



Notice is hereby given of

A MEETING OF FLEET TOWN COUNCIL

Wednesday 2nd July 2025 at 7pm at The Harlington

All members are summoned to attend

To Councillors:

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

RCTong

Rita Tong, Executive Officer
26th June 2025

AGENDA

1.	APOLOGIES Schedule 12 of the LGA 1972 requires a record to be kept of members present, and that this record forms part of the minutes of the meeting. A resolution must be passed on whether the reason(s) for a member's absence are acceptable.
2.	DECLARATIONS OF INTEREST Under the Local Authorities Localism Act 2011, members must declare any interest and the nature of that interest, which they may have in any of the items under consideration at this meeting. Members are reminded that they must disclose both the existence and the nature of a personal interest that they have in any matter to be considered at this meeting. A personal interest will be considered a prejudicial interest if this is one in which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the members' judgement of the public interest.
3.	QUESTIONS FROM THE PUBLIC (3 min per person maximum 15 minutes) To receive questions and statements from members of the public.
4.	CHAIRMAN'S ANNOUNCEMENTS To receive any updates from the Chairman of Fleet Town Council.
5.	HCC/HDC (3 mins per person – max 15 mins) To receive any update on HDC/HCC matters concerning FTC which are not included within the agenda.
6.	MINUTES OF PREVIOUS MEETINGS To receive and approve as a correct record minutes of the Town Council held on 4 th June 2025 and the Extraordinary meeting held on 25 th June 2025 (<i>copies attached</i>). To receive resolutions and consider approval of recommendations from the following committees and to return to committees any issues for reconsideration: <ul style="list-style-type: none">• Development Control 9th and 23rd June 2025• RLA 18th June 2025

Part 1 – ITEMS FOR DECISION

7. FINANCIAL MONITORING REPORT

- a) To receive the bank reconciliation and list of payments for May 2025 (*copies attached*).
- b) To receive a statement from Councillor Stanton that the bank reconciliation and list of payments for May 2025 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 May 2025.
- b) To accept the statement from Councillor Stanton that the bank reconciliation and list of payments for May 2025 have been verified and signed.

8. PROPOSAL FOR DELEGATED AUTHORITY – GRANT AID IN KIND (ROOM HIRE)

To receive a report from the Executive Officer on a proposal for delegated authority – grant aid in kind (room hire) (*Copy attached*).

RECOMMENDATIONS

To approve the delegation of authority to the Town Clerk to approve Grant Aid in Kind for room hire at Council owned community centres as set out in the report, with effect from 3 July 2025.

9. COMMUNITY GOVERNANCE REVIEW

Hart District Council has now published its **draft recommendations** following the initial stage of the Community Governance Review (*copies of the recommendations are attached*).

Based on the submissions received during the first round of consultation, Hart District Council is proposing a **reduction in the number of Councillors for Fleet Town Council from 18 to 15**. The reduction is proposed to be achieved by decreasing the representation in each of the following wards by one councillor:

- Fleet Central
- Fleet Courtmoor
- Fleet Pondtail

Implications

The reduction in member numbers reflects Hart's view on electoral ratios and community representation based on current and forecast elector numbers. However, the revised distribution results in a **less balanced ratio of councillors to electors** across the five wards than is currently the case.

Request for Comments

Hart District Council is now seeking feedback from Fleet Town Council and other stakeholders regarding the draft recommendations. In particular, they have asked for any comments on the proposed distribution of councillors across wards and the acceptability of the new electoral ratios.

RECOMMENDATIONS

- a) Consider the proposed reduction in councillor numbers and the redistribution across wards; and
- b) Determine what, if any, formal response the Council wishes to submit to Hart District Council.

10. CEMETERY PRICE LIST AND RULES & REGULATIONS

As agreed at the meeting of the Recreation, Leisure and Amenities Committee held on 18 June 2025 (see Minutes Items 5, 18 and 25), the Cemetery Price List and Rules & Regulations have been reviewed and updated. The proposed amendments are shown in red for ease of reference. (*Copies attached*).

	<p>RECOMMENDATION To consider the proposed amendments and, if deemed appropriate, approve the revised Cemetery Price List and Rules & Regulations.</p>
11.	<p>HARLINGTON UPDATE To receive an update from the Chairman on the Harlington renovation project.</p> <p>RECOMMENDATION To note the update from the Chairman.</p>
Part 2 – ITEMS TO NOTE	
12.	<p>ANNOUNCEMENTS To receive and note announcements from the Executive Officer or any Member by permission of the Chair.</p>
13.	<p>DATE AND TIME OF NEXT MEETING The next meeting of the Council is scheduled to be held on Wednesday 3rd September 2025 at 7pm in the Harlington.</p>
Part 3 – CONFIDENTIAL ITEMS	
	<p>Under the Public Bodies (Admission to Meetings) Act 1960 Exclusion of the public in accordance with Section 1(2) and by reason of the confidential nature of the business of the Town Council, the Public and Press will be excluded from the meeting.</p> <p>The following types of business will be treated as confidential:</p> <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>There are no confidential matters for consideration.</p>



FLEET TOWN COUNCIL

MINUTES OF COUNCIL MEETING

held on

Wednesday 4th June 2025 at 7pm

* Councillor Schofield (Chairman)

* Councillor Einchcomb (Vice Chairman)

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

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

Also in attendance:

Rita Tong – Executive Officer
Sarah Moore – Finance & Administration Manager
Councillor Steve Forster – HCC
Councillor Stephen Parker – HCC
Councillor Stuart Bailey - HCC
Mike Bye – Chair of Friends of Oakley Park
Representative from Silent Storms
Two representatives from Sasha's Project

FC JUNE 2025 ITEM 1

APOLOGIES FOR ABSENCE

Members received and accepted the apologies as noted above.

Councillor Willcocks requested a special exemption from attendance at meetings due to ill health. Members resolved to approve this request.

As Councillor Robinson has failed to attend council meetings for a period exceeding six months, a casual vacancy was declared.

FC JUNE 2025 ITEM 2

DECLARATIONS OF INTEREST

Councillors Tilley and Stanton declared other registerable interests in Agenda Item 20 on the grounds that they are organisers of two of the events listed.

FC JUNE 2025 ITEM 3

QUESTIONS FROM THE PUBLIC

There were no questions from members of the public.

FC JUNE 2025 ITEM 4

CHAIRMAN'S ANNOUNCEMENTS

Formal thanks were extended to former Hampshire County Councillor Adrian Collett in recognition of his 45 years of public service, with particular acknowledgement of his support on the HGV issues with the Pyestock Distribution Centre, the Ancell's Farm school bus matter, and the Thames Water sink hole at Ancell's Farm. Adrian was presented with an engraved pen on behalf of the Town Council.

Attended the VE80 Day celebration, which was well attended and a successful event. Thanks were recorded to those involved in its organisation.

The remainder of the month was focused on two key areas: the Harlington development and the Ancell's Farm sink hole.

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

FC JUNE 2025 ITEM 5

HCC/HDC ANNOUNCEMENTS

The following reports were received from Hampshire County Council.

Cllr Stephen Parker (HCC)

- The pedestrian crossings on Reading Road South have passed government assessment, and the scheme will move to the delivery phase.

Cllr Stuart Bailey (HCC)

- Looking forward to working with Fleet Town Council.
- Adrian Collett will be a hard act to follow.
- Thanks to fellow county councillors for helping him to settle into his role.

Cllr Steve Forster (HCC)

- Road Works
 - Works on roundabouts are going smoothly.
 - Upper Street – looking at safety at the junctions with a report due in July 2025.
 - Railway Bridge – expecting pandemonium when closed for road works. Will try to avoid peak hours. Although works only expected to take around six hours, the permit is for three days.
 - Crookham Road – emergency works are proceeding well.
 - Ancells – a number of works planned for July 2025.

Cllr Alan Oliver (HDC)

- Local Plan – government was supposed to issue guidance in late spring but are now saying it will be by the end of the year. Unable to progress the Local Plan until this guidance is received.

FC JUNE 2025 ITEM 6

MINUTES OF PREVIOUS MEETINGS

Cllr Wildsmith requested a minor correction to the minutes of the Annual Town Council meeting held on 7 May 2025. Agenda Item 7 incorrectly said fly 'tipping' when should have stated fly 'posting'. With unanimous agreement of Members, the original minutes were manually corrected.

Noting the above, the minutes of the Annual Town Council meeting held on 7 May 2025 were approved and signed by the Chairman.

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

- Development Control 12th and 27th May 2025
- Policy and Finance 14th May 2025

FC JUNE 2025 ITEM 7

FINANCIAL MONITORING REPORT

Members noted receipt of the bank reconciliation and a list of payments for April 2025.

Councillor Stanton confirmed that the bank reconciliation and list of payments for April 2025 have been verified and signed off against the original bank statement.

RESOLVED

- a) To receive and accept the bank reconciliation and list of payments for April 2025.
- b) To accept the statement from Councillor Stanton that the bank reconciliation and list of payments for April 2025 have been verified and signed off.

FC JUNE 2025 ITEM 8

FINANCIAL REPORTING FOR THE YEAR ENDING 31st MARCH 2025

- a) Members considered and agreed the Asset Register as at 31st March 2025.

Members queried the assets listed at Branksomewood Road and the duplicate entries for The Views land (£1 and £20,780). Officers to investigate and report back to Members.

- b) Members received and noted the Summary of Financial Statements report for the year ending 31st March 2025.

Member expressed their thanks to the Finance & Administration Manager for such a clear report. Members noted that the report incorrectly reports an in-year transfer of £7,000 in the EMR for Badgers. No such transfer occurred.

RESOLVED

- a) To approve the Asset Register as at 31st March 2025.
- b) To note the Summary of Financial Statements for the year ending 31st March 2025

FC JUNE 2025 ITEM 9

INTERNAL AUDIT FOR THE YEAR ENDING 2024/25

- a) Members received and noted the final Internal Audit report for the year 2024/25.
- b) Members received and noted the Annual Internal Audit report 2024/25.

Members formally thanked the Finance & Administration Manager and the Executive Officer for their work, which ensured a clean bill of health for the Council's finances.

RESOLVED

- a) To note the final Internal Audit report for 2024/25.
- b) To note the Annual Internal Audit report for 2024/25.

FC JUNE 2025 ITEM 10**REVIEW OF THE EFFECTIVENESS OF THE
SYSTEM OF INTERNAL CONTROL 2024/25.**

Members considered and agreed the Review of the Effectiveness of the System of Internal Control for the year ending 31st March 2025 – evidence for AGAR Section 1.

RESOLVED

To note the Review of the Effectiveness of the System of Internal Control for the year ending 31st March 2025.

FC JUNE 2025 ITEM 11**ANNUAL GOVERNANCE AND ACCOUNTABILITY
RETURN (AGAR SECTION 1) 2024/25**

Members considered and agreed the statements contained in the AGAR Section 1 – Annual Governance Statement 2024/25.

RESOLVED

To approve the statements in the AGAR Section 1 – Annual Governance Statement 2024/25.

FC JUNE 2025 ITEM 12**ANNUAL GOVERNANCE AND ACCOUNTABILITY
RETURN (AGAR SECTION 1) 2024/25**

Members considered and agreed a response to the conflict-of-interest form for submission to the external auditor, BDO.

RESOLVED

To approve the response of no conflict-of-interest with the external auditor BDO.

FC JUNE 2025 ITEM 13**ACCOUNTING STATEMENTS (AGAR SECTION 2)
2024/25**

Members considered and agreed the statements in AGAR Section 2 - Accounting Statements 2024/25.

RESOLVED

To approve the statements in the AGAR Section 2 – Accounting Statements 2024/25.

FC JUNE 2025 ITEM 14**OFFER OF LAND AT ANCELLS FARM**

Hart District Council has approached Fleet Town Council with an offer to transfer ownership of a parcel of land at Ancells Farm. The land includes the ditch and footpath running between the public house/Falkner's Close and Ancells Farm Park.

Councillor Oliver advised that Hart District Council is currently conducting an internal review of its assets to determine appropriate future ownership in light of the forthcoming Local Government Reorganisation. Members considered that, as further asset transfer proposals may emerge following this review, it would be more appropriate to consider all such offers collectively rather than in isolation.

RESOLVED

To inform Hart District Council that Fleet Town Council wishes to defer any decision on the proposed land transfer until the conclusion of Hart District Council's internal asset review.

FC JUNE 2025 ITEM 15**SILENT STORMS – GRANT AID IN KIND**

Silent Storms was previously awarded Grant Aid in Kind in the form of free hall hire at The Harlington for a trial period of three months. At the time of approval, Members requested that a follow-up report be provided on the progress of the initiative, to enable an informed decision on whether to offer ongoing support.

Members noted both the written and oral reports from Paul Collins of Silent Storms.

RESOLVED

After considering the reports from Paul Collins of Silent Storms, Members determined to continue supporting the initiative through ongoing Grant Aid in Kind of approximately £2,912 per annum.

Paul Collins left the meeting at the conclusion of this item.

FC JUNE 2025 ITEM 16**SASHAS PROJECT – GRANT AID IN KIND**

Members considered the application for continued grant funding from Sasha's Project for £10,933 + VAT grant aid in kind to cover the cost of using The Point for 14.5 hours a week for 52 weeks.

Members noted the oral report from Angela Forster of Sasha's Project.

RESOLVED

After considering the grant request and oral report from Angela Forster of Sasha's Project, Members determined to continue supporting the initiative through ongoing Grant Aid in Kind of approximately £10,933 per annum.

Councillor Foster and the representatives from Sasha's Project left the meeting at the conclusion of this item.

FC JUNE 2025 ITEM 17**GROUND'S MAINTENANCE – TENDER REPORT & AWARD OF CONTRACT**

Members considered the tender report and make the award of contract for the Grounds Maintenance contract.

RESOLVED

Members considered the tender report and resolved to make an award of contract for the Grounds Maintenance contract to Bidder D, subsequently revealed to be NJL Boxgreen.

FC JUNE 2025 ITEM 18**HARLINGTON UPDATE**

Members received an update from the Chairman on the Harlington renovation project.

RESOLVED

To note the update from the Chairman.

FC JUNE 2025 ITEM 19**BAD DEBT WRITE OFFS**

In accordance with Financial Regulation 9.3, invoices AF2160 £18.48, AF2176 £69.28, and AF2187 £59.40 have been found to be irrecoverable and the Executive Officer requests Council authorisation to write them off as bad debts.

RESOLVED

To authorise the Executive Officer to write off £147.16 as bad debts.

FC JUNE 2025 ITEM 20**MARTYN'S LAW**

As reported at the 14th of May Policy & Finance Committee meeting, the Terrorism (Protection of Premises) Act 2025, commonly known as Martyn's Law, has now received Royal Assent and will be fully implemented in approx. 22 months' time.

This Law will affect all of the local groups that arrange public events and it is critical that a clear understanding of its implications is shared amongst all those responsible for our local festivals, celebrations and memorials. It is, therefore, proposed that representatives of these organisations – including Fleet Half Marathon, Fleet 10k, Fleet Carnival, Remembrance Sunday, Fleet Christmas Festival, Music on the Views, Concert on the Green – should get together to plan the future sharing of knowledge, expertise and resources so that all these much loved local events can continue to move forward successfully.

A request has been made for a meeting of these representatives to have the free use of the Music Room at The Harlington at 7 pm on 26th June for this important meeting and it is hoped that Fleet Town Council will grant this request. Should Members grant this request for grant aid in kind for room hire, it would cost £17.00 + VAT and could be allocated from the Community Support grant budget.

RESOLVED

Members approved the use of the Music Room on the 26th of June from the Community Grants budget.

FC JUNE 2025 ITEM 21**BUILDING REVALUATIONS**

As agreed at Full Council in April 2025 (refer Item 10), Council owned properties were valued for insurance purposes on 23 & 24 April 2025. This resulted in all buildings valuations being increased, with the increases ranging from 6% to 229% (the Calthorpe Scout Hut was significantly undervalued). Valuations were notified to the Council's insurers and resulted in an increase to the premium of £477.99 pa.

FC JUNE 2025 ITEM 22**LAND SWAP**

The transfer deeds for the land swaps between Fleet Town Council and Hart District Council were received on 8 May 2025. The signed deeds were sent to the Council's solicitors; however, an error was subsequently identified on the associated plan. An updated plan has been requested but has not yet been received.

FC JUNE 2025 ITEM 23**HARLINGTON BUSINESS PLAN**

Stuart Shanks has been appointed as the Council's new Business Plan Consultant. Mr Shanks brings over 25 years of practical, hands-on experience and is a highly experienced commercial and operational expert in the cultural and entertainment industries.

FC JUNE 2025 ITEM 24**VE80 DAY**

Members noted the report from Mr David Millen regarding the VE80 Day event held on Thursday, 8 May 2025.

FC JUNE 2025 ITEM 25**ANNOUNCEMENTS**

The following announcements were made:

- Police coffee morning to be held in the Function Room at 11.00am – 1.00pm on 9 June 2025.
- An event honouring Cllr Alan Hope to be held at Prince Arthur Wetherspoons at 7.00pm on 16 June 2025.
- Councillor coffee morning to be held in the Function Room at 10.30am – 1.30pm on 21 June 2025.

FC JUNE 2025 ITEM 26**DATE AND TIME OF NEXT MEETING**

The next meeting of the Council is scheduled to be held on Wednesday 25th June 2025 at 7pm in The Harlington.

The meeting closed at 8:36pm.

Signed.....
Chairman

Date:.....



FLEET TOWN COUNCIL

MINUTES OF THE EXTRAORDINARY COUNCIL MEETING

held on

Wednesday 25th June 2025 at 7pm

* Councillor Schofield (Chairman)

* Councillor Einchcomb (Vice Chairman)

- | | |
|----------------------------|------------------------|
| * Councillor Chenery | * Councillor Richmond |
| # Councillor Fang | * Councillor Stanton |
| * Councillor Holt | * Councillor Taylor |
| # Councillor Hope | * Councillor Tilley |
| # Councillor Kuntikanamata | # Councillor Wildsmith |
| * Councillor May | 0 Councillor Willcocks |
| * Councillor Neves | * Councillor Woods |
| * Councillor Oliver | |

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

Also in attendance:

Rita Tong – Executive Officer
2 Members of the public
8 Staff

EFC JUNE 2025 ITEM 1

APOLOGIES FOR ABSENCE

Members received and accepted the apologies as noted above.

EFC JUNE 2025 ITEM 2

DECLARATIONS OF INTEREST

There were no declarations of interest.

EFC JUNE 2025 ITEM 3

QUESTIONS FROM THE PUBLIC

Q. The plans don't appear to address the issue of security, which with Martyn's Law having been enacted, is of real concern to staff. Can something be done about this?

A. Some aspects of Security are dealt with within the current plans, but more work will be done on Security in the next phases, which will be more detailed.

FC JUNE 2025 ITEM 4

HARLINGTON DEVELOPMENT PROJECT

Burrell Foley Fischer (BFF) presented the summary findings of their Stage 1 Feasibility Study.

The presentation included a review of the various stakeholders engaged during the study process and a summary of the key feedback received from those engagement sessions.

BFF then provided an overview of each principal area within the building, identifying key issues in each space, before presenting the three development options explored as part of the feasibility study.

Option 1 was described as the most 'light touch' approach, focused on ensuring compliance, improving operational efficiency, and addressing the most pressing functional issues. The internal layout remains broadly unchanged, with modest interventions to improve the user experience. The external envelope is largely retained, aside from upgrades to doors and windows. General upgrades throughout the building would include:

- Modification to the main auditorium including:
 - Tiered retractable seating
 - New first floor accessible balcony.
 - New in-venue bar
 - Upgraded technical infrastructure
 - New fully insulated load bearing roof
- Replacement of all floor and ceiling finishes
- Redecoration of all internal walls
- Replacement of sanitaryware, windows, and doors (subject to fire strategy)
- Upgrades to the security strategy, including access control, CCTV, and alarm systems
- Replacement of outdated mechanical services and plant
- Thermal and acoustic improvements where feasible
- Fire safety upgrades as outlined in the OFR report

The estimated cost of Option 1 is **£9.9 million**.

Option 2 builds upon the baseline set out in Option 1, with a higher level of intervention. This option includes:

- A full remodelling of the auditorium to increase capacity including
 - Extended wrap around balcony
 - New improved/functional get-in arrangements to the stage.
- Reconfiguration of internal spaces to improve functionality and flexibility
- Significant improvements to the building frontage and landscaping
- Improving ground floor female toilet provision.

The estimated cost of Option 2 is **£13.9 million**.

A third option was also considered, providing a **new-build studio** space adjacent to the existing building. The proposed facility would be a multi-purpose studio suitable for meetings, rehearsals, dance, and small performances, with supporting infrastructure (WCs, separate entrance, etc.) to enable it to operate independently. The intention is for this new space to be delivered as a first phase to allow the Harlington to remain operational during later phases of work.

The estimated cost of Option 3 is **£3 million**.

BFF also demonstrated how **Option 2** could be broken down into **four modular elements** that could be selectively added to Option 1 to create hybrid options:

- a) Extended balcony with side slips – £1.4m
- b) Remodelled frontage – £1.6m
- c) FTC offices – £0.55m
- d) Get-in / scene dock – £0.45m

RESOLVED

- a) That the Executive Officer, supported by BFF and Stuart Shanks, proceed with an application to the Arts Council for grant funding based on Option 2.
- b) That financial modelling be undertaken to explore how the Council could fund Option 2 in the event that grant funding is not secured, with the aim of avoiding a large, single-year financial impact.
- c) That the Executive Officer and Harlington General Manager, supported from Stuart Shanks, investigate options to ensure The Harlington does not have to close entirely during the renovation process.

FC JUNE 2025 ITEM 5

DATE AND TIME OF NEXT MEETING

The next meeting of the Council is scheduled to be held on Wednesday 4th July 2025 at 7pm in The Harlington.

The meeting closed at 9.26pm.

Signed.....
Chairman

Date:.....



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Meeting held on 9th June 2025
at 7pm in the Function Room, The Harlington

Present:

Cllr Chenery
Cllr Hope (acting Chair)
Cllr Holt

Officers: Charlotte Benham

1	Apologies Apologies received from Cllr Schofield
2	Declarations of interest to any item on the agenda None declared
3	Public Session None present
4	Approval of the Minutes The minutes of the development and control advisory group meeting held on Tuesday 27 th May were accepted as a correct record of the meeting.
5	<p>25/00925/HOU 34 Wellington Avenue, Fleet, Hampshire, GU51 3BF <u>Erection of single storey side extension following demolition of existing conservatory (reduced sized scheme from previous consent granted on 14th November 2022, Reference 22/02452/HOU)</u> Comments required by 6 June</p> <ul style="list-style-type: none">• No change in number of bedrooms• Finishes match existing building <p>NO OBJECTION</p>

	<p>25/00836/HOU 8 Ayrshire Gardens, Fleet, Hampshire, GU51 2TS Erection of a single storey rear extension and insertion of three rooflights into the side roof slope Comments required by 9 June</p> <ul style="list-style-type: none"> • No change number bedrooms • Overlooking not an issue • Finishes ok <p>NO OBJECTION</p> <p>5/00948/FUL Admiral House, Harlington Way, Fleet, GU51 4YA Replacement of existing canopy, removal of entrance porch and modifications to curtain walling Comments required by 13 June</p> <p>NO OBJECTION</p> <p>25/00949/HOU 12 Hanover Drive, Fleet, Hampshire, GU51 2TA Erection of a two storey rear extension, conversion of garage to habitable accommodation and insertion of door to ground floor side Comments required by 13 June</p> <ul style="list-style-type: none"> • No dimensions on parking plan but as garages no longer count as parking space under HDC the loss of the garage does not affect parking. Also no change in bedrooms. However large portion of front garden being taken up by parking does breach Fleet Neighbourhood Plan policy 15, where 50% should remain as soft landscaping. • Only a minor change elevation wise <p>NO OBJECTION but concern about parking breaching Neighbourhood Plan</p> <p>25/00973/HOU 14 Adams Drive, Fleet, Hampshire, GU51 3DZ, Conversion of garage into habitable accommodation to include the replacement of the garage doors with a window and erection of a single storey rear extension Comments required by 20 June</p> <ul style="list-style-type: none"> • Minor changes to elevations • Rooms not labelled on proposed plans – assume no bedrooms added but parking looks adequate anyway however large portion of front garden being taken up by parking does breach Fleet Neighbourhood Plan policy 15, where 50% should remain as soft landscaping. <p>NO OBJECTION but concern about parking breaching Neighbourhood Plan</p>
6	<p>Noted:</p> <p>Weekly List</p>

7	Noted: Hart Planning Meeting Dates 18 th June
8	Date of Next Development Control Committee Meeting 23 rd June

Meeting closed: 7.40pm

Signed:.....

Date:



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Meeting held on 23rd June 2025
at 7pm in the Function Room, The Harlington

Present:

Cllr Schofield
Cllr Chenery
Cllr Hope
Cllr Holt

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 Minutes The minutes of the development and control advisory group meeting held on Monday 9 th June were accepted as a correct record of the meeting.
5	<p>25/00932/HOU 83 Aldershot Road, Fleet, Hampshire, GU51 3NW Erection of a single storey rear extension following demolition of existing conservatory Comments required by 25 June</p> <p>This extension was part of a Permitted Development Certificate that was refused because of non-compliance. It therefore has had to be submitted as a Planning Application. Has no adverse impacts so NO OBJECTION</p> <p>25/01026/HOU 18 Castle Street, Fleet, Hampshire, GU52 7ST Demolition of conservatory and side extension and erection of single storey and two storey side extensions, infill extension to existing front porch,</p>

	<p><u>extension to rear dormer, alterations to roof and fenestration and insertion of roof lights to front roof slope</u> Comments required by 27 June</p> <ul style="list-style-type: none"> • Has the potential to become a 6 or 7 bedroom house with the inclusion of a downstairs shower room. Parking requirement does not increase for more than 4 bedrooms so no additional parking is required but looks like it could be accommodated on site anyway • Additional traffic could become a nuisance because of the nature of the access • This is a major increase in bulk and mass however it is an isolated/enclosed site that has no street scene to be detrimental to • A single rear dormer window will be replaced by 3 larger windows in an extended dormer • Significant change in character, but does it have any impact on neighbours? <p>NO OBJECTION due to location of site</p> <p>25/00875/HOU 35 Elvetham Road, Fleet, GU51 4QW <u>Installation of a first floor balcony to the rear at Lindens</u> Comments required by 27 June</p> <ul style="list-style-type: none"> • No issue with the proposed work to the house • Main issue would be the loss of privacy to the neighbours due to increased overlooking – current doors do not look to have overlooking issue from photos but addition of balcony could • Current double doors are equivalent to a Juliet Balcony – would there be any greater oversight of neighbouring gardens? • Current boundaries are well screened <p>NO OBJECTION in principle as long as there is not a major impact on neighbours privacy – Hart should check impact</p> <p>25/00957/HOU 54 Crookham Road, Church Crookham, Fleet, Hampshire, GU51 5DH <u>Erection of a porch, two storey front extension, single storey side extension, detached single carport and log store and insertion of one window to ground and one window to first floor front</u> Comments required by 27 June</p> <ul style="list-style-type: none"> • Could potentially increase from 5 to 6 bedrooms but no additional parking required by Hart's standard • Proposed extensions blend well with the host building • Proposed carport is 4m high, but is set back from the road <p>NO OBJECTION</p>
6	<p>Noted:</p> <p>Weekly List</p>

7	Noted: Hart Planning Meeting Dates 16 th July
8	Date of Next Development Control Committee Meeting 7 th July

Meeting closed: 7.35pm

Signed:.....

Date:



FLEET TOWN COUNCIL

MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING

Wednesday 18th June 2025 at 7pm

* Councillor Einchcomb (Chairman)

* Councillor Woods (Vice Chairman)

* Councillor Chenery

0 Councillor Fang

* Councillor Holt

0 Councillor May

0 Councillor Oliver

* Councillor Schofield

* Councillor Stanton

* Councillor Taylor

* Councillor Tilley

Councillor Wildsmith

0 Councillor Willcocks

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

Also in attendance:

Rita Tong – Executive Officer

Facilities and Open Spaces Manager (FOSM)

General Manager of The Harlington

Cemetery Clerk

Friends of Basingbourne Park representative

Friends of Oakley Park representative

Members resolved to appoint the Chairman and Vice Chairman for the 2025/26 civic year.

Councillor Paul Einchcomb was nominated and seconded for the position of Chairman. There were no other nominations. It was resolved that Councillor Einchcomb be re-elected to the office of Chairman of Recreation, Leisure and Amenities Committee for the local Government year 2025/2026.

Councillor Dan Taylor was nominated and seconded for the position of Vice Chairman. There were no other nominations. It was resolved that Councillor Taylor be elected to the office of Vice Chairman of Recreation, Leisure and Amenities Committee for the local government year 2025/2026.

RLA JUNE 2025 ITEM 1

APOLOGIES

Members received and accepted the apologies as noted above.

RLA JUNE 2025 ITEM 2

DECLARATIONS OF INTEREST

Councillor Taylor declared an Other Registerable Interest in Agenda Item 7 on the grounds he is a director of the Fleet Market CIC.

RLA JUNE 2025 ITEM 3

QUESTIONS FROM THE PUBLIC

The representative from the Friends of Oakley Park raised the following questions:

1. When is the ladder on the trim trail being replaced?
2. The incident on 2 May 2025 occurred within 15 metres of the CCTV – does Fleet Town Council intend to prosecute?
3. The previously reported collapse of the banks along the stream appears to be worsening – does the Council intend to repair them?
4. Cracks are appearing on the bridge, indicating that subsidence may be causing the bridge to sink – does the Council intend to take action?

The Facilities and Open Spaces Manager provided the following responses:

1. There has been some back and forth with the Council's insurers. Once the claim is settled, the order for the replacement ladder is ready to be placed.
2. The incident was reported to the police by the Facilities and Open Spaces Manager, although it would have been helpful if the witness had also reported it directly. The Council cannot access the CCTV footage; however, the police can. The Facilities and Open Spaces Manager will follow up with the police.
3. The original report regarding the stream banks was assessed by the Grounds Maintenance team, who determined there was no immediate risk at the time. The Facilities and Open Spaces Manager will arrange for the situation to be reassessed.
4. The Facilities and Open Spaces Manager will request the Grounds Maintenance team to inspect the bridge and assess any ongoing subsidence concerns.

RLA JUNE 2025 ITEM 4

MINUTES OF PREVIOUS MEETING

Members received and approved as a correct record the minutes of the Recreation, Leisure and Amenities Committee meeting held on 19th March 2025.

Members noted that the single-layer brick wall the Council approved to help prevent flooding during periods of heavy rainfall had been installed. The Facilities and Open Spaces Manager was asked to follow up with Bean at the Park to confirm whether the newly installed wall was functioning as intended.

RLA JUNE 2025 ITEM 5

THE CEMETERY CLERK'S REPORT

Members received and considered the written report from the Cemetery Clerk.

Members noted that the issue with moles at the Cemetery had resolved.

Members also noted the Cemetery Clerk's forecast that, at current rates, the remaining burial plots would be fully used within two years. Members enquired about the status of the proposed extension. The Executive Officer advised that the first step was to register the unregistered land at the Cemetery, and she was liaising with the Council's solicitors to progress this. Once registration was complete, the Council would need to determine an appropriate design. Councillor Schofield informed Members that Hart District Council had confirmed that the land already had planning permission for burial use.

RESOLVED

- a) That Members approved the Cemetery Clerk's proposed adjustment to the Cemetery price list.
- b) That the Cemetery Clerk and Executive Officer be requested to review and amend the Cemetery Policy and bring it back to this Committee or to Full Council, whichever meets soonest, for approval.

RLA JUNE 2025 ITEM 6

THE HARLINGTON AND ANCELLS FARM COMMUNITY CENTRE REPORT

Members received an update from the General Manager on events, hall hires, and operational activities at The Harlington and Ancells Farm Community Centre.

Members noted that the General Manager had undertaken filming at Ancells Farm Community Centre for use in promotional material.

RESOLVED

Members resolved to note the report.

The General Manager left the meeting at the conclusion of this item.

RLA JUNE 2025 ITEM 7**FLEET MARKET STORAGE**

Members noted that storage continues to present a significant challenge for the Council, both within its own premises and within the existing outdoor lock-up. The ongoing accommodation of Fleet Market's equipment has exacerbated the issue, resulting in the displacement of Council-owned items. In some cases, displaced items have had to be stored off-site, including in domestic residences, due to a lack of available secure storage.

It was noted that, at a previous meeting (RLA Committee, December 2024, Item 9), Members had requested that alternative storage options be explored.

The Facilities and Open Spaces Manager (FOSM) identified storage units located to the rear of the Old Bakers Shop (Victoria Road car park) as a possible solution.

Councillor Taylor confirmed that while the Market was breaking even and therefore financially sustainable, it could not afford to cover the cost of hiring external storage.

Members requested that the FOSM develop a proposal for a compound on Council-owned land.

Members also requested that a detailed assessment of storage requirements be produced, specifying what items need to be stored, the reasons for storage, required access frequency, and preferred location.

RESOLVED

To defer the decision until September 2025, once a clearer picture of storage space requirements has been established.

RLA JUNE 2025 ITEM 8**EVENT APPLICATIONS**

Members considered the following applications to hold events on Council land:

Fleet Infant School Family Fun Day	Oakley Park	7 September 2025
Oakley Park Summer Fete	Oakley Park	19 July 2025

RESOLVED

Members approved both events.

RLA JUNE 2025 ITEM 9**MEMORIAL BENCH INSCRIPTION**

At this Committee's previous meeting a request to install a bench at Calthorpe Park was approved but the inscription proposed was rejected as it was not policy compliant. Since then, a request to make a one-off exception has been made as the applicants would like the inscription to reflect the important role Mr Barrell played in the Fleet & District Carnival. The requested inscription is a reduction from the original application.

In memory of Anthony Barrell of the Fleet & District Carnival from 1989 - 2023.

RESOLVED

Members approved the following inscription - Anthony Barrell of the Fleet & District Carnival from 1989 - 2023.

RLA JUNE 2025 ITEM 10**CALTHORPE PARK – GATE**

Fleet Town Council had received several requests via social media to review the gated access to Calthorpe Park from Merivale, with the aim of improving accessibility for wheelchair users and those with pushchairs. In response, officers explored potential solutions and presented a range of options to the public through an online survey.

The majority of survey responses supported enhanced access for pedestrians, wheelchair users, and pushchairs, while expressing strong opposition to unrestricted vehicle access, citing safety concerns—particularly for children who may run past the current single bollard directly into the road.

A donation of £2,698.59 from the dissolved Friends of Calthorpe Park group is available to be allocated to this project. The total cost of the recommended solution is £3,234 + VAT, resulting in a shortfall of £536 (excluding VAT), which will be funded from the Grounds Maintenance budget.

RESOLVED

Members approved the purchase and installation of a new gate, including a kissing gate, at Calthorpe Park to enhance pedestrian safety and accessibility.

RLA JUNE 2025 ITEM 11**ANCELLS FARM PARK – PLAYGROUND SURFACING**

Members of the Parks and Open Spaces Working Group met on 28th April to consider a range of improvement works, including the condition of the playground at Ancells Farm Park.

The play area has become increasingly muddy, particularly during wet weather, rendering it difficult to use and significantly reducing accessibility and enjoyment for children and families. As a result, Members discussed the potential to improve the surface under and around the play equipment.

Officers approached three companies for quotations. At the time of issuing the agenda, only one quotation had been received. However, since then a second quote was received (FOSM to circulate to members).

RESOLVED

- a) Members requested that further quotes be sought.
- b) Members authorised the Executive Officer to commence a PWLB application for this capital purchase.

RLA JUNE 2025 ITEM 12**ANCELLS FARM COMMUNITY CENTRE – CARPET REPLACEMENT**

Members noted options for replacing the flooring at Ancells Farm Community Centre and the quotes for those options from two contractors (third contractor did not respond).

RESOLVED

Members approved the quote from Contractor A for Carpet Tiles at a cost of £2,480. Contractor A was subsequently revealed to be Carpet & Flooring Co.

RLA JUNE 2025 ITEM 13**THE VIEWS SKATEPARK – TENDER BRIEF**

Members considered the Tender Brief outlining the proposed replacement of the skate park at The Views. The brief includes the scope of works, desired outcomes, and the project's key requirements. This redevelopment aims to provide a modern, inclusive, and durable facility that meets the needs of local users, promotes active lifestyles, and enhances the overall appeal of the park.

Members requested the following amendments to the brief:

- 6.1 be amended to read 'up to three'
- 6.6 to be amended to read 'Maintenance requirements, aftercare and warranty periods'
- 9.6 to be deleted in its entirety

Members noted that as the contract value over £213,477, the Council is required to conduct a full open tender.

RESOLVED

- Members approved the amended Tender Brief for the Supply and Installation of a new Skate Park.
- Members authorised the Facilities and Open Spaces Manager to commence the tender process with contractors' prequalification form to be used.

RLA JUNE 2025 ITEM 14

SENSORY HERB GARDEN AT BASINGBOURNE PARK

Members considered the updated proposal, and the two location options put forward for a sensory herb garden at Basingbourne Park, along with feedback from the Friends of Basingbourne Park.

RESOLVED

That the Committee does not support the installation of a sensory herb garden at either of the proposed locations within Basingbourne Park but encourages the Spaces for Nature group to explore alternative sites for the initiative, such as Calthorpe Park, in consultation with relevant stakeholders.

RLA JUNE 2025 ITEM 15

BASINGBOURNE PARK – INSTALLATION OF NATURE BRASS RUBBING POSTS

Members considered a proposal from the Friends of Basingbourne Park to install up to 15 nature-themed brass rubbing posts throughout the woodland and heathland glades of Basingbourne Park.

Members noted that ongoing maintenance of the posts would be the Council's responsibility.

RESOLVED

Members approved the installation of up to 15 nature-themed brass rubbing posts at Basingbourne Park.

RLA JUNE 2025 ITEM 16

ROYAL BRITISH LEGION TOMMY SILHOUETTES

Members considered a community campaign being run jointly by Church Crookham and Fleet Men's Shed and the Fleet Branch of the Royal British Legion to replace and expand the display of the RBL "Tommy" silhouettes around Fleet and Church Crookham.

RESOLVED

While supportive of the initiative, permission for this campaign would need to be given by Hampshire Highways.

RLA JUNE 2025 ITEM 17

REQUEST FROM RESIDENT – FENCE REPLACEMENT ADJACENT TO CEMETERY

Members considered a request from a resident of Loxwood Avenue regarding damage to their rear garden fence, which backs onto the cemetery. The resident, who moved into the property around May 2024, reported that branches from cemetery trees had previously fallen and damaged the fence. While the debris has since been cleared, the resident is now seeking to discuss potential replacement of the affected fence panels.

It was noted that the tree in question had fallen many years ago but had been obscured by ivy, making it difficult to detect until recent clearance works took place.

Members agreed that, unless the Council had been negligent in failing to address a known issue, the tree falling would be regarded as an Act of God, and any resulting damage should be

addressed through the resident's own insurance. Members also noted that the issue pre-dated the current resident's ownership of the property and should therefore have been raised as part of the purchase process.

RESOLVED

That the Executive Officer be authorised to respond to the resident's letter, confirming the Council's position.

RLA JUNE 2025 ITEM 18

CEMETERY MEMORIALS

Members considered the Council's current Memorials Policy and its application to memorial benches and trees within the Cemetery. Section 8 of the Cemetery Policy requires approval from the Council for all memorials, including submission of detailed plans prior to production; however, this clause does not explicitly address memorial benches or trees. Custom and practice has seen the Cemetery Clerk approving or refusing such applications and determining their placement within the grounds.

A recent audit by the Chairman of the Council identified that 21 memorial benches are currently installed in the Cemetery.

RESOLVED

- a) That no further memorial benches or memorial trees be permitted for installation within the Cemetery.
- b) That residents be permitted to plant shrubs or rose bushes within existing beds as an alternative.

RLA JUNE 2025 ITEM 19

THE VIEWS PLAYPARK

Members received an update on the progress of The Views playpark project.

Members expressed a preference for any proposed scheme to make use of the existing slope within the park and to include seating for parents and carers.

RESOLVED

Members noted the update and requested the Facilities and Open Spaces Manager to draft a tender brief for the project. The brief should specify a project budget rather than detailed equipment requirements and invite up to three design proposals.

RLA JUNE 2025 ITEM 20

ANCELLS FARM COMMUNITY CENTRE- NEW KITCHEN

Members noted that the Ancells Farm Community Centre Kitchen needs to be replaced and that Officers will be seeking quotations to put to Members for inclusion in the 2026/27 budget.

RLA JUNE 2025 ITEM 21

BASINGBOURNE PAVILION CEILING

Members noted that the Council's insurers have offered a settlement of £2,069.05 (net of the £250 excess and inclusive of VAT) in respect of the damage to the ceiling at Basingbourne Pavilion. The settlement will allow the necessary repair works to be undertaken within the existing budget allocation.

RLA JUNE 2025 ITEM 22

ANNOUNCEMENTS

Members were asked to respond to the Communications Officer request to do promotional videos on the Council's parks.

RLA JUNE 2025 ITEM 23

FUTURE EVENTS

Members noted future events taking place on Council property, as detailed on the table below.

Oakley Brass Band	29 th June 2025	Oakley Park
Fleet Carnival	5 th July 2025	Calthorpe Park & High Street
Scam Jam	24 th July – August 2025	The Views
Lions Beerfest	2 nd August 2025	The Harlington
Music on The Views	30 th August 2025	The Views
Fireworks Fiesta	1 st November 2025	Calthorpe Park

RLA JUNE 2025 ITEM 24

DATE AND TIME OF NEXT MEETING

The next meeting of the Recreation, Leisure and Amenities Committee will be held on Wednesday 17th September 2025, 7pm at The Harlington.

Members agreed to extend the meeting for a further 15 minutes to address the remaining agenda item.

CONFIDENTIAL ITEMS – CLOSED SESSION

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

CEMETERY FEES – DISPUTE REGARDING RESIDENCY STATUS AND COMMUNICATION

Members considered a report on a dispute regarding residency status and communication.

The Executive Officer, in consultation with Councillors Einchcomb, Woods and Schofield, decided as a one-off exception due to the particular circumstances to grant the discounted rate for this burial. Members noted the Executive Officers' use of delegated authority in this matter.

RESOLVED

- a) That the Cemetery Clerk and Executive Officer be requested to review and amend the Cemetery Price List and bring it back to this Committee or to Full Council, whichever meets soonest, for approval.
- b) That the Executive Officer draft a letter to go to the Church Crookham and Elvetham Health parish councils requesting they consider contributing to the upkeep of the cemetery and in return their residents would be granted the discounted prices.

The meeting closed at 10:06pm.

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

Chairman

Fleet Town Council Current Year

Bank - Cash and Investment Reconciliation as at 31 May 2025

<u>Confirmed Bank & Investment Balances</u>			
<u>Bank Statement Balances</u>			
31/05/2025	HSBC	573,141.22	
31/05/2025	Petty Cash	0.16	
31/05/2025	HSBC Savings	812,812.31	
31/05/2025	Public Sector Deposit Fund	3,024,735.00	
31/05/2025	Nationwide Deposit Account	410,584.23	
			4,821,272.92
<u>Other Cash & Bank Balances</u>			
			1,720.00
			4,822,992.92
<u>Unpresented Payments</u>			
			16,519.21
			4,806,473.71
<u>Receipts not on Bank Statement</u>			
			0.00
Closing Balance			4,806,473.71
<u>All Cash & Bank Accounts</u>			
1	Bank Current/Deposit Account	498,095.07	
2	Petty Cash - FTC	0.16	
3	HSBC Savings Account	812,812.31	
4	CCLA Pub Sector Deposit Fund	3,024,735.00	
5	Nationwide deposit account	410,584.23	
Other Cash & Bank Balances		1,720.00	
Total Cash & Bank Balances			4,747,946.77

SUBJECT: INVESTMENT AND CURRENT ACCOUNTS

Account balances for Fleet Town Council as at 31 May 2025

Account	Funds	Interest Rate	Comment
HSBC Current Bank Account, Account No: 61539272	£573,141.22		
HSBC Savings Account, Account No: 91620886	£812,812.31	1.72% Per annum	Interest paid into HSBC Savings account each month.
Nationwide Building Society, Business Instant Saver, Account No: 900041402	£410,584.23	2.90%	Interest paid into Nationwide current account. Business 35 Day Saver, interest paid monthly
CCLA Investment Management Ltd, Public Sector Deposit Fund, Account No.: 0662920001	£3,024,735.00	4.41% Per annum	Interest paid into HSBC current account, monthly.
TOTAL	£ 4,821,272.76		

Please note:

Interest received on 30 May 25 into Nationwide account:
Nationwide

£1,008.79

Interest received on 3 June 25 into HSBC Current account:
CCLA

£11,127.45

Interest received on 25 May into HSBC Savings account:
HSBC Savings

£1,162.11

Recommendation

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

Date: 12/06/2025

Fleet Town Council Current Year

Page 1

Time: 11:08

Cashbook 1

User: SM

Bank Current/Deposit Account

Payments made between 01/05/2025 and 31/05/2025

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/05/2025	Hart District Council - DD	dd862	210.00	210.00		500			Business Rates 25/26
01/05/2025	Hart District Council - DD	dd863	1,634.00	1,634.00		500			Business Rates 25/26
01/05/2025	Hart District Council - DD	dd864	119.00	119.00		500			Business rates 25/26
06/05/2025	BACS P/L Pymnt Page 2663	BACS Pymnt	71,080.64	71,080.64		500			BACS P/L Pymnt Page 2663
06/05/2025	Castle Water Limited	dd865	128.86	128.86		500			water 1/2-31/3/25
07/05/2025	Booker Limited	dd866	128.89	128.89		500			Purchase Ledger DDR Payment
09/05/2025	Sage UK Ltd	dd867	53.40	53.40		500			Sage payroll 6/5-5/6
09/05/2025	Information Commissioner's Off	dd868	73.00	73.00		500			Data Protection ICO 2025/26
14/05/2025	Fleet Town Council	DD	4,034.75			516		4,034.75	L&G Pension May 25
15/05/2025	Xero (UK) Ltd	dd869	0.96	0.96		500			Accts software 13/5-12/6/25
15/05/2025	HSBC	dd870	2,488.09	2,488.09		500			Credit card Apr 25
15/05/2025	Payment Sense Ltd	dd871	184.36	184.36		500			Card charges 1/4- 30/4/25
15/05/2025	Payment Sense Ltd	dd872	26.16	26.16		500			Card charges 1/4- 30/4/25
15/05/2025	HSBC	dd873	92.91	92.91		500			Purchase Ledger DDR Payment
16/05/2025	Fleet Town Council	BACS	142.28			516		142.28	LGPS Pension May 25
16/05/2025	NPower - Direct Debits	dd874	51.46	51.46		500			credit elec 1/4- 30/4/24
16/05/2025	NPower - Direct Debits	dd875	27.86	27.86		500			credit elec 1/9- 30/9/24
16/05/2025	Total Energies	dd876	57.79	57.79		500			gas 28/2-31/3/25
16/05/2025	Total Energies	dd877	3,997.92	3,997.92		500			gas 28/2-31/3/25
16/05/2025	Total Energies	dd878	329.23	329.23		500			gas 28/2-31/3/25
16/05/2025	NPower - Direct Debits	dd879	43.89	43.89		500			credit elec 1/9- 30/9/24
16/05/2025	NPower - Direct Debits	dd880	33.15	33.15		500			elec 1/3-31/3/25
19/05/2025	Global Payments - Direct Debit	dd881	518.91	518.91		500			card charges 1/4- 30/4/25
20/05/2025	Fleet Town Council	BACS	31,674.68			520		31,674.68	Payroll May 25
20/05/2025	BACS P/L Pymnt Page 2673	BACS Pymnt	24,801.78	24,801.78		500			BACS P/L Pymnt Page 2673
20/05/2025	Central Computer Management Lt	dd882	49.20	49.20		500			min charge payroll
20/05/2025	Castle Water Limited	dd883	77.84	77.84		500			water bas 1/4- 30/4/25
20/05/2025	Booker Limited	dd884	22.74	22.74		500			Purchase Ledger DDR Payment
Subtotal Carried Forward:			142,083.75	106,232.04	0.00			35,851.71	

Date: 12/06/2025

Fleet Town Council Current Year

Page 2

Time: 11:08

Cashbook 1

User: SM

Bank Current/Deposit Account

Payments made between 01/05/2025 and 31/05/2025

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
20/05/2025	Castle Water Limited	dd885	74.36	74.36		500			water afcc 1/4-30/4/25
20/05/2025	Castle Water Limited	dd886	1,094.04	1,094.04		500			water har 1/4-30/4/25
21/05/2025	Croner Group Ltd	dd887	408.98	408.98		500			H&S/HR May 25
21/05/2025	Castle Water Limited	dd888	31.84	31.84		500			water anc pav 1/4-30/4/25
23/05/2025	Payment Sense Ltd	dd889	113.94	113.94		500			card charges 1/4-30/4/25
23/05/2025	Payment Sense Ltd	dd890	17.88	17.88		500			card charges 1/5-31/5/25
23/05/2025	BOC Ltd	dd891	206.24	206.24		500			gas
27/05/2025	BACS P/L Pymnt Page 2680	BACS Pymnt	16,519.21	16,519.21		500			BACS P/L Pymnt Page 2680
29/05/2025	Focus 4 U Ltd	dd892	197.89	197.89		500			service charges 1/5-30/6/25
29/05/2025	Vodafone Limited	dd893	43.83	43.83		500			Purchase Ledger DDR Payment
29/05/2025	HSBC	dd894	50.73	50.73		500			bank charges 8/4-7/5/25
30/05/2025	Global Payments - Direct Debit	dd892	46.22	46.22		500			bank/card charges 1/4-30/4/25
Total Payments:			160,888.91	125,037.20	0.00			35,851.71	

Purchase Ledger for Month No 2

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
25/04/2025	HAR009		CHRIS ALDEN	ALDEN	1,050.00	0.00	1,050.00	547	0	350.00	engineer
								549	0	700.00	engineer
22/05/2025	HAR010		CHRIS ALDEN	ALDEN	100.00	0.00	100.00	608	0	100.00	GLC 20/6/25
01/05/2025	BFF1668/002(7731 4943		BFF	BFF	22,406.00	4,481.20	26,887.20	4559	160	22,406.00	architec services
31/05/2025	3083176108		BOC	BOC	198.66	39.73	238.39	4700	201	198.66	gas delivery
28/04/2025	0195260		BOOKER	BOOKER	107.41	21.48	128.89	4700	201	61.43	bar supplies
								4710	201	38.99	bar supplies
								4152	204	6.99	bar supplies
15/05/2025	0198021		BOOKER	BOOKER	18.95	3.79	22.74	4700	201	11.96	bar supplies
								4152	204	6.99	bar supplies
04/05/2025	BB03		BOOTLEG BLONDIE	BOOTLEGBLO	1,400.00	0.00	1,400.00	614	0	1,400.00	performance 16/5
06/05/2025	10006297816		CASTLE WATER DD	CASTLEWADD	63.99	4.48	68.47	4115	310	63.99	water cal 1/4-30/4/25
06/05/2025	10006318356		CASTLE WATER DD	CASTLEWADD	67.39	6.97	74.36	4115	205	67.39	water afcc 1/4-30/4/25
06/05/2025	10006322174		CASTLE WATER DD	CASTLEWADD	71.16	6.68	77.84	4115	320	71.16	water bas 1/4-30/4/25
06/05/2025	10006333804		CASTLE WATER DD	CASTLEWADD	987.98	106.06	1,094.04	4115	204	987.98	water har 1/4-30/4/25
07/05/2025	10006360971		CASTLE WATER DD	CASTLEWADD	21.62	0.00	21.62	4115	350	21.62	water cem 1/4-30/4/25
07/05/2025	10006374852		CASTLE WATER DD	CASTLEWADD	29.25	2.59	31.84	4115	208	29.25	water anc pav 1/4-30/4/25
01/05/2025	Z001981		CBS	CBS	742.67	148.53	891.20	4170	204	742.67	maint contract may 25
01/05/2025	Z002000		CBS	CBS	992.00	198.40	1,190.40	4170	204	992.00	maint contract may 25
01/05/2025	Z002001		CBS	CBS	155.00	31.00	186.00	4170	204	155.00	maint contract may 25
30/04/2025	P774363		CHAMBERS	CHAMBERS	102.45	20.49	122.94	4155	350	102.45	recycling/waster April 25
30/04/2025	P774364		CHAMBERS	CHAMBERS	246.95	49.39	296.34	4156	204	56.80	waste/recycling apr 25
								4155	204	190.15	waste/recycling apr 25
31/05/2025	P779141		CHAMBERS	CHAMBERS	125.16	25.03	150.19	4155	350	125.16	waster may 25
30/04/2025	P7744365		CHAMBERS	CHAMBERS	28.80	5.76	34.56	4155	205	28.80	waste/recycle afcc apr 25
01/05/2025	INV-D-07440		CLOUDY IT	CLOUDYIT	564.20	112.84	677.04	4484	101	378.20	IT and Phone support
								4440	101	186.00	IT and Phone support
14/05/2025	12APR25		COMEDY COMPANY	COMEDYCOMP	1,000.00	200.00	1,200.00	569	0	1,000.00	comedy 12/4/25

Purchase Ledger for Month No 2

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
14/05/2025	17MAY25		COMEDY COMPANY	COMEDYCOMP	1,000.00	200.00	1,200.00	570	0	1,000.00	comedy 17/5
29/04/2025	908172368		MOLSON COORS	COORS	547.08	109.42	656.50	4700	201	547.08	bar supplies
06/05/2025	908182710		MOLSON COORS	COORS	1,204.13	240.83	1,444.96	4700	201	1,204.13	bar supplies
13/05/2025	908192509		MOLSON COORS	COORS	698.72	139.74	838.46	4700	201	698.72	bar supplies
20/05/2025	908202809		MOLSON COORS	COORS	1,038.79	207.76	1,246.55	4700	201	1,038.79	bar supplies
27/05/2025	908212999		MOLSON COORS	COORS	625.27	125.06	750.33	4700	201	625.27	bar supplies
30/04/2025	INV-24547		COSMIC	COSMIC	458.33	91.67	550.00	4435	120	458.33	extra dev costs harlington
30/05/2025	INV-24687		COSMIC	COSMIC	270.00	54.00	324.00	4435	120	270.00	website updates harlington
31/05/2025	INV-24696		COSMIC	COSMIC	800.00	160.00	960.00	4435	101	800.00	annl support 1/6-31/5/26
19/05/2025	C001026652		CRONER	CRONER	344.01	64.97	408.98	4551	101	189.21	H&S/HR May 25
								4187	101	154.80	H&S/HR May 25
21/05/2025	25MAY25		DAVID MILLEN	DAVID MILL	42.43	8.49	50.92	4995	101	42.43	VE80 Cable ties
								385		-42.43	VE80 Cable ties
								6001	101	42.43	VE80 Cable ties
11/05/2025	1166		DIRESTRAITS	DIRESTRAIT	2,500.00	500.00	3,000.00	605	0	2,500.00	moeny for nothing tribute
14/05/2025	INV-05299		DTM CONTRACTORS LTD	DTM CONTR	80.00	16.00	96.00	4170	204	80.00	maint repairs
02/05/2025	2320		ELITE TRIBUTES	ELITETTRIB	4,328.82	865.76	5,194.58	610	0	4,328.82	clinton baptiste
21/05/2025	26MAY25		END EXPL SCOUTS	EXPLORERS	200.00	0.00	200.00	4995	101	200.00	ve80 scout donation
								385		-200.00	ve80 scout donation
								6001	101	200.00	ve80 scout donation
21/05/2025	2436		THE FATE GROUP	FATE	2,500.00	0.00	2,500.00	617	0	2,500.00	King king performance fee
05/05/2025	25/09		FLEETJAZZ	FLTJAZ	720.00	0.00	720.00	580	0	720.00	jazz may concert
14/05/2025	10779330		FOCUS	FOCUS	164.91	32.98	197.89	4487	205	164.91	service charges 1/5-30/6/25
12/05/2025	48		GC LIGHTING	GC LIGHTNG	165.00	0.00	165.00	605	0	165.00	lighting eng money for nothing
25/05/2025	49		GC LIGHTING	GC LIGHTNG	75.00	0.00	75.00	617	0	75.00	lighting eng king king
08/05/2025	SI910234	4959	GLASDON UK LTD	GLASDON	1,708.84	341.77	2,050.61	4202	310	569.61	bins
								4202	208	569.61	bins
								4202	320	569.62	bins
01/05/2025	30APR25		GLOBAL PAYMENTS DD	GLOBALDD	518.91	0.00	518.91	4422	201	518.91	card charges 1/4-30/4/25

Purchase Ledger for Month No 2

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
30/04/2025	50406807		GLOBAL PAYMENTS DD	GLOBALDD	38.52	7.70	46.22	4422	201	38.52	bank/card charges 1/4-30/4/25
19/05/2025	10108		GOING LIVE ENTERTAIN	GOINGLIVE	2,000.00	0.00	2,000.00	609	0	2,000.00	cheesy bingo jun 25
06/05/2025	HM-8622		HALLMASTER	HALLMASTER	175.00	35.00	210.00	4481	301	175.00	Venue licence Open Spaces
02/05/2025	58318084		HCC	HCC	64.74	12.95	77.69	4400	101	64.74	stationery
21/05/2025	3611966896		HCC	HCC	5,589.30	0.00	5,589.30	4800	110	5,589.30	Fleet Connect Contrbituion
15/05/2025	790001953		HDC	HDC	-82.50	0.00	-82.50	4110	204	-82.50	BID 1/4/21-31/3/22
14/05/2025	INV-48883		HOGS BACK	HOGSBACK	321.63	64.33	385.96	4700	201	321.63	bar supplies
07/05/2025	7MAY25		HSBC	HSBC	50.73	0.00	50.73	4420	101	50.73	bank charges 8/4-7/5/25
01/04/2025	12325064		HSBC	HSBC	177.70	0.00	177.70	4420	101	177.70	bank charges 1/1-31/1/25
01/04/2025	12394127		HSBC	HSBC	96.02	0.00	96.02	4420	101	96.02	bank charges 1/2-28/2/25
08/05/2025	CCARDAPR25		HSBC	HSBC	2,204.34	283.75	2,488.09	4481	204	9.99	CC/AR/APR25/SPOTIFY
								4481	204	1,068.00	CC/AR/APR25/HOOTSUITE
								4490	201	50.00	CC/AR/APR25/LOQATE
								4752	201	18.91	CC/AR/APR25/BARRIOKE RIDER
								4432	201	111.03	CC/AR/APR25/FACEBOOK
								4432	155	32.01	CC/AR/APR25/FACEBOOK
								4740	201	75.00	CC/AR/APR25/OFOM MICROPHONE LI
								4700	201	2.30	CC/RM/APR25/MILK
								4700	201	3.05	CC/RM/APR25/MILK
								4041	204	43.10	CC/RM/APR25/TRAINING TRAIN TIC
								4400	101	14.42	CC/CB/APR25/STATIONERY
								4455	101	6.00	CC/CB/APR25/SIM CARD
								4455	101	6.00	CC/CB/APR25/SIM CARD
								4455	101	6.00	CC/CB/APR25/SIM CARD
								4455	101	6.00	CC/CB/APR25/SIM CARD
								4187	101	6.02	CC/CB/APR25/H&S SUPPLIES
								4187	101	7.48	CC/CB/APR25/H&S SUPPLIES
								4710	201	27.62	CC/CB/APR25/BAR CONSUMABLES
								4185	204	23.81	CC/CB/APR25/COMPUTER ACC

Purchase Ledger for Month No 2

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
								4185	101	6.66	CC/CB/APR25/RT PHONE CHARGER
								4185	204	8.48	CC/CB/APR25/COMP EQUIP
								4185	301	89.37	CC/BC/APR25/PRESSURE WASHER
								4420	101	32.00	CC/CB/APR25/CARD CHARGES
								4170	204	6.08	CC/BC/APR25/GLUE GUN
								4170	205	13.81	CC/BC/APR25/WIFI POWER CABLE
								4170	205	23.37	CC/BC/APR25/GLUE CARPET TILES
								4170	205	13.82	CC/BC/APR25/CARPET GLUE
								4745	301	30.87	CC/BC/APR25/TRAINERS
								4202	310	17.94	CC/BC/APR25/SEEDS
								4486	101	3.30	CC/BC/APR25/MICROSOFT LICENCE
								4486	101	98.00	CC/BC/APR25/MICROSOFT LICENCE
								4486	101	343.90	CC/BC/APR25/MICROSOFT LICENCE
01/04/2025	4677/2025/26		INSTITUTE OF CEMET	ICCM	105.00	0.00	105.00	4481	350	105.00	Membership 2025/26
15/05/2025	INV-01485	04917	INFINITY	INFINITY	623.80	124.76	748.56	4230	315	623.80	oakley play area repair
17/05/2025	17		JOOLS WARREN	JOOLS	150.00	0.00	150.00	614	0	150.00	sound engineer
02/05/2025	APR25EXP		LOUISE ROGERS	LOUISEROGE	16.30	0.00	16.30	4400	101	16.30	april expense
19/05/2025	MAYEXP		LOUISE ROGERS	LOUISEROGE	17.73	0.00	17.73	4400	101	17.73	may expense
13/05/2025	CEM5839		MORR CO	MORR CO	3,000.00	600.00	3,600.00	4555	350	3,000.00	Registering cemetery land
08/05/2025	19213		NIGEL JEFFRIES	NIGELJEFFR	150.00	30.00	180.00	4230	315	150.00	monkey bars repair
31/05/2025	19287		NIGEL JEFFRIES	NIGELJEFFR	13,825.90	2,765.18	16,591.08	4200	208	2,325.76	grnds maint may 25
								4200	301	1,472.10	grnds maint may 25
								4200	310	3,955.58	grnds maint may 25
								4200	315	2,108.56	grnds maint may 25
								4200	320	1,793.10	grnds maint may 25
								4200	325	742.96	grnds maint may 25
								4200	350	1,113.75	grnds maint may 25
								4200	330	314.09	grnds maint may 25
01/05/2025	IN09243332		NPOWER	NPOWER	22.69	1.18	23.87	4122	310	22.69	elec cctv 1/11-30/11/23

Purchase Ledger for Month No 2

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
01/05/2025	IN12564530		NPOWER	NPOWER	12.17	2.43	14.60	4122	310	12.17	elec cctv 1/1-31/1/25
01/05/2025	IN12741344		NPOWER	NPOWER	10.71	2.14	12.85	4122	310	10.71	elec cctv 1/2-28/2/25
16/04/2025	IN12977290		NPOWER	NPOWER	5.62	1.12	6.74	4122	310	5.62	elec cctv 1/3-31/3/25
16/05/2025	IN13149020		NPOWER	NPOWER	23.74	4.75	28.49	4122	310	23.74	elec cctv 1/4-30/4/25
16/05/2025	IN13151805		NPOWER	NPOWER	2,819.84	563.97	3,383.81	4122	204	2,819.84	elec 1/4-30/4/25
16/05/2025	IN13086780		NPOWER DD	NPOWERDD	189.99	9.50	199.49	4122	205	189.99	elec 1/2-28/2/25
16/05/2025	IN13088890		NPOWER DD	NPOWERDD	110.88	5.54	116.42	4122	205	110.88	elec 1/3-31/3/25
16/05/2025	IN13191096		NPOWER DD	NPOWERDD	122.85	6.14	128.99	4122	310	122.85	elec 1/4-30/4/25
16/05/2025	IN13191097		NPOWER DD	NPOWERDD	45.04	2.25	47.29	4122	315	45.04	elec 1/4-30/4/25
16/05/2025	IN13191099		NPOWER DD	NPOWERDD	36.33	1.82	38.15	4122	320	36.33	elec 1/4-30/4/25
16/05/2025	IN13191127		NPOWER DD	NPOWERDD	35.35	1.77	37.12	4122	208	35.35	elec 1/4-30/4/25
16/05/2025	IN13191128		NPOWER DD	NPOWERDD	117.55	5.88	123.43	4122	205	117.55	elec 1/4-30/4/25
09/05/2025	3951		NPTREEMANAGE	NPTREE	2,580.00	516.00	3,096.00	4250	320	2,580.00	priority 2 tree works
15/05/2025	3955	4973	NPTREEMANAGE	NPTREE	2,270.00	454.00	2,724.00	4250	310	2,270.00	priority 3 tree work
09/05/2025	6149658		PAYMENTSSENSE	PAYMENTSSEN	14.90	2.98	17.88	4422	201	14.90	card charges 1/5-31/5/25
09/05/2025	6149659		PAYMENTSSENSE	PAYMENTSSEN	94.95	18.99	113.94	4422	201	94.95	card charges 1/4-30/4/25
31/05/2025	MAY25		PAYMENTSSENSE	PAYMENTSSEN	178.18	0.00	178.18	4422	201	178.18	card charges 1/5-31/5/25
31/05/2025	002139		CHCLEANING	PRIMA	2,436.70	487.34	2,924.04	4150	204	2,436.70	cleaning 1/5-31/5/25
31/05/2025	002140		CHCLEANING	PRIMA	694.05	138.81	832.86	4150	205	694.05	cleaning 1/5-31/5/25
31/05/2025	002141		CHCLEANING	PRIMA	424.05	84.81	508.86	4150	204	424.05	cleaning 1/5-31/5/25
31/05/2025	002142		CHCLEANING	PRIMA	127.05	25.41	152.46	4150	315	127.05	cleaning 1/5-31/5/25
31/05/2025	02143		CHCLEANING	PRIMA	64.05	12.81	76.86	4150	310	64.05	cleaning 1/5-31/5/25
31/05/2025	002144		CHCLEANING	PRIMA	127.05	25.41	152.46	4150	320	127.05	cleaning 1/5-31/5/25
31/05/2025	002145		CHCLEANING	PRIMA	141.75	28.35	170.10	4150	208	141.75	cleaning 1/5-31/5/25
19/05/2025	19/5/25		PRINCESTONES	PRINCESTON	95.00	0.00	95.00	4936	350	95.00	ashes interment
31/05/2025	62235		PRONTAPR	PRONTA	11,340.97	0.00	11,340.97	4432	201	9,747.97	whats on guide
								4433	201	1,593.00	whats on guide
06/05/2025	GB-00611687		SAGE	SAGE	44.50	8.90	53.40	4550	101	44.50	Sage payroll 6/5-5/6
30/05/2025	30/5		SAM JOLLIFFE	SAM JOLLIF	686.40	0.00	686.40	618	0	686.40	dumb waiter ticket split

Purchase Ledger for Month No 2

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
01/05/2025	INV-18418		SG POS	SGPOS	70.00	14.00	84.00	4728	201	70.00	web services may 25
30/05/2025	MAYEXP		SIAN TAYLOR	SIAN	20.25	0.00	20.25	4041	350	20.25	may 25 expense
01/05/2025	L4L-E182062		SMART CHOICE	SMART	301.18	60.24	361.42	4185	101	301.18	Ancells Remote lock and instal
09/05/2025	3969		SOUTHEASTBLOOM	SSEAST	645.00	0.00	645.00	4225	208	60.00	entry fee for in bloom 25
								4225	301	165.00	entry fee for in bloom 25
								4225	310	85.00	entry fee for in bloom 25
								4225	315	120.00	entry fee for in bloom 25
								4225	320	120.00	entry fee for in bloom 25
								4225	350	95.00	entry fee for in bloom 25
22/05/2025	SP25002390		ST JOHN AMBULAN CE	STJOHN	25.00	5.00	30.00	4995	101	25.00	ve80 first aid
								385		-25.00	ve80 first aid
								6001	101	25.00	ve80 first aid
31/05/2025	25050075		TICKETSOLVE	TICKETSOLV	742.42	0.00	742.42	4490	201	742.42	ticket sale costs may 25
13/05/2025	376791926/25		TOTAL ENERGIES DD	TOTENGDD	1,351.65	270.33	1,621.98	4120	204	1,351.65	gas har 31/3-30/4/25
13/05/2025	376791937/25		TOTAL ENERGIES DD	TOTENGDD	68.03	3.40	71.43	4120	208	68.03	gas 31/3-30/4/25
13/05/2025	376791981/25		TOTAL ENERGIES DD	TOTENGDD	138.83	6.94	145.77	4120	205	138.83	gas afcc 31/3-30/4/25
13/05/2025	90011385		VIMTO	VIMTO	283.42	56.68	340.10	4700	201	283.42	bar supplies
19/05/2025	446188-016		VIRGIN MEDIA	VIRGIN	181.83	36.37	218.20	4487	204	181.83	broadband Jun 25
18/04/2025	B5-690891434		VODAFONE	VODAFONE	37.08	7.42	44.50	4445	204	11.82	mobile 18/4-17/5/25
								4445	301	12.38	mobile 18/4-17/5/25
								4445	204	12.88	mobile 18/4-17/5/25
18/05/2025	B5-694444702		VODAFONE	VODAFONE	36.53	7.30	43.83	4445	204	11.82	DM mobiles 18/5-17/6/25
								4445	301	11.82	Ben mobiles 18/5-17/6/25
								4445	204	12.89	Box Office mobile 18/5-17/6/25
13/05/2025	INV-23870124		XERO	XERO	0.80	0.16	0.96	4481	101	0.80	Accts software 13/5-12/6/25
07/05/2025	544251227		ZURICH	ZUR	-170.97	0.00	-170.97	4130	101	-170.97	Ins 1/4-31/3/26 refund
07/05/2025	544253067		ZURICH	ZUR	477.99	0.00	477.99	4130	101	477.99	Ins 1/4-31/3/26

Purchase Ledger for Month No 2				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
				TOTAL INVOICES	108,075.49	15,426.68	123,502.17			108,075.49	

8. PROPOSAL FOR DELEGATED AUTHORITY – GRANT AID IN KIND (ROOM HIRE)

1. PURPOSE OF PROPOSAL

This paper proposes that the Town Clerk be granted limited delegated authority to approve Grant Aid in Kind requests specifically relating to room hire at either of the Council's community centres (The Harlington or Ancells Farm), subject to defined parameters, to allow for timely support of community-facing initiatives where formal Council approval is disproportionate to the nature or value of the request.

2. BACKGROUND

Recent community requests for use of The Harlington for low-cost, high-benefit activities—such as a police coffee morning (£60) and a multi-agency discussion on Martyn's Law (£17)—required full Council approval as the Clerk has no current authority to grant them.

During discussion at the June 2025 Full Council meeting, Members recognised the inefficiency in bringing low-value requests to Council and requested a formal proposal be brought forward to consider limited delegated powers to the Clerk for such matters.

3. PROPOSED AUTHORITY PARAMETERS

It is proposed that the Town Clerk be authorised to approve Grant Aid in Kind for use of community centre rooms under the following conditions:

- **Community Benefit:** The activity must be for demonstrable community benefit and delivered by a not-for-profit body, public service, registered charity, or constituted community group.
- **Room Hire Only:** The grant may only be used to offset the standard room hire fee. No other Harlington services (e.g., technical, staffing, equipment hire) are eligible.
- **Availability:** Grant Aid in Kind may only be applied where the room in question is not already booked by a paying customer and its allocation does not displace potential income.
- **Individual Request Cap:** No more than £75 may be granted per individual request.
- **Annual Cap:** Total value of Grant Aid in Kind awarded under this delegation must not exceed £250 per financial year.
- **Budget Allocation:** All grants made under this scheme are to be funded from the Council's existing Community Support Grants budget, currently set at £1,500 per annum.

4. ADMINISTRATION AND TRANSPARENCY

- The Clerk will maintain a register of all such awards, detailing the organisation supported, the value of the room hire granted, and the purpose of the event.
- Use of this delegated authority will be reported to the next available meeting of the Policy & Finance Committee, which has overall responsibility for grant allocations.

- The total value of Grant Aid in Kind awarded under this delegation will be monitored to ensure it remains within the annual cap.

5. RATIONALE

This limited delegated authority strikes a balance between maintaining oversight and enabling timely, responsive support to community initiatives. The low-value cap, strict eligibility criteria, and use of an existing budget ensure strong fiscal control while supporting the Council's objective of promoting community cohesion and engagement.

6. RECOMMENDATIONS

That Full Council approve the delegation of authority to the Town Clerk to approve Grant Aid in Kind for room hire at Council owned community centres as set out in this paper, with effect from 3 July 2025.

Town / Parish	Do you think that any existing parishes should be altered or abolished?	The name of the parish or parishes	Please provide further details of your proposal	Should the number of councillors on an existing council be changed?	What is the name of the council?	How many councillors should there be?	Why are you proposing this number of councillors?	Do you have any further comments on stage 1 of the Community Governance Review?
Blackwater & Hawley Town Council	not sure/don't know			No				
Blackwater & Hawley Town Council	Yes	Blackwater & Hawley Town Council, Yateley Town Council	<p>Current Blackwater & Hawley</p> <p>Blackwater & Hawley's boundary is marked by the A30, the B3013 Minley Road and the M3 up to the Rushmoor border. It then follows the Rushmoor border to Hawley Lane and returns to the A30 essentially following the line of the Blackwater River. Historically, Sun Park estate is included in the parish boundary as is the southern part of Blackwater but does not include Frogmore or Darby Green. There is also a slight deviation to cross the A331 onto Riverside Way bordering with Camberley/Frimley.</p> <p>BHTC manages Blackwater & Hawley Leisure Centre, Hawley Memorial Hall, Coffee Shop on the Green and the Blackwater Centre on the A30, it also has responsibility for a number of green spaces throughout the parish, a cemetery and a play park. The popular Coffee Shop on the Green and Inn on the Green have, over recent years, developed an identity as a community hub and this continues to build.</p> <p>Blackwater & Hawley borders Rushmoor, Camberley, Sandhurst TC, Yateley TC, Hartley Wintney PC, and Fleet TC.</p> <p>Community Cohesion & Identity The Local Government and Public Involvement in Health Act 2007 requires principal councils to have regard to the need to secure that community governance reflects the identity and interest of local communities. Cohesion issues are connected to the way people perceive how their local community is composed and what it represents. The CGR</p>	Yes	Blackwater & Hawley Town Council	If the parish boundaries change, the number of councillors should reflect the increased size of the parish	N/A	None

			<p>guidance (para 61) identifies that a key contribution to community cohesion is creating a sense of place. Changing a parish boundary could be seen as a way to strengthen the sense of community. If neighbouring areas share similar characteristics, cultures or needs, adjusting the boundaries could help foster greater unity and identity. This is particularly relevant if residents in surrounding areas feel disconnected from local governance or service provision. The CGR guidance (para 83) notes that the boundary between parishes needs to be easily identifiable – this is not currently the case as the Blackwater area is split between parishes causing confusion for residents.</p> <p>The areas of Frogmore and Darby Green are currently split from the remainder of the Blackwater postal area and may feel an improved sense of place and identity becoming part of the historical greater Blackwater area. It is presumed that the Blackwater town centre incorporating Lidl and Aldi are the major shopping areas for the historical greater Blackwater area. The long history of Blackwater provides a story that is essential to developing a sense of place and belonging. Extending the current parish boundary to the Darby Green roundabout would re-establish greater Blackwater as a community area with a common identity and allow the area to thrive.</p> <p>If the Blackwater area north of the A30 were to pass to Yateley TC, BHTC would become financially unsustainable due to the reduction in parish precept and the upkeep of existing facilities, and the community hub would be impossible.</p> <p>The BHTC parish area currently has little scope for future building as it consists predominantly of MOD land (including Gibraltar Barracks) and areas identified as SPA.</p> <p>Many of those currently attending the BHTC site are from the bordering Rushmoor area which is currently unparished.</p> <p>Over recent years the BHTC budget has substantially increased with income generated from the community hub facilities including Coffee Shop</p>					
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			on the Green and Inn on the Green. Whilst only having an electorate of 4312 (across the wards of Blackwater and Hawley & Minley) the income generated is second to Fleet with the income generated from the Harlington Centre. BHTC's aging infrastructure has led to significant increases in precept over recent years to enable essential maintenance on the Leisure Centre (built c1975) and Memorial Hall (built c1897) but is not the highest in the Hart DC area as the precept remains lower than Fleet and Hartley Wintney. An increase in electorate would enable the precept to stabilise to a more reasonable level in future years.					
Church Crookham Parish Council	No			No				I would prefer to see parish councillors appointed in a different way to prevent undue bias caused by the current process whereby most are selected for like mindedness by existing councillors
Elvetham Heath Parish Council	No			Yes	Elvetham Heath Parish Council	9	More councillors would help manage growing local issues, share the workload, and improve decision-making.	Elvetham Heath should not be warded.
Eversley Parish Council	No			No				

Eversley Parish Council	No			No				
Ewshot Parish Council	No							
Fleet Town Council	Yes	Bramshill, Dogmersfield, Greywell, Heckfield, Long Sutton, Mattingley, Rotherwick, South Warnborough, Winchfield	I believe these parishes are too small. To retain their identity, they should become a 'ward' of a neighbouring council with a councillor to represent their views.	Yes	Fleet Town Council	12	I think one councillor per 1500 electors provides sufficient representation. FTC frequently has to co-opt so operates at a lower level than stated anyway	I think there ought to be a minimum number of electors required per councillor (1500 might be too high but those with under 100 is ludicrous)
Fleet Town Council	Yes	Small parishes , based on precept should be merged	Where possible , based on Geographical closeness. to create a new meaningful entity following local govt reorg. Where not possible a small parish should be merged with closest large parish.. Unitary authorities are likely to devolve certain services and parishes need to have size as a result	Yes	This follows the merger o certain parshes	Follows merger	In view of reduced Democracy with Unitary- eg Hart ay only have 10/15 Cllrs need for strong representation at this level	Not at this stage of knowledge re LG R
Fleet Town Council	Yes	the majority of the parishes that effectively have over representation in terms of councillor per elector	With the potential for Unitary Authorities having a population of 500,000, having a lower tier with populations in the hundreds is not realistic. Very small parishes have precepts that do not allow anything but very minor works to take place. To be able to better serve their local community small, adjacent parishes should be grouped such that the electors per councillor should not be less than 500.. This still means the electors in larger parishes are disenfranchised as the representation is around 1000 per councillor	Yes	All councils where the ratio of electors to councillors is less than 500	Suggest minimum of 5	This would represent an electorate of at least 2,500 which means that the precept starts to be meaningful in terms of doing more significant local projects	No, except to say that it is important that parish councils are truly secular and not based upon the old church parish boundaries

Fleet Town Council	No			Yes	Fleet Town Council	15	To many who are not active enough	The Council Staff are key! So what ever changes are made, ALL staff jobs should be made safe!!
Fleet Town Council	Yes	Fleet church Crookham Elsenham and Crookham village	As this is one ionisation area they should be merged into one town council. This would give better finance stability being economies of scale and allow more to be achieved.	Yes	Fleet	Reduce from 3 to 2 per polling district or being to a total of 3 per ward.	As polling districts are very small and there is no need for that many people from each polling district.	The above comments would be even more relevant if merger of Fleet elvetham and Crookham parishes. In this case 3 per existing district ward would be far more sensible.
Fleet Town Council	Yes	Fleet, Church Crookham, Elvertham	Residents from these three councils use Fleet town itself, including facilities such as the Harlington, yet contribute nothing towards them. For example, last Christmas there were residents of Elvertham and Church Crookham complaining about the Christmas lights and saying Fleet Town Council should have spent more. As these residents regularly use Fleet Town they should contribute towards the facilities and upkeep.	Not sure/don't know				We need to ensure there are enough councillors to represent each area, however getting people to volunteer is an issue.
Fleet Town Council	Yes	Church Crookham, Crookham Village, Elvetham Heath and Fleet Town . Additionally, see possibility of amalgamating , without any detriment to local needs, parishes such as Long Sutton, Odiham and Warnborough Parishes. , and possibly Rotherwick with Hook.	4 separate "parish" councils for an area as small as Fleet (of which these areas are all fundamentally part) seems unnecessary. There is little discernible interests and needs between these areas, particularly between Fleet Town and Church Crookham. Seems like over representation, duplication of roles and costs. As above for other reorganisation.	Yes	Hart District Council	Approx half current numbers	Reduction of number of parishes , if reduce current by approx 10	

Fleet Town Council	No			Yes	Fleet Town Council	12	Difficulty in filling the posts and council meetings currently take too long as discussions go on to take in the views of all the councillors.	
Greywell Parish Council	not sure/don't know			Not sure/don't know			At their meeting held on 7 May 2025, Greywell Parish Council discussed the Hart Community Governance Review. At this early stage of the Local Government Reorganisation (LGR), there was not a clear conviction to propose a merger with another parish(s) – hence the earlier answer of 'Not Sure'. However, it was agreed that depending on the eventual structure and working realities of LGR, there could be scenarios whereby a merger could be an attractive or	

							essential prospect.	
Hartley Wintney Parish Council	No			Not sure/ don't know				<p>This questions is too broad to be answered effectively. There are some Councils which would benefit for more Councillors and other who work as they are. What should be easier is the process of increasing councillor numbers should the need arise. Especially given the forthcoming reorganisation and devolution. Until the 'allocation' of areas of responsibility are known its not possible to say how the parishes will best work</p>
Hook Parish Council	No			Yes	Hook Parish Council	Up to 15	<p>Since 1999 Hook has seen significant growth and now is approximately 10,000 people strong. Consequently, and after a quarter of a century, it is apposite to adjust Councillor numbers to better reflect the</p>	<p>The matter of the Community Governance Review was discussed at the Hook Parish Council meeting on 2nd April 2025. This response reflects the views of the Council, as discussed at that meeting</p>

							size of the community.	
Long Sutton Parish Council	No			No				<p>It is important to maintain representation and a degree of autonomy at parish level so that local issues can be addressed. Without parish level representation, relatively small issues which matter at a local level will either be trivialised and ignored, or will overwhelm representatives at the next level of representation. My organisation and our parish council work also well together to forge social cohesion e.g. organising celebratory events such as Queen Elizabeth's Jubilee and the Coronation of King Charles.</p>
Long Sutton Parish Council	No			No				<p>It is difficult to attract new volunteers on our PC so I don't think more would be appropriate</p>

Odiham Parish Council	Yes	Smaller village parishes with population less than 250 residents.	Response is "possibly" - If following reorganisation of parish councils more responsibility is passed down to them some of the smaller village parishes should be amalgamated in order to enable them to effectively manage their increased responsibilities. The amalgamation should be agreed by neighbouring parishes with the governance agreed.	Yes	Odiham Parish Council	12	Due to the increasing workload and village engagement and the fact that many of our councillors work full time and/or with young children.	All seats have been filled for several years and there have been more than one applicant for co-options.
Odiham Parish Council	No			Not sure/don't know				
South Warnborough Parish Council	No							I think the existing structure of parish councils acts as an effective voice for local issues, particularly in the villages within Hart whose voices could be lost in a structure with fewer, larger representative groups.

South Warnborough Parish Council	No			No				
South Warnborough Parish Council	No			Yes	South Warnborough PC	minimum of 3	Village finds it difficult to fill vacancies	Additional support may be required to support PCs where smaller number of councillors elected
South Warnborough Parish Council	No			No				
South Warnborough Parish Council	No			No				We are a parish community. We have as much in common with Upton Grey which is in a different Constituency / District as we do with neighbouring parishes. Democracy seems to be getting further and further away
South Warnborough Parish Council	not sure/don't know			Not sure/ don't know				

South Warnborough Parish Council	No			No				
South Warnborough Parish Council	No			No				
South Warnborough Parish Council	No			No				I think it's important that parishes should reflect the needs of the people in them. How can that happen if they are all squished into a few huge ones? The needs of those living in outlying areas are bound to be different to those living in a more urban environment
South Warnborough Parish Council	No			Yes	South Warnborough PC	5	Streamline process and reduce unnecessary overheads and nepotism	

South Warnborough Parish Council	No			No				
South Warnborough Parish Council	No			No				
South Warnborough Parish Council	No			No				
South Warnborough Parish Council	No			No				
South Warnborough Parish Council	not sure/don't know			No				
South Warnborough Parish Council	Yes	Crookham Village and Dogmersfield should combine; Hook and Rotherwick should combine	Crookham Village and Dogmersfield should combine as they share common infrastructure and are boundaries indistinguishable. Hook and Rotherwick should combine as they are very close together and share resources like schooling.	Yes	South Warnborough PC	4	The current PC has 3 councillors and has struggled to recruit any more. 3 is insufficient and 5 seems to be too many	Parish Clerks should be individuals from within the community and not professional administrators with a salary
South Warnborough Parish Council	No			Yes	South Warnborough PC	More than now	Because of increased responsibility and workload if Hampshire were to become a Unitary Authority / abolition of the County or District councils	

South Warnborough Parish Council	No		With devolution I anticipate that PCs will likely gain increased responsibility and workload. More Cllrs are needed					
South Warnborough Parish Council	No							
South Warnborough Parish Council	No			No			Small parish councils should have access to more funds from central government as it is impossible to raise enough money from the precept alone	
South Warnborough Parish Council	No			Yes	South Warnborough PC	5	Currently too few	No
South Warnborough Parish Council	No			No				
Winchfield Parish Council	No			No			<p>The Parish Council considers that the current establishment of five Councillors and one Clerk remains appropriate for Winchfield.</p> <p>Notwithstanding the uncertainty of how local government reorganisation in Hampshire will</p>	

								<p>impact parish and town councils by 2028, Winchfield Parish Council considers that given the unique nature of Winchfield within Hart we need to remain as a discrete parish council. We have invested heavily in preparing two consecutive Neighbourhood Plans to illustrate and sustain Winchfield's unique character within Hart.</p> <p>Winchfield Parish Council is concerned is that if Hart proceeds with the current timetable, the feedback received during the consultation may be limited or unrepresentative. Parish councils simply will not have had enough time to review, consult, and agree on any possible changes. Decision-making at the Town and Parish level is subject to legal requirements and, in cases like</p>
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								<p>this, will likely involve coordination between multiple neighbouring councils.</p> <p>We strongly recommend that a further consultation is held in Hart after Hampshire County Council submits its final proposal to the Government on devolution and local government reorganisation later this year.</p>
Yateley Town Council	No			Not sure/ don't know				<p>We are currently very well supported by various local councils, including Hart, Rushmoor, Yateley and Blackwater & Hawley. We see a lot of community spirit through our local councillors and wish for this to continue.</p>
Yateley Town Council	No			No				

Yateley Town Council	not sure/don't know			no				
Yateley Town Council	No			No				
Yateley Town Council	No			Not sure/ don't know				
Yateley Town Council	Yes	Yateley Town Council	<p>Yateley administrative area measured from Yateley Library to Frogmore(Frogmore Junior school) is 2.5 miles so large area for what is described as `Town`. Residents of Frogmore, Darby Green do not use the supermarket in Yateley instead using Blackwater supermarkets, nor Frogmore, Darby Green resident children attend Yateley schools since Frogmore well served with educational establishments. Frogmore has two green spaces: Frogmore, Darby Green playing field, so adequate for residents though part of precept being used for maintenance of Yateley Green. Other than pandemic no Yateley Town council meetings held in Frogmore, Darby Green so residents of these areas isolated from democratic process if transport not available other than car which ironic given Town Council net zero target. Blackwater and Hawley `closer to home` for residents of Frogmore, Darby Green but this council has high facilities costs compared to similar sized authority. Boundary of Yateley ideally should be altered excluding residents in Frogmore, Darby Green who then become part of Blackwater and Hawley Town Council for precept purposes.</p>	Yes	Yateley Town Council	4	<p>My proposal would withdraw two councillors serving area of Frogmore and one councillor serving Darby Green area who then will sit on Blackwater and Hawley Town Council.</p>	

Yateley Town Council	No			No			<p>It's nor always clear which Councillor is responsible for each ward in Eversley.</p> <p>I don't like the idea that a large council who is nearly £100 million in debt can merge with smaller councils and then sell their land to raise funds and clear debts.</p>	
Yateley Town Council	Yes	Eversley/Yateley/Blackwater & Hawley	<p>Alteration of the boundaries:</p> <p>On the western border of Yateley with Eversley - Mayflower drive/Crosby Gardens one half of the road is in Yateley and the other half is in Eversley – it clearly needs to be in Yateley as this seems to be a mistake.</p> <p>The eastern border of Yateley that borders Blackwater & Hawley parish this also poses an issue, as it runs through a housing estate and between houses, leaving no clear separation between. Preserve the boundary as is for now but seek to open a conversation with Blackwater and Hawley of whether a more natural border could be drawn. Any changes should be done with the consent of residents of Frogmore & Darby Green and where they feel they belong.</p>	Not sure/don't know				

Yateley Town Council	No			Not sure/don't know				<p>If boundaries change between Yateley and Eversley there is a greater risk of strategic greenfield gaps being lost as additional space gives Yateley more options for development rather than infill urban gaps (if there are any) or use brown fields or simply say "We are full"!</p> <p>Having a Neighbourhood Plan may generate CIL income for five years for a few currently needy sectors of society but at the cost of future decades of green therapy for multiple generations and a far more diverse sector of the community.</p>
Yateley Town Council	No			No				
Yateley Town Council	No			No				<p>I believe each area has distinct characteristics and to merge councils would not be beneficial.</p>
Yateley Town Council	No			No				

Yateley Town Council	No			No				
Yateley Town Council	No			Not sure/don't know				
Yateley Town Council	not sure/don't know			Not sure/don't know				
Yateley Town Council	No			No				
Yateley Town Council	Yes	Yateley Frogmore & Darby Green & Blackwater & Hawley	<p>Vision 4 Youth is a charity based in Yateley, Hampshire, that provides youth clubs and services for young people in the local community and surrounding areas. We act as a resource to support those aged 11-25 by providing advice, guidance, assistance, activities and fun.</p> <p>From our original start in Yateley, V4Y has been developing towards the east; now offering youth clubs in Darby Green. We are beginning to communicate with Hawley and Blackwater who have shown an interest in working with V4Y to support young people in their town. This feels like a natural development and reflects the interests of the community and community cohesion.</p>	No				No
Yateley Town Council	No			No				
Yateley Town Council	No			No				
Yateley Town Council	No			No				
Yateley Town Council	No			No				
Yateley Town Council	No			No				
Yateley Town Council	Yes	Yateley Town Council; Blackwater and Hawley Council	I think it MAY be more appropriate for the areas of Darby Green (and particularly Frogmore) currently in Yateley to be moved to Blackwater. They are both closer to the centre of gravity within the community of Blackwater, and their identity has never clearly matched that of Yateley where they currently reside, and from which they are divided by a gap.	No				I am more concerned with how rigid the parish boundaries (for example, between Yateley and Eversley) where the impact of one having a

								neighbourhood plan, and the other not can be severe, especially when it involves a proposed development which has more impact on the neighbouring parish. I am also concerned that there is no mechanism for exploring this in the context of the "Blackwater Valley" which crosses county and district/borough boundaries, but often has an impact at that parish level eg. Yateley and Sandhurst; Eversley and Finchampstead; Blackwater and Surrey Heath. I despair that there is no mechanism or forum for looking at the Blackwater Valley dimension as a whole.
Yateley Town Council	No			No				
Yateley Town Council	No			Not sure/don't know				
Unallocated	No			Yes	Hartley Wintney Parish Council	10	History of uncontested elections and	

							Councillor vacancies	
Unallocated	No			Not sure/ don't know				should relate to the number of residents in the parish and then be similar across the parishes depending on resident numbers.
Unallocated	No			No				

Community Governance review - Draft recommendations

Project: Community Governance Review

Consultation Period: 17 March 2025 – 16 May 2025

Responses: 73 (of which 3 unallocated to an area)

Summary

Hart is conducting this review to ensure the arrangements for towns and parishes are as effective and appropriate as possible. Councils are advised to conduct a review every 10-15 years and a Community Governance Review is due.

The review is a legal process where we review how people are represented democratically.

The review will consider town and parish councils and will also consider electoral arrangements including number of councillors. Further information on what can be considered can be found on the webpage [Community Governance Review | Hart District Council](#) along with the timetable for the review.

Feedback was invited on current arrangements during a public consultation from 17 March 2025 to 16 May 2025. 73 responses were received. The consultation was published on the:

- Council's web site
- Social media
- All Councillors including Hart District Councillors, and Hampshire County Councillors in the Hart area.
- Councillor Connect
- The MPs for North East Hampshire and the Aldershot Constituency
- All Town and Parish Council (who could then promote locally)
- Here for Hart distribution list

Following the consultation draft recommendations have been made. In preparing these draft proposals, the Council has been mindful of the initial submissions that have been received. The submissions can be viewed within the Initial Submissions 2025 document which also show the questions that were asked. The Council also has the role of balancing these submissions against the requirements and duties that are placed upon it in the Local Government and Public Involvement in Health Act 2007. In particular, the Council has a duty to ensure that community governance within its area under review reflects the identities and interests of the community in that area; and is effective and convenient.

Draft recommendations

Town/Parish	No of Responses	Recommendations
Blackwater and Hawley	2	<p>No Change</p> <p>The suggestion of moving Frogmore and Darby Green from Yateley into the Blackwater and Hawley parish has been noted.</p> <p>To keep the boundaries coterminous this change will not be made at this time. Following reorganisation the Local Government Boundary Commission (LGBC) will be reviewing all new unitary areas, at this point this suggestion can be considered. In the meantime, Hart would encourage consultation with residents who would be affected to seek their views.</p>
Bramshill	0	No Change
Church Crookham	1	No Change
Crondall	0	No Change
Crookham Village	0	No Change
Dogmersfield	0	No Change
Elvetham Heath	1	<p>Increase the number of councillors to 9 (from 7)</p> <p>A submission was received to increase the number of councillors. This is in line with the National Association of Local Councils (NALC) recommended number of councillors.</p> <p>Current arrangements: Elvetham Heath East – 3 councillors (1:510) Elvetham Heath West – 4 councillors (1:525)</p> <p>Proposed arrangements: Elvetham Heath East – 4 councillors (1:383) Elvetham Heath West – 5 councillors (1:420)</p>
Eversley	2	No Change
Ewshot	1	No Change
Fleet	8	<p>Reduce the number of councillors to 15 (from 18)</p> <p>Fleet Town Council currently has 18 councillors with an electorate of around 18,500. Some of the representations made refer to reducing the number of councillors (6 submissions), this does vary in number but the main suggestion is to reduce to between 12 and 15. The NALC suggestion for this electorate would be 22 councillors therefore the submissions made were not in line with NALCs recommended number of councillors. Considering the representations made the draft recommendation is to reduce the number to 15.</p> <p>Current arrangements: Ancells – 2 councillors (1:1046)</p>

		<p>Calthorpe – 3 councillors (1:1085) Fleet Central – 4 councillors (1:1072) Courtmoor – 3 councillors (1:922) Pondtail – 3 councillors (1:1073)</p> <p>Proposed arrangements: Ancells – 2 councillors (1:1046) No Change Calthorpe – 3 councillors (1:1085) No Change Fleet Central – 4 councillors (1:1341) Reduced by 1 Courtmoor – 3 councillors (1:1230) Reduced by 1 Pondtail – 3 councillors (1:1430) Reduced by 1</p> <p>The ratios are not as balanced as before so please do comment on the distribution.</p>
Greywell	0	No Change
Hartley Wintney	0	No Change
Heckfield	0	No Change
Hook	1	<p>Increase the number of councillors to 14 (from 12) Hook to be warded: Hook East and Hook West</p> <p>A submission was received to increase the number of councillors. This is in line with the National Association of Local Councils (NALC) recommended number of councillors.</p> <p>Hook to be warded into Hook East and Hook West. With an electorate of over 7,000 councillors would then be able to be more representative of their area and if a by-election was called this would be more economical for the parish. The wards to following the current polling district boundary.</p> <p>Current arrangements: Hook – 12 councillors (1:602)</p> <p>Proposed arrangements: Hook East – 7 councillors (1:534) Hook West – 7 councillors (1:474)</p>
Long Sutton	2	No Change
Mattingley	0	No Change
Odiham	2	<p>Increase the number of councillors to 11 (from 10)</p> <p>A submission was received to increase the number of councillors to 12. The recommendation is to increase to 11 in line with the National Association of Local Councils (NALC) recommended number of councillors.</p> <p>Current arrangements: Odiham – 6 councillors (1:372) North Warnborough – 3 councillors (1:340) RAF Station – 1 councillor (1:635)</p>

		<p>Proposed arrangements:</p> <p>Odiham – 7 councillors (1:319)</p> <p>North Warnborough – 3 councillors (1:340) no change</p> <p>RAF Station – 1 councillor (1:635) no change</p>
Rotherwick	0	No Change
South Warnborough	22	<p>No Change</p> <p>5 of the submissions made referenced the number of councillors. Either increasing, decreasing or staying the same. The minimum number of councillors recommended by NALC is 5 which is the number the parish have, the recommendation is this number stays the same.</p>
Winchfield	1	No Change
Yateley	25	<p>No Change</p> <p>The suggestion of moving Frogmore and Darby Green from Yateley into the Blackwater and Hawley parish has been noted.</p> <p>To keep the boundaries coterminous this change will not be made at this time. Following reorganisation the Local Government Boundary Commission (LGBC) will be reviewing all new unitary areas, at this point this suggestion can be considered. In the meantime, Hart would encourage consultation with residents who would be affected to seek their views.</p>

Second Stage Consultation

Further consultation will commence on the 16 June 2025 for responses on the draft recommendations with final recommendations to be submitted to Full Council later in the year. Residents and other persons or organisations wishing to make representations on the draft recommendations may do so by completing the questionnaire on our website.

RULES AND REGULATIONS FLEET CEMETERY

Policy and Finance Approved: May 2024

Reviewed: Sep 21, May 24, Jun 25

Due for next Review: June 2028

All rules where relevant apply to both the interment of remains and ashes.

1. General and Fees

1.1. The following are not permitted in the cemetery:

- Dogs, except guide dogs and other registered assistance dogs, **or those approved by the Cemetery Clerk.**
- Any person causing a disturbance or nuisance by:
 - Interfering with a burial, grave, headstone, memorial, or flowers.
 - Interfering with cemetery operations, staff, or contractors.
 - Behaving in a disorderly manner.Such persons will be asked to leave immediately. Fleet Town Council may take legal action under the Burial Act against anyone in breach.
- Bicycles, vehicles, vans, or cars, except for Blue Badge holders and contractors with express permission from the Cemetery Clerk. The speed limit within the cemetery is 5 mph.

1.2. Current fees for all burial and memorial-related matters are available on request and published on the Council's website. These are subject to annual review and may change without notice following a Council resolution.

1.3. Fees are split into three elements:

- **Exclusive Rights of Burial:** the right to bury in a specific plot.
- **Interment Fee:** a charge incurred each time the plot is opened; this covers administrative work and record-keeping.
- **Memorial Permit Fee:** permission for the owner to erect a memorial that complies with current regulations.

1.4. Pre-purchasing Exclusive Rights of Burial

The Exclusive Right of Burial may be purchased in advance for a designated plot, subject to agreement with the Council. The fee payable will be based on the rates at the time of purchase. Interment fees are payable each time the plot is opened, regardless of whether the plot was purchased in advance.

1.5. Resident and Non-Resident Fees

Standard (non-resident) fees apply to individuals not living within the Fleet Town parish at the time of death.

Reduced fees apply where:

- The deceased was a resident within the parish at the time of death (evidenced by a Council Tax bill).
- The deceased had moved to a care facility outside the parish but was previously a Fleet Town Council resident.

Note: Church Crookham and Elvetham Heath fall within the Fleet postal district but are separate parishes. As their residents do not contribute to the cemetery's upkeep via Fleet Town Council tax, they are not entitled to discounted fees.

- 1.6. Ownership of Exclusive Rights of Burial usually transfers upon the purchaser's death to the next of kin or executor. The Council must be contacted to formally arrange this transfer. A fee applies.

2. Booking a burial

- 2.1. Burial arrangements must be agreed with the Council, including plot number and location. Families may select plots in specific areas, where available.
- 2.2. A burial cannot be confirmed until the following documentation is received by the Council no later than two working days before the interment:
- A completed Notice of Interment signed by the owner(s) of the Exclusive Right of Burial.
 - A copy of the Grant of Exclusive Rights if reopening a plot (or other evidence of ownership if not available).
 - A Registrar's Certificate (Green Form), Coroner's Order for Burial, or Cremation Certificate.
- 2.3. Fees must be paid via BACS or cheque before the burial takes place. An invoice can be provided if required.
- 2.4. A Grant of Exclusive Right of Burial (grave deed) will be issued when a new plot is purchased. This deed grants burial rights but not land ownership.
- 2.5. Failure to comply with the above requirements may delay the burial. The Council accepts no responsibility for any such delays.
- 2.6. It is the responsibility of the funeral director or organiser to:
- Appoint a gravedigger approved by the Council.
 - Arrange for a minister to officiate, if desired.

3. Grave Owners

- 3.1. Owners may transfer their burial rights during their lifetime using a Form of Assignment and submitting the original Grant to the Council. A fee applies.
- 3.2. No burial may occur in a grave with existing Exclusive Rights without the written consent of the owner(s), unless one of the owners is being buried.
- 3.3. If the sole owner is deceased, a formal transfer of ownership must occur before any burial can take place. FTC recommends transferring ownership as soon as possible after death.
- 3.4. Owners must notify Fleet Town Council of any change of address.
- 3.5. All grave rights are sold for 99 years. Owners may apply for an extension at the end of this period.

4. Interments

- 4.1. It is the responsibility of the funeral director for the excavation of the grave and removal of any existing memorials or kerbstones and the replacement of same after burial.
- 4.2. All graves will be excavated and dug by a person, or persons approved by the Council. Funeral directors must advise the Council of the details – insurance and any membership of bodies, of all gravediggers prior to use.
- 4.3. Funeral directors are responsible for engaging gravediggers and for ensuring that such agents work in a responsible and safe manner and observe all Health and Safety legislation and codes of practice in force at the time of the excavation. All excavations must be shored up and,

if left unattended boarded and appropriately guarded. Lock down covers must be used if an excavation is left overnight. **All excess soil after the grave is backfilled to be placed in designated area as directed by the cemetery clerk**

- 4.4. Interment of ashes must be arranged with the Cemetery Clerk either directly, or through a funeral director, and a qualified grave digger who has been registered with the Council must be used. No person is allowed to dig into a grave and inter or scatter ashes themselves anywhere in the cemetery.
- 4.5. The levelling of a grave is the responsibility of the funeral director within 12 months after interment. Mounds can be removed by the Council as and when they think fit.
- 4.6. Only one funeral shall be permitted to take place in the cemetery at any one time.
- 4.7. The Council reserve the right to determine the position of any un-purchased or unreserved grave in the cemetery.

5. Graves

- 5.1. The grave space set aside for each person shall not exceed 9 feet long by 4 feet 6 inches wide (2.75m x 1.37m).
- 5.2. Only coffins and ashes containers made of biodegradable materials will be allowed, (non-biodegradable in Sanctum Vaults), irrespective of whether the previous interments in the plot (allowed prior to September 2021) were in other materials.
- 5.3. No part of the coffin shall be at a depth less than 3 feet 3 inches (1.0m) below the level of the surface of the ground adjoining the grave.
- 5.4. For burials in a grave in which an interment has already taken place, grave diggers shall ensure the new coffin is effectively separated from any other coffin previously placed and remaining in the ground by means of a layer of earth not less than 6 inches (150mm) in depth.
- 5.5. No person shall disturb any interred human remains or remove any soil.
- 5.6. The family are responsible to remove any flowers from the grave once they have died.

6. Lawn Cemetery

- 6.1. Part of the cemetery has a lawn style layout (plots 2058 to 2322 inclusive) - this means that only headstones are allowed and the grass around them is kept mown. Ornaments and flowers are only permitted in suitable containers **that fit on the headstone base** or the concrete plinth supporting the headstone.
- 6.2. The planting of flowers, trees or shrubs is not permitted on the grave space, nor is the placing of ornaments or fencing. Any unauthorised ornaments or flowers etc will be removed without notice and placed in the central shelter for collection.**
- 6.3. Flowers are permitted on the grave at the time of the interment, however, they should be removed within 3 weeks or when they die. The Council reserve the right to remove any flowers at any time if they become unsightly or interfere with any other grave space.

7. Ashes plots within the Cemetery

- 7.1. Cremated remains may be interred in a grave space or a dedicated ashes plot.

- 7.2. The only memorial permitted in the dedicated ashes plot is a tablet and for plots AP0092 to AP0297 the tablet should measure no more than 14 inches x 14 inches x 2 inches (350mm x 350mm x 50mm). A slight slope to the top of the tablet to assist water to run off is permitted.
- 7.3. Flowers and ornaments are permitted as long as they do not extend beyond the edge of the tablet and the family are responsible to remove any flowers once they have died. The council reserves the right to remove any object encroaching on adjacent plots.
- 7.4. Scattering of ashes – only ministers or funeral directors are permitted to scatter ashes on behalf of the family and only in the area designated by the Cemetery Clerk. No member of the public is allowed to do this on their own and no ashes may be scattered on top of graves.

8. Memorials

- 8.1. All memorials are subject to the approval of the Council. **The Memorial application form must be completed and signed by the owner of the exclusive rights of burial.** A drawing showing the description, form and size of every memorial and a copy of the proposed inscription and its position on the memorial must be submitted to the Council for approval prior to production. All memorials will bear the plot number of the grave **and the name of the stonemason on the rear.** **Following approval the Council will issue a permit to the stonemason to proceed.**
- 8.2. All memorials must be installed or re-fixed in accordance with the current BRAMM specifications in accordance with BS8415. All stonemasons working in the cemetery must provide the Cemetery Clerk evidence of registration with BRAMM or NAMM **and public liability insurance.** A digital photograph of the installed memorial must be forwarded to the Cemetery Clerk.
- 8.3. All memorials shall be erected and remain the sole responsibility of the owner(s). The Council shall not be responsible for any damage which may occur unless caused by the Council or its agents nor for repairing the fixing following failure identified during memorial testing. All materials of every description on private graves must be kept in reasonable repair and in good order at the expense of the owner(s). When in the opinion of the Council a memorial or grave represents a danger to other members of the public, the matter may be dealt with by the Council as they think fit. The owner(s) will be notified of the action taken, at their last known address.
- 8.4. The Council reserves the right to make safe any memorial which, in the opinion of the Cemetery Clerk, represents an immediate danger to the public without further reference to the owner(s) of the Memorial in order to protect the safety of visitors to the cemetery. Inspections into the safety of all memorials shall be made by the Council. Fleet Town Council are required by law to carry out inspections on memorials every 5 years, to ensure that they are in a good and stable condition.
- 8.5. Kerb stones will only be permitted in prescribed sections of the burial ground. Kerb stones will not be allowed under any circumstances in the lawned area.
- 8.6. All memorials including inscriptions shall be completed before they are admitted into the burial ground, and no work of any kind thereon, apart from that of fixing and cleaning, will be allowed in the cemetery.
- 8.7. Masons or other persons employed in fixing memorials in the cemetery will be required to remove all spare soil **to the designated location**, and to clean up the ground carefully after completing their work. They will be held responsible for any damage caused by them either to the ground or memorials erected within the cemetery and charged accordingly with the cost of repairing such damage. The Council reserves the right to remove any memorial not erected in a workmanlike manner.
- 8.8. Headstones will not exceed **30 inches (762mm)** in height in the lawn cemetery (**plots 2058 to 2322**) and **47.2 inches (1200mm)** in height in all other full grave areas. The base should not exceed **30 inches (762mm)** wide x **18 inches (457mm)** deep. Kerbsets should not exceed **6 foot 6 inches (1982mm)** long x **47.2 inches (1200mm)** high. Kerbsets are not allowed in the lawn

cemetery – **plots 2058 to 2322 inclusive**. Ashes plot memorials will be horizontal and not exceed **14 inches x 14 inches x 2 inches** - a slight slope is permitted to allow water to run off.

- 8.9. Whilst the responsibility for general safety lies with the burial authority, the owner of the memorial is responsible for maintaining the memorial in a good and safe condition and ensure that the masons erect them in accordance with current standards (BS 8415).

9. Grave Maintenance

- 9.1. Shrubs, plants or flowers may, subject to the approval of Fleet Town Council, be planted on any grave. Maintenance for the grave space is the responsibility of the family.
- 9.2. Conifers or any plants or shrubs higher than 4 feet are not permitted. Fleet Town Council reserves the right to prune, cut down or dig up and remove any of the shrubs, plants or flowers any time when, in its opinion, the same have become unsightly, overgrown or interfere with any other grave space.
- 9.3. Flowers and wreaths may be placed on the grave but once they have died, will be removed at the discretion of the Town Council's representative. Plastic flowers and cellophane wrapping are discouraged and will be removed when neglected or become unsightly.
- 9.4. Items of plastic or glass, wire, chains, plastic fences are not permitted and will be removed by the Town Council's representative without notice.
- 9.5. If the grave is left as grass, ornaments and other tributes should be placed on the headstone base to ensure the grave is clear for grass cutting. A maximum of two flower containers are permitted on the headstone base.
- 9.6. Loose ornaments and any other items that are impeding upon the ongoing maintenance or affecting another plot will be removed without notice and placed in the central shelter for collection.
- 9.7. Loose chippings are not permitted inside kerb sets as these can be disturbed by wild animals and could cause a health and safety issue for maintenance workers using machinery.
- 9.8. The Town Council reserves the right to level and sow with grass seed any mounded grave, as it considers necessary, which has fallen into neglect.

10. Benches and Trees

- 10.1. New benches, personal beds or planting of trees are no longer permitted in the cemetery as the limit has been reached.
- 10.2. Plant memorials will only be permitted in existing beds and with agreement of the Cemetery Clerk

11. Garden of Remembrance

The Garden of Remembrance has a range of memorial options and is only suitable for cremated remains

11.1. Sanctum 2000 Vaults

Sanctum Vaults can be leased for the cremated remains of up to 2 people which must be in a non-biodegradable container. They can be leased for 25 or 50 years after which time; the lease can be extended. If the council are unable to contact the family 6 months after the end of the lease, the ashes may be moved from the vault and buried in our dedicated area.

The inscribed tablet will remain the property of the family however the Sanctum Vault is the property of Fleet Town Council.

No items that may damage the granite are allowed on the Vaults

11.2. Kerb Blocks

Situated around the pathways of the Garden of Remembrance and can be leased for 25 years after which time the lease can be extended. Ashes can be interred loose behind the block

11.3. Roses and Plant Memorials

A Rose bush can be leased for 15 years as just a memorial with the option to extend after the end of the lease

Cremated remains can be interred in dedicated rose and plant beds. No new beds are permitted.

11.4. Mushrooms – memorials for children

Tablets on the mushrooms can accommodate a small inscription

For full details of all available options in the Garden of Remembrance, please see brochure – Information on Graves and Memorials at Fleet Cemetery

The Council may from time to time make any alterations, additions or amendments to the Rules and Regulations.

Fleet Cemetery Fees from April 2025

When you buy a burial plot - the charges are split between the "Exclusive Rights of Burial", interment fee and the memorial permit fee. The Exclusive Rights of burial gives you the right to bury in that plot. The interment fee is an administration charge incurred each time the plot is opened and covers the updating of the burial records and associated work. The memorial permit fee gives permission for the owner to erect a memorial on the plot. The permit is to ensure all memorials conform to regulations at that time.

Main cemetery area	Fees – including Church Crookham or Elvetham Heath residents	50% reduction for Fleet Town Council resident
New Full Burial Plot (Exclusive rights, interment and memorial permit fee)	£4,160	£2,080
New Cremation Plot (Exclusive rights, interment and memorial permit fee)	£1,820	£910
Interment only – Full Burial (Exclusive Rights already purchased)	£1,080	£540
2nd and subsequent Interments – Full Burial (Exclusive Rights already purchased – includes interment and additional inscription permit fee)	£1,260	£630
Interment only – Ashes (Exclusive Rights already purchased)	£420	£210
2nd and subsequent Interments – Ashes (Exclusive Rights already purchased – includes interment and additional inscription permit fee)	£600	£300
Memorial permit for existing grave (Either Burial or Cremation memorial)	£420	£210
Additional Inscription on memorial (Either Burial or Cremation memorial)	£180	£90
Reservation of Full Burial plot Exclusive Rights of Burial and memorial permit, excludes interment fee)	£3,080	£1,540
Reservation of Cremation Plot Exclusive Rights of Burial and memorial permit, excludes interment fee)	£1,400	£700
Stillborn child or child up to 12 years (Full Burial or Cremation Plot includes interment)	No Charge	No Charge
Transfer of Exclusive Rights of Burial	£350	£175
General administration – change name etc	£46	£23

On receipt of proof of the deceased being a Fleet Town Council resident, the fees are reduced. A Council tax bill is accepted as proof of residency. Resident Fees apply when:

- At the time of death, the deceased resided within Fleet Town Council parish boundaries as determined by Hart District Council.
- The deceased was originally a Fleet Town Council resident but moved out of the area to a nursing/care home (proof of prior residency may be required)

Although Church Crookham and Elvetham Heath are part of the postal district of Fleet, only Fleet Town Council residents contribute to the upkeep of the cemetery through their council tax and therefore are entitled to a price reduction. Church Crookham and Elvetham Heath Parish Councils (and therefore their residents) do not contribute.

Memorial Fees in the Garden of Remembrance

Memorial	Fees – including Church Crookham or Elvetham Heath	Fleet Town Council resident
Sanctum 2000 Memorial vault – prices include VAT for memorial only		
Lease for 25 years to include lettering up to 80 letters. Further lettering £2.00 + VAT per letter. Artwork and photo plaque cost to be confirmed. Price includes updating of burial records for one set of ashes	£2,210	£1,995
Lease for 25 years to include lettering up to 80 letters. Further lettering £2.00 + VAT per letter. Artwork and photo plaque cost to be confirmed. Includes updating of burial records for two set of ashes at the same time	£2,415	£2,180
Lease for 50 years to include lettering up to 80 letters. Further lettering £2.00 + VAT per letter. Artwork and photo plaque cost to be confirmed. Price includes updating of burial records for one set of ashes	£2,885	£2,655
Lease for 50 years to include lettering up to 80 letters. Further lettering £2.00 + VAT per letter. Artwork and photo plaque cost to be confirmed. Includes updating of burial records for two set of ashes at the same time	£3,070	£2,840
Second set of ashes at a different time, plus additional inscription (if room has been left). Artwork and photo plaque cost to be confirmed	£595	£465
Kerb block memorial around pathways – prices include VAT for memorial only		
Lease for 25 years to include lettering. Artwork Design cost to be confirmed. No ashes	£865	£730
Lease for 25 years to include lettering. Artwork Design cost to be confirmed. Single ashes. Price to include ashes interred loose behind memorial or in dedicated area.	£1,095	£935
Rose memorial only – prices include VAT		
Rose bush - lease/maintenance 15 years, including 6" x 4" granite plaque with inscription	£595	£460
Rose bush - lease/maintenance 15 years, including 7" x 5" granite plaque with inscription Artwork Design cost to be confirmed.	£730	£595
Standard Rose lease/maintenance for 15 years, including 6" x 4" granite plaque with inscription only	£730	£595
Standard Rose lease/maintenance for 15 years, including 7" x 5" granite plaque with inscription. Artwork Design cost to be confirmed.	£870	£730
Other – prices include VAT on memorials only		
brass plaque on memorial bench in Garden of Remembrance	£345	£220
Memorial disc on mushroom in children's area	£140	£140
Plant memorial dedication area - preparation of ground, interment of ashes and 7" x 5" granite plaque with inscription. Artwork Design cost to be confirmed. (plant from approved list supplied by family)	£810	£630
Plant memorial dedication area - preparation of ground, interment of ashes and 6" x 4" granite plaque with inscription only (plant from approved list supplied by family)	£750	£585
Interments in Garden of Remembrance		
Interment or scattering of ashes if Kerb block or rose memorials are leased. No charge for children's ashes.	£420 (50% reduction in fees for Fleet Town Council resident - £210)	

Please note VAT is charged on memorials only. No VAT is charged on interments or exclusive rights