | Ref No | Supplier A/c Name | Supplier A/c Code | Net Value | VAT | Invoice Total | A/C | Centre | Amount | Analysis Description |
|--------------|----------------|--------|----------------------|-------------------|-----------|--------|---------------|------|--------|----------|--------------------------------|
| 23/01/2024 | 17FEB24 | | COMEDY COMPANY | COMEDYCOMP | 1,000.00 | 200.00 | 1,200.00 | 814 | 0 | 1,000.00 | Comedy 17/2/24 |
| 22/01/2024 | 20JAN24 | | COMEDY COMPANY | COMEDYCOMP | 1,000.00 | 200.00 | 1,200.00 | 813 | 0 | 1,000.00 | Comedy 20/01/24 |
| 02/01/2024 | 907475719 | | MOLSON COORS | COORS | 1,284.34 | 256.87 | 1,541.21 | 4700 | 201 | 1,284.34 | Bar supplies |
| 23/01/2024 | 907498126 | | MOLSON COORS | COORS | 682.63 | 136.52 | 819.15 | 4700 | 201 | 682.63 | Bar supplies |
| 30/01/2024 | 907506613 | | MOLSON COORS | COORS | 1,670.59 | 334.12 | 2,004.71 | 4700 | 201 | 1,670.59 | Bar supplies |
| 08/01/2024 | SI36331 | | CREST LIFTS | CREST | 529.08 | 105.82 | 634.90 | 4170 | 204 | 529.08 | Maint contract 19/1/24-19/4/24 |
| 19/01/2024 | C000786445 | | CRONER | CRONER | 344.01 | 64.97 | 408.98 | 4551 | 101 | 189.21 | HR/H&S Jan 24 |
| | | | | | | | | 4187 | 101 | 154.80 | HR/H&S Jan 24 |
| 31/01/2024 | INV32501 | | E-MANGO | E-MAN | 120.00 | 24.00 | 144.00 | 4435 | 101 | 120.00 | hosting 24/2-23/5/24 |
| 08/01/2024 | 8124 | | ELVETHAM HEATH SCOUT | ELVETHAMHE | 500.00 | 0.00 | 500.00 | 503 | 0 | 500.00 | Litter picking Xmas |
| 29/01/2024 | INV163462 | 4809 | EVAC CHAIR | EVAC CHAIR | 1,039.00 | 207.80 | 1,246.80 | 4030 | 101 | 1,039.00 | Evac Chair training |
| 07/01/2024 | 1097 | | EXTRA MILE | EXTRAMILE | 1,800.00 | 0.00 | 1,800.00 | 4433 | 201 | 1,800.00 | Brochure delivery 1 of 2 |
| 04/01/2024 | 2401 | | FLEETJAZZ | FLTJAZ | 720.00 | 0.00 | 720.00 | 821 | 0 | 720.00 | Feb concert advance |
| 13/01/2024 | 2402 | | FLEETJAZZ | FLTJAZ | 1,330.00 | 0.00 | 1,330.00 | 809 | 0 | 1,330.00 | Jazz Dec 23 |
| 18/01/2024 | 2403 | | FLEETJAZZ | FLTJAZ | 394.53 | 0.00 | 394.53 | 820 | 0 | 175.60 | jazz dec 23 |
| | | | | | | | | 809 | 0 | 218.93 | jazz dec 23 |
| 17/01/2024 | JAN24 | | FRIENDS OF OAKLEY PK | FRIENDSOAK | 80.00 | 0.00 | 80.00 | 4220 | 315 | 80.00 | Annual insurance |
| 03/01/2024 | 0001 | | FUNTIME | FUNTIME | 1,704.54 | 0.00 | 1,704.54 | 817 | 0 | 1,704.54 | Box office Grotto 2023 |
| 26/01/2024 | 28 | | GC LIGHTING | GC LIGHTNG | 120.00 | 0.00 | 120.00 | 774 | 0 | 120.00 | lighting opeator |
| 31/01/2024 | 50384754 | | GLOBAL PAYMENTS DD | GLOBALDD | 53.10 | 10.62 | 63.72 | 4422 | 201 | 53.10 | Bank charges 1/1-31/1/24 |
| 31/01/2024 | JAN24 | | GLOBAL PAYMENTS DD | GLOBALDD | 966.16 | 0.70 | 966.86 | 4422 | 201 | 966.16 | Bank charges 30/12/23-31/1/24 |
| 26/01/2024 | 28673 | | GREENHOUSE G LTD | GREENHOUSE | 110.00 | 22.00 | 132.00 | 4430 | 105 | 110.00 | create logo artwork |
| 22/01/2024 | 58278180 | | HCC | HCC | 50.49 | 10.10 | 60.59 | 4400 | 101 | 50.49 | Stationery |
| 17/01/2024 | 4000011309 | | HDC | HDC | 135.00 | 27.00 | 162.00 | 4752 | 201 | 135.00 | Hire of annex car park 2024 |
| 17/01/2024 | SF189283 | | HEALTH ASSURED | HEALTHASSU | 350.00 | 70.00 | 420.00 | 4551 | 101 | 350.00 | Management referral |
| 03/01/2024 | INV29567 | | HOGS BACK | HOGSBACK | 302.07 | 60.42 | 362.49 | 4700 | 201 | 302.07 | Bar supplies |
| 17/01/2024 | INV30024 | | HOGS BACK | HOGSBACK | 199.07 | 39.81 | 238.88 | 4700 | 201 | 199.07 | Bar supplies |
| 24/01/2024 | INV30419 | | HOGS BACK | HOGSBACK | 199.07 | 39.81 | 238.88 | 4700 | 201 | 199.07 | Bar supplies |
| 31/01/2024 | INV30668 | | HOGS BACK | HOGSBACK | 500.07 | 100.02 | 600.09 | 4700 | 201 | 500.07 | bar supplies |

Purchase Ledger for Month No 10

Order by Supplier A/c

Nominal Ledger Analysis

| Invoice Date | Invoice Number | Ref No | Supplier A/c Name | Supplier A/c Code | Net Value | VAT | Invoice Total | A/C | Centre | Amount | Analysis Description |
|--------------|----------------|--------|-------------------|-------------------|-----------|--------|---------------|------|--------|--------|------------------------------|
| 15/01/2024 | 11082104 | | HSBC | HSBC | 64.68 | 0.00 | 64.68 | 4420 | 101 | 64.68 | Bank charges |
| 26/01/2024 | 11166217 | | HSBC | HSBC | 68.76 | 0.00 | 68.76 | 4420 | 101 | 68.76 | bank charges 1/12-31/12/23 |
| 26/01/2024 | 11204177 | | HSBC | HSBC | 13.63 | 0.00 | 13.63 | 4420 | 101 | 13.63 | bank charges 1/12-31/12/23 |
| 05/01/2024 | CCARDDEC23 | | HSBC | HSBC | 2,231.53 | 130.89 | 2,362.42 | 4763 | 201 | 119.84 | CC/AR/DEC23/BAR SNACKS |
| | | | | | | | | 4763 | 201 | 167.79 | CC/AR/DEC23/BAR SNACKS |
| | | | | | | | | 4763 | 201 | 111.86 | CC/CB/DEC23/BAR SNACKS |
| | | | | | | | | 4761 | 201 | 179.84 | CC/AR/DEC23/CONFECTIONERY |
| | | | | | | | | 4761 | 201 | 98.91 | CC/CB/DEC23/BAR CONFEC |
| | | | | | | | | 4481 | 204 | 9.16 | CC/AR/DEC23/SPOTIFY |
| | | | | | | | | 4481 | 204 | 120.55 | CC/AR/DEC23/FIND MY SHIFT |
| | | | | | | | | 4432 | 201 | 42.00 | CC/AR/DEC23/EVENT LISTINGS |
| | | | | | | | | 4445 | 101 | 6.00 | CC/CB/DEC23/MOBILE CARD |
| | | | | | | | | 4445 | 101 | 6.00 | CC/CB/DEC23/MOBILE CARD |
| | | | | | | | | 4445 | 101 | 6.00 | CC/CB/DEC23/MOBILE CARD |
| | | | | | | | | 4030 | 101 | 140.00 | CC/CB/DEC23/ACAS |
| | | | | | | | | 504 | 0 | 36.05 | CC/CB/DEC23/XMAS LUNCH |
| | | | | | | | | 504 | 0 | 20.25 | CC/CB/DEC23/XMAS LUNCH |
| | | | | | | | | 504 | 0 | 39.50 | CC/CB/DEC23/XMAS LUNCH |
| | | | | | | | | 504 | 0 | 4.65 | CC/CB/DEC23/XMAS LUNCH |
| | | | | | | | | 504 | 0 | 673.09 | CC/BC/DEC23/XMAS LUNCH |
| | | | | | | | | 4656 | 150 | 10.99 | CC/CB/DEC23/SPOTIFY |
| | | | | | | | | 4420 | 101 | 32.00 | CC/DD/DEC23/ANNUAL FEE |
| | | | | | | | | 4187 | 204 | 7.80 | CC/BC/DEC23/FIRE SAFETY BOOK |
| | | | | | | | | 4185 | 101 | -36.15 | CC/BC/DEC23/EQUIPMENT REFUND |
| | | | | | | | | 4486 | 101 | 3.30 | CC/BC/DEC23/MICROSOFT |
| | | | | | | | | 4486 | 101 | 343.90 | CC/BC/DEC23/MICROSOFT |
| | | | | | | | | 4486 | 101 | 88.20 | CC/BC/DEC23/MICROSOFT |
| 07/01/2024 | JAN24 | | HSBC | HSBC | 120.69 | 0.00 | 120.69 | 4420 | 101 | 120.69 | Bank charges |
| 30/01/2024 | 3016327 | | IBSOFFICE | IBSOFFICE | 320.95 | 64.19 | 385.14 | 4400 | 101 | 320.95 | printing 23/10-24/1/24 |

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 10

Order by Supplier A/c

Nominal Ledger Analysis

| Invoice Date | Invoice Number | Ref No | Supplier A/c Name | Supplier A/c Code | Net Value | VAT | Invoice Total | A/C | Centre | Amount | Analysis Description |
|--------------|----------------|--------|-------------------|-------------------|-----------|----------|---------------|------|--------|----------|-----------------------------|
| 26/01/2024 | INV01062 | 4799 | INFINITY | INFINITY | 153.65 | 30.73 | 184.38 | 4230 | 310 | 153.65 | Surfacing repair pump track |
| 26/01/2024 | INV01063 | 4801 | INFINITY | INFINITY | 105.20 | 21.04 | 126.24 | 4230 | 325 | 105.20 | Surface repair under slide |
| 26/01/2024 | INV01064 | 4801 | INFINITY | INFINITY | 486.30 | 97.26 | 583.56 | 4230 | 315 | 486.30 | Surface repair under swings |
| 17/01/2024 | JAN24 | | JANET STANTON | JANET | 63.15 | 0.00 | 63.15 | 503 | 0 | 63.15 | Christmas/ Festival |
| 09/01/2024 | 9124 | 04804 | JOHNSCRIVEN | JOHNSCRIVE | 900.00 | 0.00 | 900.00 | 4185 | 201 | 900.00 | Techican/Stage parts |
| 27/01/2024 | 06 | | JOOLS WARREN | JOOLS | 150.00 | 0.00 | 150.00 | 774 | 0 | 150.00 | sound engineer accd |
| 29/01/2024 | 294485 | | LAWMANS UK | LAWMANS UK | 315.00 | 63.00 | 378.00 | 774 | 0 | 315.00 | security 26/1 |
| 31/01/2024 | INV0114 | | MAINLYMAD | MAIMAN | 4,443.99 | 0.00 | 4,443.99 | 773 | 0 | 4,443.99 | Ticket sales mainly madness |
| 09/01/2024 | 12231646 | | MINTNETWORK | MINTNETWOR | 99.73 | 19.95 | 119.68 | 4440 | 101 | 99.73 | Tel Calls Dec 23 |
| 16/01/2024 | IN09455773 | | NPOWER | NPOWER | 23.25 | 1.21 | 24.46 | 4122 | 310 | 23.25 | Elec 1/12-31/12/2023 |
| 16/01/2024 | IN09459564 | | NPOWER | NPOWER | 5,139.54 | 1,027.91 | 6,167.45 | 4122 | 204 | 5,139.54 | Elec 1/12-31/12/2023 |
| 16/01/2024 | IN09522907 | | NPOWER DD | NPOWERDD | 170.00 | 8.50 | 178.50 | 4122 | 310 | 170.00 | Elec 1/12-31/12/23 |
| 16/01/2024 | IN09522910 | | NPOWER DD | NPOWERDD | 119.58 | 5.98 | 125.56 | 4122 | 315 | 119.58 | Elec 1/12-31/12/23 |
| 16/01/2024 | IN09522913 | | NPOWER DD | NPOWERDD | 49.64 | 2.48 | 52.12 | 4122 | 320 | 49.64 | Elec 1/12-31/12/23 |
| 16/01/2024 | IN09522950 | | NPOWER DD | NPOWERDD | 51.94 | 2.60 | 54.54 | 4122 | 208 | 51.94 | Elec 1/12-31/12/23 |
| 16/01/2024 | IN09522951 | | NPOWER DD | NPOWERDD | 164.17 | 8.21 | 172.38 | 4122 | 205 | 164.17 | Elec 1/12-31/12/2023 |
| 04/01/2024 | 3410 | | NPTREEMANAGE | NPTREE | 320.00 | 64.00 | 384.00 | 4250 | 301 | 320.00 | Emergency tree works |
| 04/01/2024 | 3411 | | NPTREEMANAGE | NPTREE | 520.00 | 104.00 | 624.00 | 4250 | 320 | 520.00 | Emergency tree works |
| 04/01/2024 | 3412 | | NPTREEMANAGE | NPTREE | 730.00 | 146.00 | 876.00 | 4250 | 320 | 730.00 | Emergency tree works |
| 04/01/2024 | 3413 | | NPTREEMANAGE | NPTREE | 370.00 | 74.00 | 444.00 | 4250 | 301 | 190.00 | Emergency tree works |
| | | | | | | | | 4250 | 310 | 180.00 | Emergency tree works |
| 05/01/2024 | 3415 | 4796 | NPTREEMANAGE | NPTREE | 620.00 | 124.00 | 744.00 | 4250 | 310 | 620.00 | Priority 1 tree works |
| 09/01/2024 | 3419 | | NPTREEMANAGE | NPTREE | 680.00 | 136.00 | 816.00 | 4230 | 320 | 680.00 | Fell trees |
| 11/01/2024 | 3420 | | NPTREEMANAGE | NPTREE | 1,400.00 | 280.00 | 1,680.00 | 4250 | 320 | 1,400.00 | remove tree |
| 29/01/2024 | 3452 | 4765 | NPTREEMANAGE | NPTREE | 2,400.00 | 480.00 | 2,880.00 | 4250 | 350 | 2,400.00 | tree works priority 3 |
| 05/01/2024 | 5602594 | | PAYMENTSSENSE | PAYMENTSSEN | 14.90 | 2.98 | 17.88 | 4422 | 201 | 14.90 | Bank charges 1/1-31/1/24 |
| 05/01/2024 | 5602595 | | PAYMENTSSENSE | PAYMENTSSEN | 94.95 | 18.99 | 113.94 | 4422 | 201 | 94.95 | Bank charges 1/1-31/1/24 |
| 31/01/2024 | JAN24 | | PAYMENTSSENSE | PAYMENTSSEN | 220.11 | 0.00 | 220.11 | 4422 | 201 | 220.11 | Bank charges 1/1-31/1/24 |
| 31/01/2024 | 001878 | | CHCLEANING | PRIMA | 2,321.10 | 464.22 | 2,785.32 | 4150 | 204 | 2,321.10 | Cleaning 1/1-31/1/24 |

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 10

Order by Supplier A/c

Nominal Ledger Analysis

| Invoice Date | Invoice Number | Ref No | Supplier A/c Name | Supplier A/c Code | Net Value | VAT | Invoice Total | A/C | Centre | Amount | Analysis Description |
|--------------|----------------|--------|--------------------|-------------------|-----------|-----------|---------------|------|--------|----------|----------------------------|
| 31/01/2024 | 001879 | | CHCLEANING | PRIMA | 128.50 | 25.70 | 154.20 | 4150 | 205 | 128.50 | Cleaning 1/1-31/1/24 |
| 31/01/2024 | 001880 | | CHCLEANING | PRIMA | 384.85 | 76.97 | 461.82 | 4150 | 204 | 384.85 | Cleaning 1/1-31/1/24 |
| 31/01/2024 | 1881 | | CHCLEANING | PRIMA | 115.65 | 23.13 | 138.78 | 4150 | 315 | 115.65 | Cleaning 1/1-31/1/24 |
| 31/01/2024 | 1882 | | CHCLEANING | PRIMA | 57.75 | 11.55 | 69.30 | 4150 | 310 | 57.75 | Cleaning 1/1-31/1/24 |
| 31/01/2024 | 1883 | | CHCLEANING | PRIMA | 115.65 | 23.13 | 138.78 | 4150 | 320 | 115.65 | Cleaning 1/1-31/1/24 |
| 31/01/2024 | 1884 | | CHCLEANING | PRIMA | 128.50 | 25.70 | 154.20 | 4150 | 208 | 128.50 | Cleaning 1/1-31/1/24 |
| 25/01/2024 | 25124 | | PRINCESTONES | PRINCESTON | 95.00 | 0.00 | 95.00 | 4936 | 350 | 95.00 | ashes interment |
| 31/01/2024 | 55552 #2 | | PRISM NETWORK | PRISM | 0.00 | 2,957.67 | 2,957.67 | | | 0.00 | ..**VAT Only Inv |
| 31/01/2024 | CREDIT55552 | | PRISM NETWORK | PRISM | 0.00 | -2,957.67 | -2,957.67 | | | 0.00 | ..**VAT Only Inv |
| 17/01/2024 | 47972 | | SDSL | SDSL | -390.00 | -78.00 | -468.00 | 4485 | 101 | -390.00 | Credit for closure of acct |
| 01/01/2024 | INV18096 | | SG POS | SGPOS | 70.00 | 14.00 | 84.00 | 4728 | 204 | 70.00 | Web services Jan 24 |
| 29/01/2024 | JANEXPST | | SIAN TAYLOR | SIAN | 33.75 | 0.00 | 33.75 | 4041 | 350 | 33.75 | Jan expenses |
| 12/01/2024 | 367177 | 04805 | SPECSAVERS | SPECSAVERS | 385.00 | 0.00 | 385.00 | 4551 | 101 | 385.00 | Eyecarevouchers x11 |
| 03/01/2024 | PANTODW234 | | STARBURST | STARBURST | 8,267.33 | 0.00 | 8,267.33 | 785 | 0 | 8,267.33 | 3rd draw down on presales |
| 31/01/2024 | 05044 | | SWEENEY ENTERTAINM | SWEENEY | 3,500.00 | 700.00 | 4,200.00 | 776 | 0 | 3,500.00 | T rextasy 2/2/24 |
| 31/01/2024 | 24010094 | | TICKETSOLVE | TICKETSOLV | 1,974.04 | 0.00 | 1,974.04 | 4490 | 201 | 1,974.04 | Ticket Sales 1-31/1/24 |
| 11/01/2024 | 32675851424 | | TOTAL ENERGIES DD | TOTENGDD | 4,218.45 | 843.69 | 5,062.14 | 4120 | 204 | 4,218.45 | Gas 30/11-31/12/23 |
| 11/01/2024 | 32675856924 | | TOTAL ENERGIES DD | TOTENGDD | 317.12 | 63.42 | 380.54 | 4120 | 204 | 317.12 | Gas 30/11-31/12/23 |
| 12/01/2024 | 32705895724 | | TOTAL ENERGIES DD | TOTENGDD | 28.39 | 1.41 | 29.80 | 4120 | 208 | 28.39 | Gas 30/11-31/12/23 |
| 23/01/2024 | 502113 | | TILLROLLCO | TTRC | 179.95 | 35.99 | 215.94 | 4400 | 204 | 179.95 | Till rolls |
| 01/01/2024 | HI591761 | | UNITED HYGIENE | UWR | 148.68 | 29.74 | 178.42 | 4152 | 205 | 148.68 | Hygiene 1/1-31/1/24 |
| 01/01/2024 | HI591813 | | UNITED HYGIENE | UWR | 660.27 | 132.05 | 792.32 | 4152 | 204 | 660.27 | Hygiene 1/1-31/1/24 |
| 02/01/2024 | OPI687969 | | VIMTO | VIMTO | 392.48 | 78.50 | 470.98 | 4700 | 201 | 392.48 | Bar supplies |
| 18/01/2024 | B5631133333 | | VODAFONE | VODAFONE | 35.34 | 7.07 | 42.41 | 4445 | 204 | 11.78 | Mobile phone 18/1-17/2 |
| | | | | | | | | 4445 | 301 | 11.78 | Mobile phone 18/1-17/2 |
| | | | | | | | | 4445 | 101 | 11.78 | Mobile phone 18/1-17/2 |
| 03/01/2024 | 529717299 | | ZURICH | ZUR | 443.39 | 88.68 | 532.07 | 4172 | 204 | 443.39 | Insp contract |

Purchase Ledger for Month No 10

Order by Supplier A/c

Nominal Ledger Analysis

| <u>Invoice Date</u> | <u>Invoice Number</u> | <u>Ref No</u> | <u>Supplier A/c Name</u> | <u>Supplier A/c Code</u> | <u>Net Value</u> | <u>VAT</u> | <u>Invoice Total</u> | <u>A/C</u> | <u>Centre</u> | <u>Amount</u> | <u>Analysis Description</u> |
|---------------------|-----------------------|---------------|--------------------------|--------------------------|------------------|-----------------|----------------------|------------|---------------|------------------|-----------------------------|
| | | | | TOTAL INVOICES | <u>72,001.04</u> | <u>8,894.16</u> | <u>80,895.20</u> | | | <u>72,001.04</u> | |

OFFICER: Rochelle Halliday, Executive Officer
DATE: 1st March 2024
MEETING: Council – 6th March 2024
SUBJECT: Item 8 – The Harlington Development

1. Update on the lease for The Harlington (Item 8a.)

Cllr Schofield and I met with Hart District Council (HDC) on 20th February 2024 to review the points requiring clarification on the lease for The Harlington.

It was a positive meeting and HDC confirmed that they would instruct their solicitor to finalise the document. It was also agreed that HDC would follow up with Hampshire County Council regarding the sub-lease for the former coffee shop area.

The final lease should be ready for signing during March, subject to final confirmation by HDC.

2. Draft Timescales for the Development

The draft stages and timings for the prospective Harlington development project are as follows:

Preliminaries

| | |
|----------------------------------|----------------|
| Finalise Scope of Work | March 24 |
| Finalise Design Brief | March 24 |
| WG Approval | March 24 |
| Pre-tender Notice | March/April 24 |
| Issue Tender Documents | April 24 |
| Receipt of Tenders | June 24 |
| Tender Evaluation and Interviews | July 24 |
| Appoint Architect | July/August 24 |

Start Project Development

| | |
|----------------------------------|------------------------|
| Develop Feasible Options | Sept – November 24 |
| Review by WG and Full Council | December 24/January 25 |
| Sign off on Scope of Work | January 25 |
| Detailed Design/Tender Documents | February – June 25 |
| Planning Submission/Approval | April – June 25 |
| Construction Tender Period | July – August 25 |
| Tender Evaluation and Interviews | September 25 |
| Appoint Contractor | October 25 |
| Construction Period | November 25 – April 27 |

Completion and Opening (earliest) May 27

From the above timescales, the first contractual payments will be made from September 2024 (subject to Council approval). There is unlikely to be any impact on operations at The Harlington, or tenants, until around November 2025.

3. The Harlington Development – Tender for Architectural Design Services (Item 8b.)

To enable a head start on the preliminary work for the development, the Council is being asked to approve the commencement of the tendering for architectural design services.

This will involve the Harlington Working Group and Officers preparing the architectural brief, setting the tender scoring criteria and publishing the tender on Contracts Finder.

Once the tenders have been received and scored, the tenders will be submitted to the Council for consideration and approval.

It is proposed that this process is started now due to the length of time involved in preparing for this stage, ahead of any financial commitment by the Council.

4. Financial Implications

There are no financial implications at this stage.

Recommendations

- a) To note the update.
- b) To approve starting the tender process for architectural design services for The Harlington development.

OFFICER: Sarah Moore, Finance & Admin Manager
DATE: 2nd February 2024
MEETING: Council 6th March 2024
SUBJECT: Item 9 – Contracted Hygiene Services for The Harlington and Ancells Farm Community Centre

Background

The Council's current supplier of hygiene services has implemented year-on-year price increase of just over 10%, and there is no flexibility to amend the contract. A contract review by Officers has determined that a change of supplier will save the Council money, whilst maintaining the level of service being received for the revised services now to be contracted.

Current contracts end in April 2024 for The Harlington and June 2024 for the Ancells Farm Community Centre.

The quotes obtained do not include the monthly purchase cost of soap and toilet paper, which are provided under the current provider. This is because the Council has a healthy stock of these items, and they can be purchased on demand in future at a more favourable price.

The quotes presented are to provide and empty offensive waste bins, feminine hygiene bins and non-aerosol air fresheners.

Main issues to be addressed by the proposal & benefits

Air fresheners are being moved away from aerosol in the toilets to non-aerosol, low Volatile Organic Compound air freshener cartridges. These require less service and the units themselves are recyclable.

The current hygiene contract includes rental of three hand dryers at The Harlington, these will be removed at the end of the contract term along with hand soap and toilet roll dispensers. Hand driers will be purchased by the Council, at a lower cost than if contracted, and maintained by the Council's building maintenance contractor.

Risk management considerations

The current contract is not competitive, and its contractual terms are too restricting to meet the Council needs. There is no risk to changing suppliers as the service being contracted is a standard service.

Alternatives considered

Negotiating a new contract with the current supplier has been explored, but they are uncompetitive, and their contract termination clause is too restrictive.

Paper towels were considered instead of hand dryers but tend to be wasted and are thought to be less environmentally friendly.

Financial implications

The table below summarised the quotes received compared to the current supplier.

| Location | Current | Contractor A | Contractor B | Contractor C |
|----------------------------|------------------|--------------------|--------------------|--------------------|
| Ancells | £ 104.48 | £ 65.00 | £ 74.67 | £ 114.27 |
| Harlington | £ 274.51 | £ 103.33 | £ 160.84 | £ 161.50 |
| Total per month | £ 378.99 | £ 168.33 | £ 235.51 | £ 275.77 |
| Total per year | £4,547.88 | £ 2,019.96 | £ 2,826.12 | £ 3,309.24 |
| Difference per year | | -£ 2,527.92 | -£ 1,721.76 | -£ 1,238.64 |

Contractual Implications

Contractor A: Minimum term is 12 months with 90 days' notice thereafter and no rollover of the initial agreement term.

Contractor B: Rolling 3 month contract and they only charge for what is collected.

Contractor C: Initial 12 month contract, then they will wish to discuss a longer contract term.

Environmental impact

Air fresheners are being moved away from aerosols to non-aerosol units. The recommended contractor A supplies air fresheners that do not contain CFC's and hygiene bin waste is utilised to heat Poole Hospital through their Waste to Energy scheme.

Recommended contractor

Comparing the proposals, Officers believe that Contractor A would be the best choice, giving the Council one of the cheapest comparable prices with a more flexible contract.

The value of the hygiene contract with Contractor A is £2,019.96 excluding VAT.

RECOMMENDATION

To approve Contractor A on a minimum twelve month contract (30 day rolling notice thereafter) to provide hygiene services at The Harlington and Ancells Farm Community Centre.

OFFICER: Rochelle Halliday, Executive Officer / Alex Robins, Harlington General Manager
DATE: 1st March 2024
MEETING: Council – 6th March 2024
SUBJECT: Item 10 – Music on The Views Event

1. Event Funding Update

The Music on The Views event is being tentatively planned for Sunday 25th August 2024.

The Council has now received notification that its application to the National Lottery, to fund a significant portion of the event, has been rejected.

A number of other grant applications have been made to fund the event. A funding summary is shown below:

- £2,750 – funding received from outside bodies (banked).
- £4,118 – funding from the surplus in the Council's grant budget at year end.

Sub-total = £6,868

- £4,825 – grant and sponsorship funding verbally agreed or pending approval.

Total = £11,693

An informal meeting took place this week to discuss the financial risks associated with the event. The main concern was determining and limiting the financial risk to the Council.

Booking the bands for the event needs to happen over the next few weeks, if the event is to go ahead this year. There will be a contractual requirement to pay the bands, unless a reduced fee can be negotiated if the event is cancelled. Event cancellation insurance is being investigated to mitigate this risk.

2. Proposal

This proposal is to ask the Council to allocate a total of £6,000 from general reserves to underwrite the event so that it can go ahead. This security will mean that event planning can start immediately.

The proposal is being brought to the Council due to the change of circumstances with the grant funding and the desire to continue with the event, if possible.

The event would provide the opportunity for the Council to raise its profile in the community by being a major sponsor.

3. Financial Implications and Assumptions

The projected financial risk to the Council is shown in the table below.

| Activity | £ value | Notes |
|---|----------------|--|
| Total cost of event | £28,394 | |
| Funding received or pending | £11,693 | |
| Stallholder income | £960 | High chance of securing stallholder support. |
| Ticket sales (500) based on minimum expectation | £10,000 | Conservative estimate. Excludes VAT and booking fee. |
| Total potential cost to Council | £5,741 | |

Assumptions & Comments

- The total potential cost to the Council poses no risk to other services delivered by the Council.
- The proposal does, however, propose financial support for an unbudgeted activity.
- The upfront cost to book the bands and the ancillary event costs at this stage is projected to be £4,000. This amount is covered by the £6.8k of funding already received.
- It is assumed that the £4,825 of pending funding will be received, since £3k of this amount has been verbally agreed.
- The Harlington General Manager and the organising committee have a wealth of experience in arranging and running live events. Some of the bands approached to play will have previous experience of performing at The Harlington and solid data has been gathered to assist with marketing and past box office success. One band currently pencilled has a long history of selling out at the venue.
- Based on evidence, a single tribute band event at The Harlington will regularly sell out at up to 500 capacity. This figure has been used as an absolute minimum sales expectation for the purposes of illustrating the financial exposure to the Council. Ticket sales are projected to be far higher for an event that will consist of a whole day's entertainment featuring several bands, who on their own would have the potential to sell at this figure within The Harlington.
- It should be noted that expected realistic ticket sales should exceed 800 and this would see the event break even, with no costs falling due to the Council. It is important that tickets go on sale as soon as possible to maximise the sales period and generate demand.

Recommendation

To approve ringfencing funding from general reserves to enable the Music on The Views event to be organised, as proposed.

OFFICER: Rochelle Halliday, Executive Officer
DATE: 29th February 2024
MEETING: Council – 6th March 2024
SUBJECT: Item 11 – Fleet Market Support

1. Background

The Council has been approached by Fleet Market CIC to discuss options to support the continuation of the market at Gurkha Square in Fleet. The market has experienced a downturn in the number of traders attending and a subsequent fall in footfall.

Several informal meetings have taken place with Fleet Market CIC to establish the current situation and discuss options for the market.

2. Proposal

The proposal is for the Council to make available up to £1,500 to provide short term financial support to the market whilst options are being considered for the future. This amount could be funded from the Civic and Democratic / Promotion, Publicity / Vision budget (£2,390 available), based on the community benefit the market brings to the town.

The funding will provide a financial buffer for the market, to enable them to cover any shortfall in their operating costs until early May.

If approved, the funding will be drawn down as and when required, up to the value of £1,500. If the number of market stalls increase, it is possible that not all of this ringfenced funding will be required.

3. Financial Implications

The expenditure at full cost will not have a detrimental impact on the Council's overall financial position.

More detailed financial information about the market should be available at the meeting.

Recommendation

To approve making available a set amount of funding (up to £1,500) to be drawn down to support the continuation of Fleet Market.



OFFICER: Facilities & Open Spaces Manager
DATE: 27th February 2024
MEETING: Council – 6th March 2024
SUBJECT: Item 12 Tree Surgery Works

1. Background

Fleet Town Council's annual tree survey has been carried out and a report, dated 19th December 2023, has been produced.

The report details four priority levels, Priority 1, 2, 3 and 4.

- P1 – works to be completed within 1 month of report.
- P2 – works to be completed within 3 months of report.
- P3 – works to be completed within 6 months of report.
- P4 – works to be completed within 12 months of report.

The 2023 survey did not identify any priority 1 trees.

There were some unexpected emergency tree works carried out in January, due to wet weather and high winds. This had a financial impact of approximately £4,490 across various cost centres, including Basingbourne Park, but were just within the net cost centre totals versus budget at the time.

Quotes have been obtained for works to be carried out across all sites for P2 and P3 works and at present, only P2 works are being awarded at this stage. P3 tree works orders will be placed in April 2024.

Final deadline date for all P2 tree works to be completed is 19th March 2024.

2. Financial Implications

At the majority of parks, the P2 works are within the net cost centre total projection. The exceptions are for works at Ancells Farm Park and Basingbourne Park, for which financial approval is now being requested as follows:

- 208-4250 Ancells Farm Park - cost of works is £2,120. Which puts the net cost centre total projection over budget by £733.
- 320-4250 Basingbourne Park – cost of works is £3,250. Which puts the net cost centre total projection over budget by £9,593.

The recent unplanned emergency tree works at Basingbourne Park have put additional pressure on this cost centre, resulting in a large projected overspent. Since the Council is projecting a budget surplus at the year end, the impact of this proposal on the Council's overall financial position is expected to be minimal.

Tree maintenance is unpredictable, and as such there is always a risk that additional funding from reserves may be required to maintain the Council's parks in a safe condition for the public.

The proposal is to agree expenditure for the tree surgery work detailed above, totalling £5,370, to be funded from general reserves. This due to expenditure exceeding the net cost centre projections versus budget for Ancells Farm Park and Basingbourne Park.

Should the Council achieve an actual surplus at the year end, this expenditure will essentially be funded from the year's budget rather than general reserves.

3. Additional Information

The table below shows a summary of all P2 to P4 works following the tree survey, for background information.

| | Priority 2 | Priority 3 | Priority 4 | Total |
|---------------------------|-------------------|-------------------|----------------|------------------|
| Ancells Farm Park | £2,120 | £1,089 | | £3,209.00 |
| Longmead | £190 | | | £190.00 |
| Leawood Road | £260 | | | £260.00 |
| Dukes Mead | £220 | | | £220.00 |
| Calthorpe Park | £3,960 | £2,640 | £360.00 | £6,960.00 |
| Oakley Park | £2,640 | £1,680 | | £4,320.00 |
| Basingbourne Park | £3,250 | £3,960 | | £7,210.00 |
| The Views | | £460 | | £460.00 |
| Fleet Cemetery | £1,680 | £180 | | £1,860.00 |
| TOTAL per priority | £14,320.00 | £10,009.00 | £360.00 | |

RECOMMENDATION

To approve the funding of tree surgery works at Ancells Farm Park and Basingbourne Park, costing £5,370, from general reserves.

OFFICER: Sarah Moore - Finance and Administration Manager

DATE: 27th February 2024

MEETING: Council – 6th March 2024

SUBJECT: Item 13 – Hampshire County Council Future Services Consultation

1. Draft Response to the Hampshire County Council Future Services Consultation

A) Adult social care changes: Proposals to change the way contributions towards non-residential social care costs are calculated, so that the amount someone pays towards their non-residential care and support increases from 95% to 100% of any assessable income remaining once standard outgoings are paid for and an allowance is made for general living costs such as food, utility bills and clothing.

Comments: Although FTC don't have the information on the number of people this will affect in the Fleet area, the impact will be a function of income so those that are less well-off will only be marginally impacted. Councillors do not want the proposed increase to have a negative impact on people who cannot afford social care charges. Councillors strongly feel that the government must find a way to finance all aspects of social care.

B) Adult social care grant scheme: to withdraw funding for three Adult Social Care grant programmes that assist voluntary, community, and social enterprise organisations in Hampshire, namely the Council for Voluntary Services Infrastructure Grant, the Citizens Advice Infrastructure Grant, and the Local Solutions Grant.

Comments: As this would mean withdrawing funds from the voluntary sector, the Council strongly disagree with these cuts. It is not unreasonable to assume that in these financially difficult times, Fleet residents will have benefited from accessing services at Citizens Advice and that the use of this service has increased. In stringent financial times volunteers become even more valuable and a reduction in funding to this vital sector cannot be supported. This reduction would devolve the issue to the parish council tier, who have limited grant availability. The withdrawing of funding has and will directly impact Hart Voluntary Action who, without support will be greatly impacted and unable to continue helping the 150 charity and local voluntary organisations they currently work with.

C) Competitive (one off) grant schemes: to withdraw three competitive grant schemes which provide one off grants to a range of community groups and organisations, namely the Leaders Community Grants, the Rural Communities Fund (including country shows) and the Parish and Town Council Investment Fund.

Comments: Fleet Town Council agree that this would be one of the less critical cuts to be actioned, as the Council has not benefited from these grants or applied for this funding.

D) Hampshire Cultural Trust Grant: to reduce the amount of grant given to Hampshire Cultural Trust to manage and deliver arts and museum services.

Comments: Fleet residents are only indirectly affected as there is no cultural establishment within our direct area supported by this funding. Although it is recognised that there may be an impact to our wider heritage, and that the arts and museums are important in terms of helping with wellbeing, an additional £1 charge per visitor would appear to cover the potential cut and so could be tolerated without too much impact.

E) Highways maintenance: to reduce planned highways maintenance activities, incorporating larger-scale structural repairs, surface treatments on roads, and drainage improvements.

Comments: This proposed cut accounts for around 5% of the projected savings. Potentially meaning little to no significant road repairs. All the money available will go to potholes, which are a real and growing problem in the Fleet area. Several of the town's roads are desperately in need of full repair as pothole repair alone is not adequate, therefore, the Council strongly disagree with this proposal.

F) Highways winter service: To comprehensively review and revise the criteria used to determine which roads should be treated as part of our Priority One network to better align with current national guidance and reflect changes in travelling and commuting patterns, and to update the routes accordingly.

Comments: Fleet has a limited number of A roads, and some very large secondary schools which need winter access maintained. Reducing the extent of road gritting could have a significant local impact, not just to road users but to public safety. The knock-on effect could impact A&E departments and health services, plus emergency and care networks may be affected. The Council strongly disagrees with this proposal.

G) Homelessness Support Services: To stop funding services that the County Council does not have a legal requirement to provide, that support people who are homeless or at risk of homelessness.

Comments: Social housing and homelessness are a major problem everywhere, including in Fleet. Reducing support to this service could result in more anti-social behaviour, crime, and homelessness when the Government's target is to stop 'rough sleeping' by 2024. The Council strongly disagrees with this proposal.

H) Household Waste Recycling Centres (HWRCs): To provide a sustainable, cost-effective, and fit for purpose Household Waste Recycling service within a reduced budget. This might involve introducing charging for discretionary services, implementing alternative delivery models, reducing opening days and/or hours or reducing the number HWRCs.

Comments: The Council do not agree with closing or reducing the hours at the Hartley Wintney site, as it will discourage people from removing waste in the proper manner. The Hartley Wintney site is the only site in Hart and closure is likely to increase fly tipping. Closure or the reduction of hours will not help the environment and greening campaigns. With the need to drive further to access a site, this would be contrary to the greening agenda.

I) Library stock: To reduce how much is spent on new library stock, such as books and digital resources, each year.

Comments: The use of libraries for children who may not have access to a wide range of books and authors is essential in encouraging reading and learning. Fleet Library promotes visiting to access books and computers, whilst supporting wellbeing and a warm space for the vulnerable. Children, parents and those studying should have access to new stock and new authors, so the Council do not support reducing the stock for children or those studying, whereas books for adults can be found online.

J) Passenger transport: To reduce their amount of money spent on passenger transport by withdrawing all remaining funding that the County Council is not legally required to provide. This includes funding for community transport services (incorporating Dial-a-Ride, Call and Go, Taxi Shares, Group Hire Services, and Wheels to Work), subsidies for bus routes that are not commercially viable, additional funding to extend the Concessionary Travel Scheme (older and

disabled persons bus passes) and a review of the potential impact of reductions on the school transport service and social care budgets.

Comments: The Council strongly disagrees with this proposal. This is a total cut of £1.7m so complete withdrawal from Fleet Connect and all similar services part funded by the County and either District/Town or Parish Councils. This will have a huge negative impact for Fleet Connect users, who are elderly and/or vulnerable. This would leave these people cut off from society. This proposal places pressure on funding partners to pick up the cost to maintain a local service, however Fleet Town Council would be unable to afford to fully support the bus service. This proposal really will impact the most needy and vulnerable members of our society.

K) Rural countryside parking: To introduce car parking charges at rural countryside car parks (such as nature reserves and conservation sites) that the County Council manages, where it is expected that doing so would be commercially viable.

Comments: The Council feel that this would be contrary the environmental agenda to get people out in the countryside and make it more difficult for visits. Would the increase in income through charges be lost through the capital cost and additional maintenance to run parking meters/pay stations?

L) School Crossing Patrols: To review the School Crossing Patrols (SCP) service by looking at each SCP site to decide if alternative safety measures exist or could be put in place that would enable the SCP to be safely withdrawn or be funded by other organisations.

Comments: The Council believe that cutting this service could have serious consequences and place children in danger at school entrances. Relying on a technical review of a site and determining the PV2 number (based on the number of vehicles that pass a location (V) and the number of pedestrians that cross the road close to that point (P) within the 'busiest' half hour) does not instil confidence. Reading Road North is an example, as it did not meet the PV criteria and it was only when there was a serious accident involving a child that a solution was found. The Council believe that this cut would move the cost to schools, who in turn would be unable to fund the safety needed for school crossings.

M) Street lighting: To reduce the brightness of streetlights further and to extend the periods that streetlights are switched off during the night (by 2 hours) – where it is considered safe and appropriate to do so.

Comments: Councillors believe this could have an impact on crime and antisocial behaviour, with the number of reported door cameras showing an increase in opportunistic crime occurring, however, it would have a more positive environmental impact on light pollution.

RECOMMENDATION

To approve the final response to the Hampshire County Council Future Services consultation.



Annual Residents' Meeting

Monday 18th March 2024

7pm start

with refreshments from 6.30pm

The Harlington, Fleet Road, Fleet

A G E N D A

1. Opening performance from Funtime Dance & Drama
2. Welcome
Approval of the Minutes of the last Annual Residents' Meeting held on the 21st March 2023.
3. Community Speakers: Hart Voluntary Action, Fleet Phoenix and Hampshire Police and Crime Commissioner.
4. Fleet Town Council Presentations: Focus on the Future, Council Vision and Values, Harlington Development Update and Greening Fleet.
A Live Poll will be conducted (TBC).
5. Refreshments will be served.
A short breakaway session will be held – your opportunity to speak to the Councillors and Officers.

| Timings (are approx.) | Activities |
|--|--|
| 6.30pm – Refreshments | <ul style="list-style-type: none"> • Refreshments. • Displays from Fleet Town Council - financial summary, residents feedback from pop up at the Market, parks and open spaces and Greening Fleet. |
| 7pm - Performance | Performance from Funtime Dance & Drama |
| 7.15pm – Welcome | <ul style="list-style-type: none"> • Housekeeping • Sign off minutes from 2023 meeting • Introduce guest speakers |
| 7.20pm – Hart Voluntary Action | <ul style="list-style-type: none"> • Presentation (5 mins) |
| 7.25pm – Fleet Phoenix | <ul style="list-style-type: none"> • Presentation (5 mins) |
| 7.30pm – Hampshire Police & Crime Commissioner | <ul style="list-style-type: none"> • Presentation + Q&A (up to 30 mins) |
| 8.00pm – Focus on the Future, Council Vision and Values and Harlington Development Update (FTC - Bob) | <ul style="list-style-type: none"> • Presentation (10-15 mins) |
| 8.15pm – Greening Fleet <i>(one of the Pillar leads)</i> <i>To cover launch event, activities planned for year, Repair Café, schools engagement etc.</i> | <ul style="list-style-type: none"> • Presentation (10 mins) |
| 8.25pm – Refreshments and Breakaway Session. | Refreshments – sandwiches, nibbles etc. Engagement with residents during this section. |
| 9.00pm – End. | |

OFFICER: Rochelle Halliday, Executive Officer
DATE: 1st March 2024
MEETING: Council – 6th March 2024
SUBJECT: Item 16 - Executive Officer's Report

1. Greening Fleet Launch Event – 9th March, 10am to 1pm at The Views

A reminder that the Launch event for the Greening Campaign is taking place on 9th March.

Each pillar from the Greening Campaign will have a stand.

The main focus for the event is to launch the challenge cards, which all households have recently received, and to share information about the year-long calendar of events programmed for the campaign.

2. FTC Pop up Hub

The forthcoming community engagement activities as part of the Pop Up Hub are detailed below:

- 9th March 2024, 10am to 1pm – **propose a change of venue** to the Greening Fleet Launch event on The Views. I will be there to man this, if anyone wishes to join me.
- 18th May, 11am to 2pm – Fleet Market. Please could Members sign up to man the stand on this day.

3. Martyn's Law Consultation

The Government is drafting new legislation, The Terrorism (Protection of Premises) Bill, also known as Martyn's Law. The bill is in response to the Manchester Arena terrorist attack in 2017 and the further attacks that have taken place since. The intent is to improve the safety and security of the public by ensuring venues are better prepared in the event of a terrorist attack

The Government is currently consulting on changes to premises that fall within the Standard Tier of 100 – 799 capacity. This tier would apply to The Harlington and Ancells Farm Community Centre.

The proposed changes mean that councils may no longer need to complete a Standard Terrorism Evaluation form or ensure staff have received specific training on how to handle terrorism. It will mean, however, that Councils will be required to set appropriate policies and procedures, and ensure staff are trained on these procedures, so that venues are equipped to respond if there is a terrorist act.

The Home Office has identified the financial burden of implementing the Standard Tier requirements on each premise will be around £160 - £525 per year.

More information can be found here:

<https://homeofficemedia.blog.gov.uk/2022/12/19/martyns-law-factsheet/>

The Government consultation can be found here. If Members wish to provide any specific comments for this consultation, please let me know. The response deadline is 18th March 2024.

[Martyn's Law: standard tier consultation - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/martyns-law-standard-tier-consultation) Response deadline

4. Upcoming Council Meeting Dates

- 6th March 2024, 6.00pm – Climate Change Working Group
- 11th March 2024, 7.00pm – Development Control Committee
- 18th March 2024, 7.00pm – Annual Residents' Meeting
- 20th March 2024, 7.00pm – RLA Committee
- 25th March 2024, 7.00pm – Development Control Committee
- 3rd April 2024, 7.00pm – Council