



Notice is hereby given of

A MEETING OF FLEET TOWN COUNCIL

Wednesday 1st April 2026 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, P. Powell, R. Richmond, J. Stanton, D. Taylor, S. Tilley, P. Wildsmith, G. Woods.

Rita Tong, Executive Officer
25th March 2026

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 March 2026 (<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 March 2026 (if available)• RLA 18th March 2026

Part 1 – ITEMS FOR DECISION

7. FINANCIAL MONITORING REPORT

- a) To receive the bank reconciliation and list of payments for January and February 2026 (*copies attached*).
- b) To receive a statement from Councillor Stanton that the bank reconciliation and list of payments for January and February 2026 have been verified and signed off against the original bank statement.

RECOMMENDATIONS

- a) To receive and accept the bank reconciliation for January and February 2026 and list of payments for January and February 2026.
- b) To accept the statement from Councillor Stanton that the bank reconciliation and list of payments for January and February 2026 have been verified and signed.

8. CYBER ESSENTIALS

The Members consider the attached reports regarding the Council's desire to be resilient against cyber-attacks through gaining the Cyber Essentials standard.

RECOMMENDATIONS

- a) Members note the issues raised in the reports.
- b) Members agree the framework required to ensure cyber resilience.
- c) Members determine what, if any, of the actions proposed they support.

9. GRANTS

To consider the following application for grant funding and to receive a record of grants awarded for 2026/27 (*copies attached*):

- Hart Rotary Club - £650 to pay for room hire at The Harlington for a Mental Health Awareness Event on 14 April 2026.

RECOMMENDATIONS

- a) To consider the grant request.
- b) To note the record of grants awarded for 2026/27.

10. FLEET BID MEMORANDUM OF UNDERSTANDING

To review and approve the Memorandum of Understanding regarding the Fleet BID contribution towards The Views playground replacement project.

RECOMMENDATION

To authorise the signing of the Memorandum of Understanding.

11. HARLINGTON UPDATE

To receive an update from the Chairman on the Harlington renovation project.

The Chairman will update Members on the meeting held on 19 March 2026 and its implications on timings and cost of the Harlington Project.

To consider the quote received to provide support in establishing the new venue at Hart Shopping Centre.

RECOMMENDATIONS

To note the update from the Chairman.

Part 2 – ITEMS TO NOTE

12. ANNOUNCEMENTS

To receive and note announcements from the Executive Officer or any Member by permission of the Chair.

13. FLEET CONNECT COMMUNITY TRANSPORT

	To note the operators' update on the Fleet Connect service (<i>copy attached</i>).
14.	ANNUAL RESIDENTS' MEETING To note the feedback from the Annual Residents' Meeting on 10 March 2026 (<i>copy attached</i>).
15.	DATE AND TIME OF NEXT MEETING The next meeting of the Council is scheduled to be held on Wednesday 20th May 2026 at 7pm at the Harlington.
Part 3 – CONFIDENTIAL ITEMS	
	<p>Under the Public Bodies (Admission to Meetings) Act 1960 Exclusion of the public in accordance with Section 1(2) and by reason of the confidential nature of the business of the Town Council, the Public and Press will be excluded from the meeting.</p> <p>The following types of business will be treated as confidential:</p> <ol style="list-style-type: none"> a. Engagement, terms of service, conduct and dismissal of employees. b. Terms of tenders, and proposals and counter-proposals in negotiations for contracts. c. Receipt of professional legal advice and preparation of cases in legal proceedings. d. The early stages of any dispute. e. Matters of a commercial nature. <p>There are no confidential items.</p>



FLEET TOWN COUNCIL

MINUTES OF COUNCIL MEETING

held on

Wednesday 4th March 2026 at 7pm

* Councillor Schofield (Chairman)

* Councillor Einchcomb (Vice Chairman)

* Councillor Chenery

Councillor Fang

* Councillor Holt

Councillor Hope

0 Councillor Kuntikanamata

* Councillor May

Councillor Neves

* Councillor Oliver

* Councillor Powell

L Councillor Richmond

0 Councillor Stanton

0 Councillor Taylor

* Councillor Tilley

* Councillor Wildsmith

* Councillor Woods

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

Also in attendance:

Rita Tong – Executive Officer

Councillor Steve Forster – HCC

Mike Bye – Chair of Friends of Oakley Park

FC MARCH 2026 ITEM 1

APOLOGIES FOR ABSENCE

Members received and accepted the apologies as recorded above.

FC MARCH 2026 ITEM 2

DECLARATIONS OF INTEREST

There were no declarations of interest.

FC MARCH 2026 ITEM 3

QUESTIONS FROM THE PUBLIC

There were no questions from the public.

FC MARCH 2026 ITEM 4

CHAIRMAN'S ANNOUNCEMENTS

February is a short month

9th Meet with Mrs Forster to discuss the closure of the Harlington at the end of the year and give Sasha's Project plenty of notice to organise their activities during the shutdown.

11th Along with Cllr Holt visited Wellington college to look at their theatres and gain some insight into the Estate Management's experience of dealing with multi-disciplinary contracts and their experience of the types of contracts and contractors. It was an interesting and valuable day.

19th Sat in on BFFs Design Review meeting which predominantly focused on the issues and advice needed for the conversion of the shopping unit as the temporary location for the Harlington Operations but also involved some preliminary discussions on the RIBA Stage 2 with particular emphasis on the programme of work. More later

20th Along with Cllr Woods had a video call with Stuart Shanks, our Business Plan advisor. He is recovering from his medical problem and hopes to be able to be mobile again in March and is willing to come to the Harlington for further discussions. The primary purpose of the meeting was to challenge his assumptions and predictions for the future financial performance of the new Harlington.

23rd Attended a business group meeting organised by our local MP Alex Brewer. Other members of Fleet BID were in attendance including Cllr Richmond, in a personal business capacity. The consensus feeling of the meeting was that SMEs are financially suffering at present, and they are not seeing the support that is promised by central government.

Take this opportunity to remind Members of their having committed to following the Council's Code of Conduct which requires Members to respect their fellow Councillors and to not place the Council in disrepute. Everyone has freedom of speech but there are rules around debate, and the majority decision of the Councillors becomes the decision of the body corporate that is the Council and upon which the Officers of the Council have to act.

There are rules of debate that only allow a matter to be brought back to Council if there is a majority of Members who call for a matter to be debated again usually predicated on some new and revealing information becoming available that impacts the initial resolution.

Just making statements to Council or in public that some Members do not agree with the decision of the Council achieves no purpose. The time and place to raise any or all issues is in formal meetings of the Council in open debate.

FC MARCH 2026 ITEM 5

HCC/HDC ANNOUNCEMENTS

The following reports were received from Hampshire County Council.

Cllr Steve Forster (HCC)

- **Hampshire County Council 2026/27 Budget:** A budget of £3.3 billion has been approved. It is a balanced budget and has no service cuts within it. HCC achieved £95 million of efficiency savings. Central Government funding was reduced by £40 million which will need to be addressed in future years.
- **Secondary School Places:** Secondary school places for September 2026 went out last week. 90.3% of residents received their first choice, and 97% received one of their top three choices. Calthorpe Park School and Courtmoor School are oversubscribed. Hampshire County Council is not legally permitted to hold places open, meaning late applicants or families moving into the area may not secure a place at these schools even if they live within the catchment area.
- **Primary School Places:** Primary school allocations are due to be issued on 16 April 2026. Hampshire is experiencing a 7–8% decline in the birth rate, which is placing pressure on local schools. However, this is also creating opportunities to expand Special Educational Needs and Disabilities (SEND) provision.
- **SEND Reforms:** Central Government is encouraging more children with SEND to be educated within mainstream schools. This approach is already in place in Hampshire, although two new SEND schools are also being built.
- **Roads Repairs & Potholes:** With the improvement in weather conditions, permanent road repairs are now beginning. Hampshire County Council has

supplemented the £30 million provided by Central Government with a similar level of funding to address road maintenance issues.

- **Utility Company Works:** SGN has planned significant works on Stockton Road, which are intended to be undertaken in phases to minimise disruption. South East Water and Thames Water also have works planned.

Questions from Members

Cllr Wildsmith asked how SEND provision was being delivered at Velmead School. Cllr Forster explained that Hampshire County Council operates five levels of SEND provision, each with different resourcing levels. At Velmead School, two modular classrooms were being installed and existing classrooms were being repurposed to support SEND provision.

Cllr Wildsmith asked whether road repairs carried out by utility companies were subject to quality control checks.

Cllr Forster advised that utility companies operate under separate legislation that allows them to self-certify the quality of their repairs. However, Hampshire County Council undertakes spot checks on approximately 10% of repairs and may increase this level if issues are identified. Where members of the public report concern about repairs, Hampshire County Council will investigate regardless of who carried out the work.

Cllr Woods asked about traffic management measures at Velmead School.

Cllr Forster advised that the yellow zig-zag markings have been extended to the maximum length permitted by law. Hampshire County Council intends to introduce a Traffic Regulation Order to install yellow lines on one side of the road to prevent parking on both sides, which currently causes traffic flow issues. However, consultation sometimes shows that such measures can lead to displacement parking elsewhere and may not fully resolve the underlying problem.

FC MARCH 2026 ITEM 6

MINUTES OF PREVIOUS MEETINGS

Members noted a spelling error on Item 8 that required correction. The hard copy was manually amended and the minutes of the Town Council meeting held on 4th February 2026 were approved and signed by the Chairman.

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

- Development Control 26th January and 9th and 23rd February 2026
- Policy and Finance 18th February 2026
- Establishment 25th February 2026

FC MARCH 2026 ITEM 7

FINANCIAL MONITORING REPORT

Members noted receipt of the bank reconciliation and the list of payments for December 2025 and January 2026.

Councillor Stanton was not available to confirm that the bank reconciliation and list of payments for January 2026 had been verified and signed off against the original bank statement.

RESOLVED

Due to the absence of Councillor Stanton, to defer this item to next month.

FC MARCH 2026 ITEM 8**THE VIEWS PLAY PARK – TENDER APPROVAL**

Members considered the Tender Brief and associated procurement documents for the proposed replacement of play equipment at The Views Play Park. The brief sets out the scope of works, project objectives, and key design and safety requirements. The redevelopment seeks to deliver a high-quality, safe, inclusive and engaging play environment suitable for children aged under 8 and 8–12 years.

Members noted that the payment terms contained an error and that the staged payments should be amended to 30%, 60% and 10%, rather than 30%, 90% and 10%.

RESOLVED

- a) Subject to the minor amendment noted above, to approve the Tender Brief and associated procurement documents.
- b) To authorise Officers to commence a compliant tender process via Find a Tender.
- c) To approve the formation of a Tender Evaluation Panel comprising Officers, nominated Councillors, and Fleet BID representation.
- d) To report back to Full Council with a recommendation for contract award.

FC MARCH 2026 ITEM 9**HARLINGTON UPDATE**

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

Hart Shopping Centre has confirmed that it is able to offer a lease. However, the proposed start date is approximately six weeks later than originally anticipated. The implications of this later start date have not yet been fully assessed. Members authorised the Executive Officer to proceed with lease negotiations in consultation with the Harlington Executive.

Burrell Foley Fischer has provided its draft Stage 2 report. The report includes a detailed review of project costs. Whilst the overall project cost remains within the agreed budget, it appears this has been achieved by reducing the contingency allowance from 10% to 6.5%. Members noted that this may reflect increased certainty following the completion of invasive surveys but requested confirmation of the rationale for this change.

The project programme has also been updated and indicates a later start date for the commencement of works. Whilst this delay had originally been expected to be challenged, Members noted that, in light of the revised lease start date at the shopping centre, the timing may prove appropriate. The overall programme length has also been reduced from 18 months to 14 months.

The Synergy Group has recommended that monthly meetings be held with the Harlington Executive. It is proposed that these meetings take place mid-month so that any matters requiring a decision can be brought to Full Council in a timely manner if necessary.

The Synergy Group has also recommended adopting a two-stage design and build procurement approach. Under this model, Burrell Foley Fischer will develop the design to an appropriate stage before the project is tendered, with the appointed contractor then involved in finalising the detailed design.

RESOLVED

- a) To note the update from the Chairman.
- b) To authorise the Executive Officer, in consultation with the Harlington Executive, to proceed with the lease negotiations.

FC MARCH 2026 ITEM 10 ANNOUNCEMENTS

There were no announcements.

FC MARCH 2026 ITEM 11 FRIENDS OF ANCELLS

Members noted the receipt of £4.7k from the former Friends of Ancells group, donated upon their dissolution.

These funds were raised to support improvements at Ancells Farm Park and will be placed in an earmarked reserve to be used solely for capital improvements at Ancells Farm Park, such as improved surfacing around play equipment or works to connect pathways between play areas.

The Council formally records its thanks to the group for its work and legacy contribution to the park and wider community.

FC MARCH 2026 ITEM 12 ANNUAL RESIDENTS' MEETING

Members noted the final agenda for the Annual Residents' Meeting on 10 March 2026.

FC MARCH 2026 ITEM 13 DATE AND TIME OF NEXT MEETING

The next meeting of the Council is scheduled to be held on Wednesday 1st April 2026 at 7pm at the Harlington.

The meeting closed at 8.44pm.

Signed.....
Chairman

Date:.....



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Meeting held on 9th March 2026
at 7pm in The Function Room, The Harlington

Present:

Cllr Holt
Cllr Schofield
Cllr Chenery
Cllr Hope

Officers: Charlotte Benham

1	<p>Apologies</p> <p>No apologies received</p>
2	<p>Declarations of interest to any item on the agenda</p> <p>None declared</p>
3	<p>Public Session</p> <p>None present</p>
4	<p>Approval of the Minutes</p> <p>The minutes of the development and control meeting held on Monday 23rd February 2026 were accepted as a correct record of the meeting.</p>
5	<p>26/00216/FUL 208 Fleet Road, Fleet, Hampshire, GU51 4BY Change of use to a flexible use within Class E and sui generis uses (Adult Gaming Centre and Bingo) Comments required by 10 March</p> <p>Application for a change of use under the new use categories potentially meets planning rules. While undesirable, NO OBJECTION in principle but concern about noise, anti-social behavior and opening hours.</p> <p>26/00220/HOU 47 Crookham Road, Fleet, Hampshire, GU51 5DT Conversion of garage into habitable accommodation with a bay window to the front elevation Comments required by 10 March</p> <ul style="list-style-type: none"> Proposed conversion to a garage is well designed to blend with the host building.

- Three parking spaces are shown on the front of the property.
- Only issues are compliance with Fleet Neighbourhood Plan Policy 15, front gardens, where 50% should be retained as soft landscaping.
- The other issue of not being able to turn on site means reversing onto Crookham Road which can be exceptionally busy.

NO OBJECTION in principle but concern about ability to exit site in a forward direction onto a busy road

26/00223/HOU

12 Gorseway, Fleet, Hampshire, GU52 7NA

[Erection of a single storey rear infill extension, first floor extension and raising of the ridge line to include two rear dormers, insertion of roof lights to front roof slope and conversion of one garage into habitable space](#)

Comments required by 10 March

- Gorseway Road but backing onto Velmead.
- The ridge height is raised 0.5 meters which significantly increases the overall mass of the building and will make the property very visible from Velmead Road - Three storey buildings are not characteristic of the area.
- The property increases from 5 to 6 bedrooms, and one of the two garages is to be converted into an office so all parking will have to be on site.
- Hart's parking guidance requires 3 allocated and 1 unallocated parking spaces on site. It looks problematic to keep 4 vehicles on site, and the accompanying statement indicates the unallocated space to be on the roadside.
- The next door neighbour points out the shared drive for accessing four properties and the problems of parking within the close means parking will be a local issue.
- The 2025 application was refused primarily on the appearance and impact of the then proposed dormer with a flat top roof.
- The neighbour's objection raises several pertinent points re impact of the mass of the building and the overbearing heightened blank wall adjacent to their property, the out of character development and the problems of local parking.

OBJECTION – support neighbour's concerns.

26/00229/HOU

7 Glebe Court, Fleet, Hampshire, GU51 4NJ

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

Comments required by 10 March

- Wholly rear extension.
- Standard rear extension to create the combined kitchen and dining area.
- Only issue is the impact it would have on the adjacent neighbour's window indicated in the photographs.

NO OBJECTION in principle but concern about loss of light to neighbour

26/00147/HOU

Ty Bryn, Victoria Hill Road, Fleet, Hampshire, GU51 4LG

[Erection of a single storey rear extension, alterations to amend ground floor roof areas from flat roof to pitch tiled roof, with inset Velux roof light and alterations to first floor rear elevation fenestration](#)

	<p>Comments required by 12 March</p> <ul style="list-style-type: none"> • Changes from a flat roof to a pitched roof - improves the overall appearance of the property. • It is in the NFCA but no changes to the boundary features means there is no negative impact on the conservation area. • The rear extension is more modern than the host building but is to the rear and shielded from views from Reading Rd North by extensive tree cover and distance. <p>NO OBJECTION</p> <p>26/00298/HOU 20 Lime Drive, Fleet, Hampshire, GU51 2XJ Demolition of conservatory and erection of a single storey rear extension</p> <p>Comments required by 17 March</p> <ul style="list-style-type: none"> • A standard solid construction to replace a traditional glass conservatory. • Appears to have no impact on neighbours <p>NO OBJECTION</p>
6	<p>To Note:</p> <p>Review of weekly lists</p>
7	<p>Noted:</p> <p>Hart Planning Meeting Dates</p> <p>18th March</p>
8	<p>Date of Next Development Control Committee Meeting</p> <p>23rd March</p>
<p>Meeting closed: 7.45pm</p> <p>Signed:.....</p> <p>Date:</p>	



MINUTES OF DEVELOPMENT CONTROL COMMITTEE

DEVELOPMENT CONTROL COMMITTEE

Meeting held on 23rd March 2026
at 7pm in The Function Room, The Harlington

Present:

Cllr Holt
Cllr Schofield
Cllr Chenery
Cllr Hope

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 meeting held on Monday 9 th March 2026 were accepted as a correct record of the meeting.
5	26/00080/FUL 142 Fleet Road, Fleet, GU51 4BE Changes to shopfront and relocation of shop entrance door Comments required by 27 March The existing window gave the shop front an individual character somewhat consumed by the amount of advertising. NO OBJECTION in principle but rue the loss of character 323 Fleet Road, Fleet, GU51 3BU Change of use from a barber's/hair shop to a restaurant, installation of a commercial kitchen extraction system with external ducting terminating at the side and rear elevations, together with associated internal alterations and ancillary works Comments required by 30 March

- High street does not need another fast-food establishment although this is not a planning matter.
- Effectiveness of the extractor system close to the main road is a key issue.

NO OBJECTION subject to confirmation of adequate extraction system by Hart's environmental health team.

25/02438/FUL

7 Elvetham Road, Fleet, Hampshire, GU51 4QL

[Demolition of the existing buildings \(former car home\) and erection of a single block of 12 flats with associated access, landscaping and parking](#)

Comments required by 30 March

- 8 of the 12 flats are minimum space standard.
- Where is the evidence that Fleet needs any more one bed apartments?
- No evidence that there is demand for more 2-bedroom flats in the Fleet Town area.
- There is a financial assessment that demonstrates no s106 contribution.
 - No s106 contribution to compensate for increased pressure on local public services.
- There is very limited amenity space for 12 flats, so additional pressure would be placed on public amenities without any contribution to their improvement.
- HDC parking guidance is 2 parking spaces per 2 bedroom dwelling plus 0.2 per flat for visitor parking. This would total 26.5 spaces, but they are only looking to provide 14 plus one disabled bay which if used blocks access to the bin storage area.
- Overdevelopment of the site, inadequate parking provision with no other local on-road parking or public car park.
- Design out of character with local area.
- No evidence of providing an appropriate mix of dwelling types – Hart local Plan Strategy Policy H1

OBJECTION

26/00364/HOU

Hideaway Cottage, Reading Road North, Fleet, GU51 4AJ

[Erection of an attached single garage and three velux rooflights \(part retrospective\)](#)

Comments required by 1 April

- This was a subdivided plot, back land development approved several years ago.
- Note the tree survey is dated 2019, originally prepared for the access road and development of Hideaway cottage.
- As development of the site was approved some years ago there is little ground upon which to object.

	<ul style="list-style-type: none"> The proposed garage extension blends well with the host building and the additional Velux windows have no visual impact. <p>NO OBJECTION</p> <p>26/00344/HOU 9 Ridley Close, Fleet, Hampshire, GU52 7RX Re-roof dwelling, removal of skylight and alterations to guttering Comments required by 1 April</p> <ul style="list-style-type: none"> 170mm increase in ridge height to accommodate increased insulation to the roof. Retailing to match existing. <p>NO OBJECTION</p> <p>25/02388/FUL 136 Connaught Road, Fleet, Hampshire, GU51 3QX Demolition of existing bungalow and garage and erection of 3 x 3 bedroom townhouses with associated parking Comments required by 1 April</p> <ul style="list-style-type: none"> Loss of a bungalow which breaches Fleet Neighbourhood Plan Policy 11 Development of 3 bedroom homes with a small garden is welcome. Properties just meet the minimum space standard for 3 bedroom 6 person property (102m²) Front gardens given over to 2 parking spaces per property and a path – no soft landscaping which breaches Fleet Neighbourhood Plan Policy 15 Extensive dropped kerb and multiple parking facing the road is uncharacteristic of the area and has negative visual impact. Being townhouses (3 storey), they dominate the immediate neighbours (bulk and mass) and the immediate area. Design is not characteristic of the area, one of Fleet's older streets. Only 2 parking spaces per property is inadequate compared to HDC guidance for 2 allocated and 1 unallocated per property or 3 allocated per property. There is very limited on-street parking on Connaught Road which is already heavily parked. There is no provision for visitor parking. <p>OBJECTION</p>
6	<p>To Note:</p> <p>Review of weekly lists</p>
7	<p>Noted:</p> <p>Hart Planning Meeting Dates</p> <p>22nd April</p>

8	Date of Next Development Control Committee Meeting 13 th April
Meeting closed: 7.35pm Signed:..... Date:	



FLEET TOWN COUNCIL

MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING

Wednesday 18th March 2026 at 7pm

* Councillor Einchcomb (Chairman)

* Councillor Taylor (Vice Chairman)

* Councillor Chenery

Councillor Fang

* Councillor Holt

* Councillor May

* Councillor Oliver

Councillor Powell

* Councillor Schofield

* Councillor Stanton

* Councillor Tilley

Councillor Wildsmith

* Councillor Woods

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

Also in attendance:

Rita Tong – Executive Officer

Facilities and Open Spaces Manager (FOSM)

Cemetery Clerk

Friends of Basingbourne Park representative

Friends of Oakley Park representative

Jon Cragg - Hart Football Club representative

Andy Le Roux - Vine Church representative

RLA MARCH 2026 ITEM 1 APOLOGIES

Members received and accepted the apologies as noted above.

RLA MARCH 2026 ITEM 2 DECLARATIONS OF INTEREST

Councillor Stanton declared an *Other Registrable Interest* in Agenda Item 7 as she is on the committee of the Repair Café.

RLA MARCH 2026 ITEM 3 QUESTIONS FROM THE PUBLIC

There were no questions from the public present at the meeting.

RLA MARCH 2026 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 10th December 2025.

RLA MARCH 2026 ITEM 5 THE CEMETERY CLERK'S REPORT

Members received a report from the Cemetery Clerk.

Members noted that a complaint regarding the actions of a grave digger had been resolved.

Members noted a complaint concerning the condition of the lawn in certain areas of the cemetery and requested that the Cemetery Clerk investigate potential remedial measures.

Members further noted a complaint regarding the designated location for the scattering of ashes and requested that the Cemetery Clerk undertake a review of practices at other cemeteries and report her findings to a future meeting of the Committee.

RESOLVED

- a) To note the Cemetery Clerks report.
- b) To request that the Cemetery Clerk report back to the Committee on:
 - i. practices relating to the scattering of ashes at other cemeteries; and
 - ii. options for improving the condition of the lawn.

RLA MARCH 2026 ITEM 6 THE HARLINGTON AND ANCELLS FARM COMMUNITY CENTRE REPORT

Members considered the report from the General Manager on events, hirings, and operational activities of The Harlington and Ancells Farm Community Centre.

Members noted that the request for forward-looking information and updates on forward sales for events within the next three to six months, together with the General Manager's assessment of whether operations are on track to achieve the full-year budget targets, had not been included in the current report.

RESOLVED

To remind the General Manager to include forward-looking information, specifically forward sales for events within the next three to six months and an assessment of progress against full-year budget targets.

RLA MARCH 2026 ITEM 7 GREENING FLEET

Members received a report from the Executive Officer on the Greening Fleet Campaign. Members noted that, since the launch of the campaign in 2024, activity across the pillar groups had reduced significantly, with most pillars no longer actively progressing projects under the Greening Fleet framework. The Repair Café remained a notable exception.

Members agreed that the campaign had not developed as originally intended and should therefore be closed. Members requested that the Executive Officer write to Terena Plowright, National Greening Campaign Co-ordinator, to advise of the Council's decision and the reasons for it. Members further requested that the Executive Officer formally thank the volunteers from each pillar for their contributions to the campaign.

Members acknowledged the continued importance of environmental and greening initiatives and agreed that new initiatives should be developed to replace the campaign. However, in light of the forthcoming elections, it was agreed that this work should be undertaken by the new administration.

RESOLVED

- a) To continue supporting the Repair Café through the provision of hall hire and minor administrative support (including photocopying and promotion).
- b) To close the Greening Fleet Campaign and its associated Facebook page.
- c) To retain a budget for greening initiatives and to review potential future initiatives following the formation of the new administration.

RLA MARCH 2026 ITEM 8**PLAY EQUIPMENT AT BASINGBOURNE PARK**

Members considered a proposal from the Friends of Basingbourne Park for the installation of a gondolier (“snake”) group swing within the over-eights play area at Basingbourne Park.

Members expressed support for the proposal in principle, including the potential to fund the project through available Section 106 developer contributions. It was suggested that residual monies from application 14/00106/MAJOR be utilised, with any remaining balance to be met from application 13/02513/MAJOR.

RESOLVED

- a) To agree in principle with the installation of a gondolier / snake swing within the over-eights play area at Basingbourne Park.
- b) To undertake further feasibility work including site suitability, safety requirements and confirmed cost estimates.
- c) To investigate the availability of S106 funding or other external funding sources to support the project.
- d) To report back to Committee with detailed proposals and confirmed costs before any procurement is undertaken.

RLA MARCH 2026 ITEM 9**OPEN AIR CIVIC AND COMMUNITY EVENTS POLICY**

Members reviewed the *Open Air Civic and Community Events Policy*, originally approved in October 2017 and last reviewed in October 2020.

Members considered a revised version of the policy and made a number of minor amendments.

Members noted that the new administration may wish to review the current policy position of not directly managing events.

RESOLVED

To recommend the amended *Open Air Civic and Community Events Policy* to the Policy & Finance Committee for approval.

RLA MARCH 2026 ITEM 10**PAVILION MULTI USER POLICY**

Members reviewed the *Pavilion Multi User Policy*, originally approved in October 2017 and last reviewed October 2020.

Members considered a revised version of the policy and made a number of minor amendments.

RESOLVED

To recommend the amended *Pavilion Multi User Policy* to the Policy & Finance Committee for approval.

RLA MARCH 2026 ITEM 11**CCTV IN OPEN SPACES**

Members considered a report detailing current CCTV provision across Fleet’s open spaces, including associated costs, and discussed whether this provision should continue.

RESOLVED

- a) To review the continuation of the CCTV provision upon receipt of the 2026/27 pricing from Hart District Council.
- b) To authorise the Executive Officer to write to Hart District Council requesting full details of the contract, including provisions for equipment replacement, and clarification as to why previous instructions for cameras to operate on a panning setting have not been maintained.

RLA MARCH 2026 ITEM 12**CEMETERY ROAD – TARMAC REPAIRS**

Members considered repair and maintenance works required on Cemetery Road, a private road owned and maintained by Fleet Town Council, which currently has a number of potholes.

RESOLVED

- a) To accept the quote of £1,550 to repair potholes between Richard Close and the Cemetery gates.
- b) To report all other potholes to Hampshire Highways.

RLA MARCH 2026 ITEM 13**EVENT APPLICATIONS**

Members considered applications to hold events on Council land as follows:

- Hart Football Club Kickathon – Ancells Farm Park – 17 May 2026
- The Vine Church Summer Community Event – The Views – 18 July 2026

During discussion, Members raised concerns regarding the limited number of Temporary Event Notices (TENs) permitted and the need to ensure that the Council does not exceed this allowance, thereby potentially impacting other established events. Members also queried whether the area identified as “The Views” for the Vine Church event included Gurkha Square.

RESOLVED

- a) To approve both applications.
- b) That no charge be made for the use of the park in respect of these events.

The representatives from Hart Football Club and The Vine Church, along with the Cemetery Clerk, left the meeting at the conclusion of this item (approximately 7.48pm).

RLA MARCH 2026 ITEM 14**CALTHORPE PAVILION**

Members considered a report regarding the condition of the roof structure at Calthorpe Park. The report also highlighted a separate issue relating to soil erosion and drainage along a pathway within the park.

RESOLVED

To authorise the Facilities and Open Spaces Manager:

- a) To obtain three quotations for the roof repair works, with the costs to be met from General Reserves.
- b) To write to Hampshire Highways advising that the installation of the adjacent roadway has contributed to flooding issues within the park, resulting in significant cost implications for Fleet Town Council in seeking to remedy the matter.

RLA MARCH 2026 ITEM 15**BASKETBALL COURT AT ANCELLS FARM PARK**

The Council has received correspondence from a local resident, writing on behalf of themselves and other residents, suggesting the installation of a dedicated basketball court at Ancells Farm Park.

Members noted that they had previously recommended the installation of a Multi Use Games Area, which would have included a basketball court; however, residents at that time strongly opposed the proposal.

The Council currently has other priorities within its capital works programme and is therefore unable to progress this suggestion at this time but will retain it for potential future consideration.

RESOLVED

To note the request for a basketball court at Ancells Farm Park and, whilst not progressing the proposal at this time due to current capital priorities, to retain the suggestion for consideration

as part of future play and open space development planning.

RLA MARCH 2026 ITEM 16 ANCELLS KITCHEN

Members noted the progress of the supply and installation of a kitchen at Ancells Farm Community Centre. Works are scheduled to take place during the Easter holidays.

Members also requested that the approved design be circulated for information.

RLA MARCH 2026 ITEM 17 HALLMASTER REPORT TO 28 FEBRUARY 2026

Members received the Hallmaster report to 28 February 2026 and noted that the information provided did not make sense and therefore required review.

RLA MARCH 2026 ITEM 18 BASINGBOURNE WOODLAND – POTENTIAL ENCROACHMENT

The Facilities and Open Spaces Manager gave an update on this issue.

RLA MARCH 2026 ITEM 19 ANNOUNCEMENTS

The Chairman, as part of his opening statement, made the following tribute:

This afternoon I attended the funeral of one of Fleets' most favourite citizens, namely Hilary Wigg.

Hilary contributed considerably to the Leisure, Recreation and well-being of thousands of Fleet residents.

Hilary was well known for setting up Fleets first swim school in what was to become known as Wiggs Pool.

Leslie and Hilary Wigg realised that there was a need for a local indoor pool for serious swimming and that its running costs could be met by charging for lessons.

In 1966, with the help of Eric and Mary Cleeves and other volunteers, they designed and built a 25 x 8-yard heated pool with depth of 2'3" to 4'6" housed in a basic wooden building. In 1967, the Fleet Swimming School (affectionately known as 'Wiggs' Pool') opened and was an immediate success.

The pool remained open for 17 years and during that time many thousands of children and adults learnt to swim. Life Saving and Water Safety classes were also held and in 1968 the Fleet Swimming Club, later to become the Hart Swimming Club, was inaugurated.

Hilary lived until she was 96 years old and her legacy is set to continue as there is a proposal to name the Training Pool at Hart Leisure Centre in her memory.

The Executive Officer made the following announcements:

- Councillors seeking re-election in the May elections must submit their nominations to Hart District Council by 9 April 2026.
- A Freedom of Information request was received from a resident, who had posted a complaint shortly beforehand on Facebook regarding a gate at Ancells Farm Park. The information requested, where held, has been provided.

RLA MARCH 2026 ITEM 20**FUTURE EVENTS**

To note future events taking place on Council property, as detailed below.

Fleet Marathon	29th March 2026	Calthorpe Park
Easter Egg Hunt	4 th April 2026	Oakley Park
Circus World	19 th April-26 th April 2026	The Views
Brass Band Concert	14 th June 2026	Oakley Park
Councillors' Coffee Morning	20 th June 2026	The Harlington
Fleet Carnival	4 th July 2026	Calthorpe Park & High Street
Oakley Park Summer Fete	18 th July 2026	Oakley Park
Lions Beerfest	1 st August 2026	The Harlington
Music On The Views	22 nd August 2026	The Views

RLA MARCH 2026 ITEM 21**DATE AND TIME OF NEXT MEETING**

The next meeting of the Recreation, Leisure & Amenities Committee will be held on Wednesday 17th June 2026, 7pm at The Harlington.

The meeting closed at 9:35pm.

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

Chairman

SUBJECT: INVESTMENT AND CURRENT ACCOUNTS

Account balances for Fleet Town Council as of 28 February 2026

Account	Funds	Interest Rate	Comment
HSBC Current Bank Account, Account No: 61539272	£176,105.12		
HSBC Savings Account, Account No: 91620886	£1,224,657.45	1.53% per annum	Interest paid into HSBC Savings account monthly.
Nationwide Building Society, Business Instant Saver, Account No: 900041402	£418,708.97	2.40%	Interest paid into Nationwide account. Business 35 Day Saver, interest paid monthly
CCLA Investment Management Ltd, Public Sector Deposit Fund, Account No.: 0662920001	£3,085,757.44	3.76% per annum	Interest paid into CCLA, monthly.
TOTAL	£ 4,905,228.98		

Please note:

Interest received on 28 February 26 into Nationwide account:

Nationwide

£769.47

Interest received on 28 February 26 into CCLA account:

CCLA

£9,919.68

Interest received on 21 February 26 into HSBC Savings account:

HSBC Savings

£1,578.94

Recommendation

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

Bank Current/Deposit Account

List of Payments made between 01/12/2025 and 31/12/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2025	Global Payments - Direct Debit	dd1075	71.14		bank charges 1/10-31/10/25
01/12/2025	Hart District Council - DD	dd1076	210.00		Business Rates 25/26
01/12/2025	Hart District Council - DD	dd1077	1,634.00		Business Rates 25/26
01/12/2025	Hart District Council - DD	dd1078	119.00		Business rates 25/26
02/12/2025	Booker Limited	dd1109	150.75		Purchase Ledger DDR Payment
03/12/2025	BACS P/L Pymnt Page 2818	BACS Pymnt	50,409.17		BACS P/L Pymnt Page 2818
09/12/2025	Total Energies	dd1079	69.03		gas 30/9-31/10/25
09/12/2025	Total Energies	dd1080	2,943.56		gas 30/9-31/10/25
09/12/2025	Total Energies	dd1081	223.82		gas 30/9-31/10/25
11/12/2025	Sage UK Ltd	dd1082	52.20		payroll 6/12-5/1/26
12/12/2025	Payment Sense Ltd	dd1083	377.64		card charges 1/11-30/11/25
12/12/2025	Payment Sense Ltd	dd1084	28.52		card charges 1/11-30/11/25
12/12/2025	HSBC	dd1085	121.12		bank charges 1/10-31/10/25
12/12/2025	Fleet Town Council	DD	4,313.69		L&G Pension Dec 25
12/12/2025	BACS P/L Pymnt Page 2829	BACS Pymnt	16,456.81		BACS P/L Pymnt Page 2829
15/12/2025	HSBC	DD1108	2,816.77		Credit Card Nov 25
16/12/2025	NPower - Direct Debits	dd1086	49.17		elec 1/10-31/10/25
16/12/2025	NPower - Direct Debits	dd1087	32.15		elec 1/10-31/10/25
16/12/2025	Castle Water Limited	dd1088	2,180.36		water 1/11-30/11/25
16/12/2025	NPower - Direct Debits	dd1090	148.88		elec 1/10-31/10/25
16/12/2025	Global Payments - Direct Debit	dd1091	1,208.41		card charges 1/11-28/11/25
16/12/2025	NPower - Direct Debits	dd1092	132.28		elec 1/10-31/10/25
16/12/2025	Castle Water Limited	dd1093	440.11		water 1/11-30/11/25
16/12/2025	Castle Water Limited	dd1094	625.56		water 1/11-30/11/25
16/12/2025	NPower - Direct Debits	dd1095	48.17		elec 1/10-31/10/25
16/12/2025	Booker Limited	dd1089	664.59		bar supplies
17/12/2025	Castle Water Limited	dd1096	81.23		water 1/11-30/11/25
17/12/2025	Xero (UK) Ltd	dd1097	78.00		accounts software 13/12-12/1/2
18/12/2025	Castle Water Limited	dd1099	31.84		water 1/11-30/11/25
19/12/2025	Fleet Town Council	BACS	34,643.85		Payroll Dec 25
19/12/2025	Payment Sense Ltd	dd1102	113.94		bank charges 14/11-13/12/25
19/12/2025	Payment Sense Ltd	dd1101	17.88		bank charges 1/12-31/12/25
23/12/2025	Croner Group Ltd	dd110	408.98		HR and H&S
24/12/2025	BOC Ltd	dd1103	259.27		gas delivery
24/12/2025	All Service 4 U Ltd	dd1104	9.00		Purchase Ledger DDR Payment
29/12/2025	Fleet Town Council	DD	12,262.42		inland rev dec 25
29/12/2025	HSBC	dd1105	65.64		bank charges 8/11-7/12/25
30/12/2025	Global Payments - Direct Debit	dd1106	128.66		card charges 1/11-30/11/25
31/12/2025	Focus 4 U Ltd	dd1107	67.19		broadband jan 26
Total Payments			133,694.80		

List of Payments made between 01/01/2026 and 31/01/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/01/2026	Hart District Council - DD	dd1111	210.00		Business Rates 25/26
02/01/2026	Hart District Council - DD	dd1112	1,634.00		Business Rates 25/26
02/01/2026	Hart District Council - DD	dd1113	119.00		Business rates 25/26
02/01/2026	Booker Limited	dd1110	465.84		bar supplies
06/01/2026	BACS P/L Pymnt Page 2841	BACS Pymnt	38,796.80		BACS P/L Pymnt Page 2841
07/01/2026	Fleet Town Council	BACS	100.00		popplewell af0086 depo ref
09/01/2026	Sage UK Ltd	dd1114	52.20		payroll 6/1-5/2/26
09/01/2026	HSBC	dd1115	117.60		bank charges 1/11-30/11/25
12/01/2026	Total Energies	dd1116	73.97		gas 31/10-30/11/25
12/01/2026	Total Energies	dd1117	3,004.19		gas 31/10-30/11/25
12/01/2026	Total Energies	dd1118	347.16		gas 31/10-30/11/25
14/01/2026	Fleet Town Council	DD	4,505.62		L&G Pension Jan 26
15/01/2026	NPower - Direct Debits	dd1119	45.33		elec 1/11-30/11/25
15/01/2026	NPower - Direct Debits	dd1120	56.34		elec 1/11-30/11/25
15/01/2026	Xero (UK) Ltd	dd1121	78.00		accts software 13/1-12/2/26
15/01/2026	NPower - Direct Debits	dd1122	150.65		elec 1/11-30/11/25
15/01/2026	NPower - Direct Debits	dd1123	130.08		elec 1/11-30/11/25
15/01/2026	NPower - Direct Debits	dd1127	39.49		elec 1/11-30/11/25
15/01/2026	Payment Sense Ltd	dd1125	449.38		card charges 1/12-31/12/25
15/01/2026	Payment Sense Ltd	dd1126	73.17		card charges 1/12-31/12/25
15/01/2026	HSBC	DD1124	2,074.01		credit card dec 25
19/01/2026	Castle Water Limited	dd1128	82.67		water 1/12-31/12/25
19/01/2026	Castle Water Limited	dd1129	609.58		water 1/12-31/12/25
19/01/2026	Global Payments - Direct Debit	dd1130	1,288.10		bank/card charges 29/11-31/12/
19/01/2026	Castle Water Limited	dd1131	211.12		water 1/12-31/12/25
19/01/2026	Castle Water Limited	dd1132	645.67		water 1/12-31/12/25
20/01/2026	BACS P/L Pymnt Page 2851	BACS Pymnt	44,249.85		BACS P/L Pymnt Page 2851
20/01/2026	Fleet Town Council	BACS	36,158.21		Payroll Jan 2026
20/01/2026	Castle Water Limited	dd1133	32.49		water 1/12-31/12/25
21/01/2026	Croner Group Ltd	dd1134	408.98		HR and H&S Jan 26
23/01/2026	Payment Sense Ltd	dd1135	113.94		card charges 14/12-13/1/26
23/01/2026	Payment Sense Ltd	dd1136	17.88		card charges 1/1-31/26
23/01/2026	All Service 4 U Ltd	dd1137	9.00		smart lock nov 25
23/01/2026	BOC Ltd	dd1138	183.87		gas delivery
23/01/2026	Fleet Town Council	DD	11,382.18		inland rev jan 26
27/01/2026	BACS P/L Pymnt Page 2857	BACS Pymnt	20,071.89		BACS P/L Pymnt Page 2857
27/01/2026	Booker Limited	dd1139	184.07		bar supplies
29/01/2026	HSBC	dd1140	71.03		bank charges 8/12-7/1/26
30/01/2026	Focus 4 U Ltd	dd1141	45.61		broadband 1/2-28/2/26
30/01/2026	Global Payments - Direct Debit	dd1142	180.54		card charges 1/12-31/12/25
Total Payments			<u>168,469.51</u>		

List of Payments made between 01/02/2026 and 28/02/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/02/2026	Fleet Town Council	BACS	100.00		elaine foster af102 depo refun
02/02/2026	Fleet Town Council	BACS	100.00		wheeler af0080 depo refund
02/02/2026	Fleet Town Council	BACS	100.00		sarah law af0037 depo ref
03/02/2026	BACS P/L Pymnt Page 2860	BACS Pymnt	42,784.02		BACS P/L Pymnt Page 2860
10/02/2026	BACS P/L Pymnt Page 2864	BACS Pymnt	12,285.30		BACS P/L Pymnt Page 2864
10/02/2026	Fleet Town Council	DD	4,412.47		L&G Pension Feb 26
10/02/2026	Total Energies	dd1144	75.05		gas 30/11-31/12/25
10/02/2026	Total Energies	dd1145	3,155.65		gas 30/11-28/12/25
10/02/2026	Total Energies	dd1146	474.33		gas 30/11-31/12/25
10/02/2026	HSBC	dd1147	119.52		bank charges 1/12-31/12/25
10/02/2026	Booker Limited	dd1143	233.89		bar supplies
11/02/2026	Sage UK Ltd	dd1148	52.20		payroll 6/2-5/3/26
13/02/2026	Payment Sense Ltd	dd1149	180.23		card charges 1/1-31/1/26
13/02/2026	Payment Sense Ltd	dd1150	27.62		card charges 1/1-31/1/26
13/02/2026	Fleet Town Council	BACS	100.00		1st aid hawk af134 depo ref
16/02/2026	NPower - Direct Debits	dd1151	26.22		elec 1/12-31/12/25
16/02/2026	NPower - Direct Debits	dd1152	50.56		elec 1/12-31/12/25
16/02/2026	Castle Water Limited	dd1153	609.58		water 1/1-31/1/26
16/02/2026	NPower - Direct Debits	dd1154	155.11		elec 1/12-31/12/25
16/02/2026	NPower - Direct Debits	dd1155	175.75		elec 1/12-31/12/25
16/02/2026	Castle Water Limited	dd1157	211.12		water 1/1-31/1/26
16/02/2026	Castle Water Limited	dd1158	650.08		water 1/1-31/1/26
16/02/2026	NPower - Direct Debits	dd1159	38.03		elec 1/12-31/12/25
16/02/2026	HSBC	DD1156	2,611.75		credit card jan 26
17/02/2026	Castle Water Limited	dd1160	82.67		water 1/1-31/1/26
17/02/2026	Castle Water Limited	dd1161	36.75		water 1/1-31/1/26
17/02/2026	Xero (UK) Ltd	dd1162	78.00		accounts 13/2-12/3/26
17/02/2026	Global Payments - Direct Debit	dd1163	987.28		card charges 1/1-30/1/26
17/02/2026	BACS P/L Pymnt Page 2870	BACS Pymnt	34,352.94		BACS P/L Pymnt Page 2870
20/02/2026	Payment Sense Ltd	dd1164	113.94		card charges 1/1-31/1/26
20/02/2026	Payment Sense Ltd	dd1165	17.88		card charges 1/2-28/2/26
20/02/2026	Fleet Town Council	BACS	33,122.65		PAYROLL FEB 26
23/02/2026	Croner Group Ltd	dd1166	408.98		H&S / HR Feb 26
23/02/2026	Fleet Town Council	BACS	100.00		ANTIQU AF130 DEPOSIT REFUND
24/02/2026	Booker Limited	dd1167	56.90		Purchase Ledger DDR Payment
25/02/2026	BACS P/L Pymnt Page 2874	BACS Pymnt	9,743.69		BACS P/L Pymnt Page 2874
25/02/2026	Fleet Town Council	DD	13,512.27		inland rev feb 26
25/02/2026	BOC Ltd	dd1169	82.66		gas
25/02/2026	All Service 4 U Ltd	dd1168	9.00		Purchase Ledger DDR Payment
27/02/2026	Focus 4 U Ltd	dd1170	56.40		broadband 1/3-31/3/26
Total Payments			<u>161,490.49</u>		

OFFICER: Sarah Moore, Finance & Admin Manager
DATE: 2nd February 2026
SUBJECT: Cyber Essentials

Background

Cyber security is critical in today's digital landscape due to the increasing frequency and sophistication of cyber-attacks. These attacks can compromise sensitive information, disrupt operations, and cause significant financial and reputational damage. Robust cyber security measures are therefore essential to safeguard the Council's data, maintain the trust of stakeholders, and ensure compliance with legal and regulatory requirements.

The Government Cyber Security Strategy sets out an ambition that all government organisations across the public sector are resilient to known vulnerabilities and attack methods by 2030.

Cyber Essentials is a government-backed scheme designed to help organisations protect themselves against a wide range of the most common cyber-attacks. The scheme is particularly valuable as many cyber-attacks are relatively basic in nature and often carried out by individuals with limited technical skills. These attacks can be likened to a thief trying a front door to see whether it is unlocked. By implementing the controls recommended by Cyber Essentials, the Council can significantly reduce its vulnerability to such attacks.

The Council approved the purchase of Cyber Essentials, with the service procured through Bulletproof on 4 August 2025. The certification must be achieved within 12 months of purchase.

To achieve Cyber Essentials certification, a number of technical, policy, and governance requirements must be met. At present, several significant issues require clarification or resolution, as set out below. As a result, the Council is not currently in a position to pass Cyber Essentials certification.

Additionally, effective information management is an essential element of cyber security. Poor email retention and inadequate digital housekeeping increase the volume of data held by the Council, expanding the potential impact of a cyber-attack and increasing the risk of data breaches involving personal or sensitive information.

Excessive retention also complicates compliance with data protection legislation and significantly increases the time, effort, and risk associated with responding to Freedom of Information and Subject Access Requests. Clear retention guidance, regular email deletion, and improved housekeeping practices are therefore necessary to reduce risk, support legal compliance, and improve the Council's overall cyber security posture.

We are investigating the implementation of automatic email deletion and will advise in the future when this may be implemented. We would suggest that any email which contains contract or important information is saved in a folder or passed to an officer for saving in the appropriate folders.

Recent UK Cyber Breaches and Cyber Security Trends (last 12 months)

- Marks and Spencer were hit by a major cyberattack in April 2025 that severely disrupted its digital and retail operations. Estimates predict the financial impact to be around £300 million, including lost revenue and operational disruption.
- Jaguar Land Rover experienced a major cyberattack in 2025 that severely disrupted production and is estimated to have cost the UK economy up to £1.9 billion in lost output and supply chain impacts. This was widely reported as one of the costliest cyberattacks in history.

- The Kido International ransomware attack targeted a large London nursery provider, exposing personal data of around 8000 children and staff.
- At least one London council – the Royal Borough of Kensington and Chelsea – experienced a data breach in 2025 with reports indicating that attackers accessed and copied council data. Connected councils including Westminster and Hammersmith & Fulham invoked emergency plans to isolate affected systems.
- Middlesbrough Council and others have publicly cited repeated cyber-attack attempts, prompting increased investment in security strategy and defences.

Why this Matters for Cyber Essentials

These recent breaches show that:

- Weak device controls, unmanaged devices and lack of enforceable policies directly increase risk.
- Cyber Essentials is designed to mitigate common vulnerabilities (such as poor patching, weak passwords, lack of malware protection and uncontrolled access) that have been exploited in the incidents above.
- Without meeting baseline security standards such as those in Cyber Essentials the Council remains susceptible to similar attacks and data compromises.

Devices Accessing Council Information

There are currently 62 devices reported to have access to Council information:

- 37 Councillor owned devices, including desktop computers, laptops, tablets and mobiles.
- 25 staff devices, comprising:
 - 17 supported devices
 - 1 unsupported laptop
 - 6 unsupported devices (paid for by the Council)
 - 1 staff owned (BYO) devices

These include laptops, tablets, mobiles and a MacBook.

The high number of unsupported and personally owned devices accessing Council systems presents a significant compliance risk under Cyber Essentials.

Policy Gaps and Governance Issues

Although the Council has a Computer Policy and Internet, Phone, Social Media Policy, these documents do not provide sufficient detail or enforcement mechanisms to support Cyber Essentials compliance.

As part of the Bulletproof agreement, the Council purchased a full suite of Cyber Essentials aligned policies. These policies are designed specifically to meet certification requirements and cover the following areas:

- Acceptable Use Policy
Defines permitted and prohibited use of devices, including harassment, pirated software, password sharing, bypassing security controls and inappropriate downloads.
- Access Control Policy
Defines responsibility for granting, reviewing, and removing access to Council information.
- Anti-Malware Policy
Requires all devices and users accessing Council information to have approved anti-malware protection installed and maintained.
- Bring Your Own Device (BYOD) Policy
Defines security and management requirements for any non-Council-owned device accessing Council information.

- Information Security Awareness Policy
Requires mandatory security awareness training for all users, with annual refreshers.
- Password Policy
Defines minimum password length, complexity, and standards.
- Starters and Leavers Checklist
Ensures the Executive Officer is notified when access must be granted or removed.

Without approval and enforcement of these policies, Cyber Essentials cannot be achieved.

Staff Managed and BYO Device Issues

The following issues currently prevent compliance:

- Three Council-paid work mobiles require verification of adequate security controls, including PINs, software configuration and remote wipe software and all should be brought into support.
- One Council-paid work tablet has been confirmed as not meeting security requirements and should be brought into support.
- One MacBook and one iPad both Council owned must be brought into support.
- One unsupported laptop should be retired from use or checked for age and brought into support
- One supported laptop is out of date and cannot be patched or updated so should be retired from use and replaced.
- One staff member uses a personal mobile phone to access Council email and information. This must cease immediately.

Use of personal devices without enforceable security controls is not compatible with Cyber Essentials requirements.

Recommendations – Staff Devices

1. Approve all Bulletproof provided policies in line with Cyber Essentials requirements and roll them out to all staff and Councillors with access to Council information.
 - Failure to approve these policies removes any possibility of passing Cyber Essentials.
2. All Council paid mobiles and tablets should be replaced by managed devices to ensure compliance or handed to the EO to be brought into support or removed from use (if available due to age of devices).
3. Unsupported devices (including MacBook and iPad) must either be brought into support or removed from use.
4. Access to Council information must be revoked from any personal staff devices.
 - If access is retained, remote wipe software must be installed.
 - This includes acknowledgement that, if remote wipe is activated, all data (personal and work) will be removed.
5. All tablets and mobile devices must have remote wipe capability enabled to mitigate risks from loss, theft, or failure to return devices when staff leave.

Councillor (BYO) Device issues

Cyber Essentials requires the Council to be able to confirm and assure that any device accessing Council information:

- Is fully patched and up to date
- Has appropriate anti-malware installed
- Uses multi-factored authentication (MFA)
- Uses sufficiently strong passwords
- Can be remotely wipe if lost or compromised.

These requirements apply equally to Councillor owned devices. At present, the Council does not have the ability to enforce or verify compliance across a large number of BYO devices.

Recommendations – Councillor Devices

Given the volume and variety of Councillor owned devices, it is strongly recommended that:

- Councillors are issued with Council owned and fully supported tablets
- These tablets become the only permitted method for accessing Council information.
- Access from other personal tablets, laptops and mobile phones is restricted.

Council owned tablets would:

- Remain Council property and be returned on leaving office.
- Be fully maintained, patched and secured by the Council
- Provide a controlled, auditable environment suitable for Cyber Essentials Compliance.

Alternative Option

It is not possible to pass Cyber Essentials without:

- Approval of the required policies, and
- Full implementation of the controls defined within them.

If the Council does not wish to proceed with these changes, the only alternative is to discontinue Cyber Essentials, as certification will not be achievable under the current controls.

OFFICER: Sarah Moore, Finance & Admin Manager
DATE: 6th March 2026
SUBJECT: Councillor Devices

Background

To achieve compliance with Cyber Essentials, it has previously been identified that Councillors should be provided with Council-owned devices, and that all Councillor and Staff devices should be included within the Councils IT Management Plan.

Under this proposal:

- All devices that access Council data will be owned by the Council.
- Devices will be for Council work only and are not intended for work or storage outside of the Council.
- Each device will be assigned to an individual Councillor or staff member.
- Devices will be fully managed, including setup, security, updates and connectivity.
- Devices will include remote wipe capability in the event of loss, theft, or failure to return equipment when a Councillor or staff member leaves.
- The Council will retain full control over access to Council data.

This approach significantly strengthens the Councils cyber security posture and supports compliance with Cyber Essentials requirements.

Main issues to be addressed by the proposal & benefits.

While this proposal introduces an initial capital cost and a modest increase in monthly expenditure, the benefits are substantial:

- Improved cyber security and reduced risk of data breaches
- Centralised control of devices and access to Council systems
- Compliance with Cyber Essentials requirements
- Reduced risk from unmanaged personal devices
- Ability to remotely secure or wipe devices if lost or stolen
- Clear asset ownership and accountability

The Council will own and manage all devices and connections used to access Council data.

Risk management considerations

Without changing current arrangements:

- The Council will not be able to pass Cyber Essentials without substantial changes applied to personnel devices, including the requirement of remote wipe* software being added to all personnel devices used to access Council data.
- The risk of data loss, unauthorised access, and non-compliance remains high
- The Council has limited control over personally owned devices accessing Council systems.

This proposal mitigates these risks by ensuring all access is via managed, Council owned devices.

*Remote wipe installed on any device, personal or Council owned, if activated will wipe the entire device including all personal data.

Alternatives considered.

Quotes were sought from the Council's current supplier for 18 tablets, 18 mobiles and 18 laptops. Alternative device providers have been sought, however following review, it is recommended that devices are bulk purchased from the current supplier and added to the existing IT Management Plan as this provides:

- Best overall value
- Simplified management
- Continuity of service
- Compatibility with existing support arrangements.

It should be noted that Apple devices are preferred over Android due to the significantly better support and manageability they offer in a 'business' environment. Using Apple Business Manager, devices can be enrolled, supported remotely and fully reprofiled without needing to be returned, allowing them to be quickly reset and reassigned to new users. This reduces downtime, ongoing support costs, and administration overhead. In comparison, Android devices typically require more manual intervention and often need to be sent away for reprofiling, making them less efficient to manage long time.

Details are provided below for:

- Purchasing Council owned tablets with and without cell (roaming) capability outright in both Apple and Android formats.
- Purchasing Council owned mobiles outright in both Apple and Android formats.
- Purchasing Council owned laptops.

Financial implications:

APPLE	A – iPad with Cell (6863-1)	B – iPad no Cell (6863-0)	C – iPhone Mobile (6863-2)	D (B+C) (6863-0/-2)
	iPad Cellular, Keyboards and Cases	iPads, Keyboards and Cases	iPhone	iPad and iPhone
Monthly Cost	£ 39.60	£ 39.60	£ 39.60	£ 79.20
One off setup cost	£ 1,300	£ 1,300	£ 1,300	£ 2,600
One off item cost (Cloudy)	£ 10,908	£ 8,892	£ 8,208	£ 17,100
One off cost pen (supplier)	£ 810	£ 810	n/a	£ 810
Sim Card (£10 75gb)	£ 180	n/a	£ 180	£ 180
Total per year	£ 15,653.20	£ 11,477.20	£ 12,143.20	£ 23,620.40
Total 2nd year	£ 2,635.20	£ 475.20	£ 2,635.20	£ 3,110.40

ANDRIOD	E – Tablet with Cell (7105-1)	F – iPad no Cell (7105-0)	G – Mobile (7105-2)	H (F+G)
	Samsung Galaxy Cellular, Keyboards and Cases	iPads, Keyboards and Cases	iPhone	iPad and iPhone
Monthly Cost	£ 39.60	£ 39.60	£ 39.60	£ 79.20
One off setup cost	£ 1,625	£ 1,625	£ 1,625	£ 3,250
One off item cost (Cloudy)	£ 6,858	£ 5,706	£ 5,490	£11,196
One off cost pen (supplier)	£ 180	£ 180	n/a	£ 180
Sim Card (£10 75gb)	£ 180	n/a	£ 180	£ 180
Total per year	£ 11,298.20	£ 7,986.20	£ 9,750.20	£ 17,736.40
Total 2nd year	£ 2,635.20	£ 475.20	£ 2,635.20	£ 3,110.40

Laptops	I (7106-0)
	Dell Laptops
Monthly Cost	£ 117
One off setup cost	£ 2,275
One off item cost (Cloudy)	£ 15,570
Total per year	£ 19,249
Total 2nd year	£ 1,404

Contractual Implications

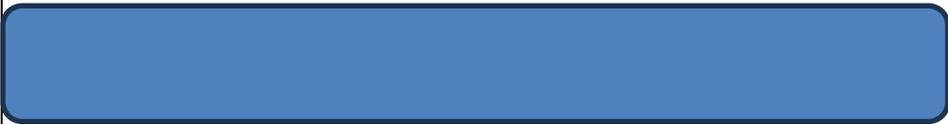
- The Council is contracted with Cloudy IT until January 2029.
- Councillor device purchases will form part of the existing IT Support contract.

Recommendation

To approve Option A (Apple iPad with Cell) which provides 18 councillors with an Apple iPad, Case, Keyboard, Pen and Cell capability allowing for use without Wi-Fi.

Application for Grant Form

Please note that grants cannot be given to individuals and are normally for a maximum of £1000 unless you can demonstrate benefit for a significant percentage of residents of Fleet (not including Elvetham Heath and Church Crookham who have their own Parish Councils).

1.	Name of Organisation Address Bank Account details for payment Account Sort Code	Hart Rotary Club BerryHorn New Road Hartley Wintney Rg27 8SA Rotary Club of Hart Trust Fund 
2.	Name, Address and Status of Contact & position E-mail address	Jane Shilling, President 
3.	Telephone Number of Contact	
4.	Is the Organisation a Registered Charity?	Yes/No — Charity Number: 1011995
5.	Date of establishment of Organisation	30 June 1992
6.	Details of purpose of Grant (please use additional sheet to include details)	<p>Hart Rotary Club is working in partnership with Hart Voluntary Action to put on a Mental Health Awareness Event at the Harlington on 14 April 2026 (12.00-18.00). The current President of Hart Rotary Club has chosen young adults' mental health as the focus for her presidential year, noting that it can be difficult to know what support is available in the local area for young adults (16-30 year olds) who are trying to deal with mental health issues (including young neurodiverse people), and their wider families.</p> <p>The grant will contribute to the costs of hiring the Auditorium, the Function Room, and the Foyer Hub at the Harlington. Hart Rotary Club members have already contacted a sufficient number of mental health organisations (both statutory and community-run services) to know that there is definitely and interest in reaching more young adults in the Hart area. It is proposed to use the main hall for information displays from up to 30 agencies, businesses and community organisations, whose focus is on mental health support, staying well, and support to get into or to stay in employment. The Function Room will be used as a break-out room for short talks, group discussion and demonstrations, with a short programme throughout the event. The Hub Foyer will be used to serve refreshments and for people to have a quieter space if needed.</p> <p>It is planned to have one key-note speaker – Robin Ince - who is an award winning comedian; presenter and author, latest book: "Normally Weird and</p>

		<p>Weirdly Normal: My Adventures in Neurodiversity". Robin will present in the Auditorium to kick-start the event.</p> <p>The following organisations have already accepted to be involved in either having an information stall or holding a talk or both: Hart Voluntary Action, Hart District Council, TalkPlus Talking Therapies, North Hampshire Urgent Care, Sasha's Project, Everyone Active, Andover Mind (Hart & Rushmoor Wellbeing Centre and the Safe Haven), the Samaritans, and the Therapeutic Horsemanship Centre. Additional agencies which are also being contacted include: Surrey & Borders Partnership Trust (Recovery College, and Youth Counselling Service), Smoke Free Hampshire, SEEDL, and exercise and wellbeing providers. It is also planned to involve all local Hart GP practices in promoting the event to their patients, and inviting the mental health practitioners in the GP surgeries serving Fleet town residents to be part of this event.</p> <p>If there are suitable exercise instructors who are already using the Harlington or Ancells Farm Community Centre who would like to do a bite-sized exercise session, then the Rotary Club would be happy to involve them in the Function Room programme.</p> <p>The aim is to promote this event online through social media, through participating organisations, as well as through the GP practices. There will also be an app created specifically for the event to help participants navigate all the activities and support services that will available on the day.</p>					
7.	Amount applied for	£650					
8.	Details of who will benefit - how many residents from Fleet Town Council will benefit and how will you measure this? Please supply postcodes.	<p>Although this event will be open to local residents in Hart District, it is expected that more Fleet town residents will attend as the event is being held in Fleet. Also working with the Fleet BID, we want to reach out to local businesses to encourage them to attend as there will be information on services (eg SEEDL) which support employers and employees with training on maintaining good mental health in the workplace. We will also have a number of Fleet-based organisations attending as exhibitors.</p> <p>Registration of interest in the event or for one or more of the break-out sessions will be available through the app, so we will be able to track to some extent the number of Fleet town residents who are attending. We hope that everyone who does attend will come away with some new information that can help them take new steps to find the support they need for the future.</p>					
9.	Projected income and expenditure of project/event	<p><u>Expenditure</u> Harlington Venue (including refreshments) - £1,397.</p> <p>This event will be free to access, so it is not planned to raise any income from holding this event, but Hart Rotary Club will be running a donations campaign for Hart Voluntary Action's 121 Counselling Services as part of this event.</p>					
10.	Details of any other grants applied for this project/event/activity and status	Body	Amount	Date applied	Approved	Refused	Pending
		Fleet BID	£500	12/02/2026			✓

11.	If your Grant application to Fleet Town Council is not successful how will the event/project still go ahead? If so how?	Yes, the event will still go ahead and will need to be covered from unrestricted income from other Hart Rotary Club events.					
12.	Details of any previous Grant awarded to your organisation by Fleet Town Council.	Not applicable.					
13.	How will you publically acknowledge Fleet Town Council's contribution?	Through the Rotary Club's social media, printed materials, and via the dedicated online app that is being created especially for this event by one of the Rotary Club members.					

You may use a separate sheet of paper to submit any other information which you feel will support this application.

Signed: **Jane Shilling**

Date: 9th March 2026

The following documents must be included with your application for it to be considered.

	YES	T.C. USE CHECKED
Last Financial Years Accounts	Yes	
Constitution	Yes	
Copy of most recent Bank Statement for all accounts	Yes	
Safeguarding Policy	Yes	

Office Use

	Officer	Date
Grant Application verified?		
Committee decision?		
Applicant notified?		
If approved funds released?		
Press Release and Photo?		
Self-evaluation form of Event sent?		




**MENTAL HEALTH
AWARENESS DAY**

17-30 yrs
Mental Health Support in Hart

14th April 2026 • Harlington Centre, Fleet • 12 Noon till 6pm

Young Adults (17-30 years)
Bringing Mental Health Services, Organisations and Charities
Serving Hart District, Together

**Worried about yourself or someone you love?
Come and talk to people who care**

- On The Day:**
- **Stalls** in the Auditorium will provide information and a chance to talk to professionals about all sorts of mental health issues and signpost to what help you need and where to get it
 - **Speakers** in the Function Room will talk on various topics including Social Anxiety; OCD; ADHD; Mental Health Practitioners Role in the Community; Practical advice and help for parents
 - **Mindfulness Workshop** learn techniques to calm yourself and to help you stay in control
 - **Quiet Space** if you need some time-out, chill in the Hub
 - **Refreshments** tea, coffee and water will be available throughout the afternoon



Hart Mental Health App
Download to get Full Information on this Event and Mental Health Services in Hart



**FREE
Admission**



14th April 2026 • Harlington Centre, Fleet • 12 Noon till 6pm

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Hart Mental Health App
Download to get Full Information on this Event and Mental Health Services in Hart



**FREE
Admission**

Celebrity Speaker : Robin Ince

Robin Ince is a multi award winning comedian, author, broadcaster, bibliomaniac and a populariser of scientific ideas. He is perhaps best known as the former co-host and co-creator of the Award winning Radio 4 series The Infinite Monkey Cage with Professor Brian Cox. As a stand up Robin has toured the world and as an author he has written four acclaimed and award winning books, his fifth, Normally Weird and Weirdly Normal published last year, is a powerful, personal exploration of anxiety, ADHD and neurodiversity

FLEET TOWN COUNCIL - RECORD OF GRANTS AWARDED 2026/27

Code	Grant Name	Budget	Recipient of Grant	Purpose of the Grant	Awarded £	Date of Award	Approval Committee	Date Paid	Comments	Balance
4241/110	FLEET PHOENIX	£ 15,834.00								£ 11,656.00
4242/110	SASHA'S PROJECT	£ 10,933.00								£ 7,540.00
4538/110	COMMUNITY SUPPORT	£ 1,500.00								
										£ 1,500.00
4800/110	FLEET CONNECT	£ 16,302.00								£ 16,302.00
4810/110	BASINGSTOKE CANAL	£ 18,309.00								£ 18,309.00
4855/110	COMMUNITY GRANTS	£ 3,700.00	Fleet Carnival	£1000 to go towards the cost of celebrating 70th Anniversary	£ 1,000.00	18/02/2026	P&F			
			Fleet Lions	£580 to go towards protective jackets	£ 580.00	18/02/2026	P&F			
										£ 2,120.00
TOTALS		£ 66,578.00			£ 1,580.00					£ 64,998.00

RENT WAIVERS & OTHER COMMUNITY PAYMENTS		Recipient of Grant	Purpose of the Grant	Awarded £	Date of Award	Approval Committee	Date Paid	Comments
	Fleet Cricket Club	Annual rent - Calthorpe Park	£ 4,140.00					
	1st Crookham Scouts	Annual rent - Basingbourne Park	£ 500.00					
	22nd and 26th Odiham Scouts	Annual rent - Calthorpe Park	£ 500.00					
	Lions Community Store	Annual rent - Basingbourne Park	£ 500.00					
	Fleet Phoenix	Office/Store Room	£ 1,200.00					
	Fleet Repair Café	£630 GAIK for room hire at Harlington from Climate Change budget	£ 630.00	18/02/2026	P&F	N/a	GAIK	



13. FLEET CONNECT COMMUNITY TRANSPORT

1. PURPOSE OF REPORT

To provide Members with an update on the performance, operation, and development of the Fleet Connect community transport service.

2. SERVICE OVERVIEW

Fleet Town Council contributes towards the running costs of the Fleet Connect service, operated by Rushmoor Voluntary Service (RVS) in partnership with Church Crookham Parish Council and Hampshire County Council (HCC).

The service continues to provide a reliable, door-to-door transport offer, particularly supporting residents attending medical appointments and accessing local amenities.

3. OPERATIONAL UPDATE

- The service has not cancelled any journeys and continues to operate reliably.
- Four drivers now cover the service, improving resilience and back-up.
- There has been a reduction in operating hours, but:
 - Capacity remains available.
 - Drivers are occasionally finishing early, indicating under-utilised provision.
- Fridays are particularly busy following the removal of Saturday and Monday services.
- Passengers are being encouraged to travel at quieter times to maximise usage.

Key Point:

There is spare capacity within the service, particularly at certain times of the week.

4. PERFORMANCE DATA (SEP 2025 – FEB 2026)

- Passenger trips range between **280–355 per month**
- New registrations continue steadily (3–12 per month)
- Operational days remain consistent (16–19 per month)

User Base:

- 260 registered users
- 40–50 active users

Refusals:

- Very low number of refused journeys since September 2025
- Main reasons:
 - Out of service hours
 - Out of service area
 - Requests for hospital transport (directed to alternative providers)

Conclusion:

The service is meeting demand effectively, with minimal unmet need within its current operating scope.

5. ANCELLS FARM

- Confirmed that Ancell's Farm is within the Fleet Connect service area.
- Limited use so far:
 - 1 passenger
 - 2 journeys (medical + shopping)

Opportunity:

- Area has not yet been actively marketed
- Could help utilise spare capacity, particularly in afternoons

6. FARES

- Passengers have been notified of a **two-stage fare increase** (April and October 2026).
- Feedback indicates:
 - Service remains **very good value**
 - High satisfaction with **door-to-door support**, including help with shopping

7. MARKETING AND PROMOTION

- Previous promotion undertaken across:
 - Medical centres
 - Care/retirement homes
 - Hart District Council channels
- Further promotion planned:
 - Posters and campaigns for spring/summer
- Limitation:
 - No guarantee materials are consistently displayed by partner venues

Key Issue:

Despite marketing, capacity remains underused.

8. SERVICE PLANNING AND USAGE PATTERNS

- Core group of regular users
- Some passengers are reluctant to be flexible with timings
- Fewer medical journeys currently, increasing flexibility in scheduling
- No significant demand from newer housing areas (e.g. Crookham Village)

9. VEHICLES AND OPERATIONS

Fleet remains stable (including one newer vehicle)
No immediate replacement programme planned

10. DATA AND REPORTING

- Temporary delays in HCC reporting due to staffing changes
- New staff member appointed; reporting expected to resume shortly
- RVS providing interim statistics directly to funders

11. FUTURE DEVELOPMENT – SCHEDULING SOFTWARE

- Previous pilot (Padam system) was not suitable
- Preferred option identified:
 - CATTs system (used elsewhere in Hampshire)
- Potential benefits:
 - Improved scheduling
 - Better quality, real-time statistics
- Funding opportunity:

- HCC grant expected to open shortly

The main challenge is increasing utilisation, rather than addressing service failure or unmet demand.

12. OVERALL ASSESSMENT

The Fleet Connect service is:

- Reliable and well-regarded
- Delivering good value for money
- Experiencing stable demand
- Operating with unused capacity

13. RECOMMENDATION

To note the report.

NOTES 2026 ARM MEETING

- Overall went well and councillors happy to continue with the same format for future year's i.e. Slido and pre-recording voiceovers/videos – controlled the end time to 8.30pm as desired.
- Double check the QR codes on printouts – slides were fine but copies on chairs were wrong, noticed and swapped before public arrived though.
- Put Annual Residents Meeting on January 2027 agenda to decide what content to include.
- Mention Community Awards for next Annual Residents Meeting in autumn newsletter. Include a link to survey monkey/form to fill out to suggest an award recipient:
 - their name
 - which category
 - why they should win
 - contact details of person filling in form so we can contact them about how to get in touch with their suggested person should they be selected
- Notify award nominees in January 2027 and order award plaques – happy with ones used this year.
- Suggest invite 1-2 'guest speakers' to pre-record something. This year was the BID, next year could be a community group.
- Conduct a full dress rehearsal week before event – gives Councillors a chance to practice any live speaking parts.
- Suggested could put councillors through some media training if something suitable available and agreed.
- Ruairi offered to help record audio for any voiceovers/videos next year – would be done in The Harlington venue using mics so the audio is better quality and the same levels volume wise.
- Assign question topics to Councillors to answer in the Q&A session e.g. parks Qs to go to Paul.
- Hoped to livestream the 2027 meeting, using Slido to enable participation for remote viewers. If so cap the meeting end time at 8.30pm and any additional questions be can be answered on our website.
- One suggestion at the meeting was to look at technology sessions for older people as ones Library runs are always full. FTC can look into doing as long as not 'stepping on their toes'.