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 Town Council Offices, Reading Road,
Yateley, GU46 7RP

NOTICE OF COUNCIL MEETING

MEETING: Full Council
DATE & TIME: Monday, 8 June 2026 at 7.00pm
PLACE: Oak Room, Council Offices, Reading Road, Yateley, GU46 7RP

**Councillors are hereby summoned to attend the following meeting.
Please inform the Town Clerk if you cannot attend.**

This is a meeting in public. If you would like to attend and have any special requirements e.g. access or a copy of the agenda in another format, e.g. large print, please contact us.

Agendas and minutes are available at <https://yateley-tc.gov.uk/the-council/archives/type/town-council/>



Julie Routley
Town Clerk

3 June 2026

AGENDA

1. WELCOME & APOLOGIES FOR ABSENCE	To receive any apologies for absence from the meeting
2. DECLARATIONS OF INTEREST	To receive declarations of interest for any item on the agenda
3. MINUTES OF THE LAST MEETING	To approve the minutes of the meetings held on 11th May 2026 and the Extraordinary meeting held on 1st June 2026 (attached)
4. PUBLIC PARTICIPATION	An opportunity for members of the public to make representations, ask questions, or raise matters relating to items on the agenda (The session will not exceed 15 minutes)
5. DISTRICT & COUNTY REPORTS	
6. CLERK'S REPORT	
7. REVIEW OF TERMS OF REFERENCE FOR COMMITTEES	To review and approve the Committee Terms of Reference (attached)
8. PURCHASE OF BUS SHELTERS	To agree the expenditure for the purchase and installation of 2 new Bus Shelters
9. HART LOCAL PLAN – SCOPING CONSULTATION	To review and respond to the Hart Local Plan Scoping consultation

10. BUILDING LEASE– TYTHINGS BUILDINGS
To consider a proposal to lease part of The Tythings Buildings for use as a café. i) To agree in principle to the proposed lease, subject to legal agreements ii) To delegate authority to the Finance & Policy Committee to agree any interim working under licence arrangement iii) To delegate authority to the Finance & Policy Committee to negotiate the terms of the lease, to be brought back to Full Council for approval
11. SCHEDULE OF ACCOUNTS
To review and approve payments list (to be emailed in advance)
12. TOWN MAYOR’S ANNOUNCEMENTS
13. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES & LOCAL UPDATES
To receive verbal reports from the representatives
14. POLICE MATTERS & COMMUNITY SAFETY
15. COMMITTEE MINUTES & RECOMMENDATIONS FROM OTHER COMMITTEES
To receive Committee minutes, recommendations and to answer any questions (all attached)
16. INFORMATION ITEMS
To note any information items

1. Welcome & Apologies for Absence – to receive any apologies for absence from the meeting.

2. Declarations of Interest

To receive declarations of interest for any item on the agenda

3. Minutes of the Last Meeting – to approve the minutes of the Annual Town Council meeting held on 11.05.26 and the Extraordinary meeting held on 01.06.26 (attached).

4. Public Participation – an opportunity for members of the public to bring matters to the attention of the Council relating to items on the agenda (max. 15 minutes).

5. District & County Reports – to receive an update from County and District Councillors.

6. Clerk’s Report

To receive the Town Clerk’s Report.

7. Review of Terms of Reference for Committees

To review and approve the Committee Terms of Reference (attached)

Due to the renaming of the ‘Environment Committee’ to the ‘Community and Environment Committee’, the Terms of Reference need to be updated. Members are asked to review the attached revised version, as recommended by the Community & Environment Committee.

Recommendation: To accept the Terms of Reference for Committees as presented.

8. Purchase of Bus Shelters

To agree the expenditure for the purchase and installation of 2 new Bus Shelters

Members are asked to approve expenditure for the purchase and installation of two replacement bus shelters. The Town Council has been awarded a grant of £23,020 from Hampshire County Council under its Parish Council Bus Shelter Grant Scheme to replace shelters at the following locations:

- Firgrove Road (opposite St Swithun’s)
- Darby Green Road (opposite Globe Farm Lane)

This scheme provides funding to improve or replace existing bus shelters in order to enhance passenger facilities and encourage use of local bus services.

The grant will fully fund the supply of the two shelters (£23,020). The Town Council will be responsible for the installation costs, totalling £2,080 (£1,040 per shelter).

In accordance with the Council's procurement requirements, three quotations were obtained. The quotation from Littlethorpe for the provision of Sheffield-style shelters formed part of the successful grant application and is therefore recommended for acceptance. Following public feedback, the shelters will incorporate an end panel with a viewing window to improve visibility of approaching buses. The shelters will be of a timber construction, in keeping with other Town Council shelters, to ensure they blend appropriately with the local environment.

Recommendation

In accordance with the Council's Financial Regulations, Members are asked to:

- approve the expenditure of £23,020 + VAT for the purchase of two bus shelters from Littlethorpe (funded in full by the Hampshire County Council grant); and
- approve installation costs of £2,080 to be undertaken by K. N. Property Development, to be funded by the Town Council.

9. Hart Local Plan – Scoping Consultation

To review and respond to the Hart Local Plan Scoping consultation

Background: The scoping consultation is now open for comments until Friday 19 June.

Further information about the Local Plan at <https://www.hart.gov.uk/news/local-plan-scoping-consultation-launches>

10. Building Lease – Tythings Buildings

To consider a proposal to lease part of The Tythings Buildings for use as a café.

Background:

The Council has been approached by a prospective tenant wishing to operate a café from part of The Tythings Buildings. The proposal includes a significant capital investment in the premises. Initial interest in operating a café from the site has previously been tested; however, other parties who expressed interest were not prepared to proceed where capital investment was required. The detailed terms of the proposed lease, including rent, lease length and repairing responsibilities, are currently under negotiation and have not yet been finalised.

Recommendation:

Members are asked to:

- i) agree in principle to the lease of part of The Tythings Buildings for café use, subject to satisfactory legal agreements and final approval by Full Council;
- ii) delegate authority to the Finance & Policy Committee to agree and enter into an interim “working under licence” arrangement if required; and
- iii) delegate authority to the Finance & Policy Committee to negotiate the detailed terms of the lease, with final terms to be reported back to Full Council for formal approval prior to completion.

This item may contain commercially sensitive information, so the Council may need to move into confidential session.

11. Schedule of Accounts

To review and approve payments list (to be emailed in advance)

12. Town Mayor's Announcements

13. Reports from Representatives on Outside Bodies & Local Updates - to receive verbal reports from the representatives.

14. Police Matters & Community Safety – to note any items to raise at the next meeting.

15. Committee Minutes & Recommendations from Other Committees – to receive Committee minutes, recommendations and to answer any questions.

Committee	Date	Minute Nos.	Recommendations
Environment	01.06.26	1893-1901	
Finance & Policy	Has not met		
Personnel	Has not met		
Planning & Licensing	18.05.26 01.06.26	3425-3433 3434-3441	

16. Information Items

- i) Date of next meeting – 14th September 2026, 7.00pm at The Oak Room, Council Offices.
- ii) Forward Plan – to confirm forthcoming Council meeting dates and key agenda items:

Dates TBC	Meeting	Draft Items
15/06/26	F&P	Town Council Plan monitoring
20/07/26	Community & Environment	
06/07/26	F&P	
14/09/26	Full Council	
21/09/26	Personnel	
28/09/26	Community & Environment	Mid-year review of capital expenditure 26/27 Policy review
19/10/26	F&P	Policy Review Town Council Plan monitoring Draft budget review
02/11/26	Full Council	Outcome of external audit Town Council Plan monitoring Events update
16/11/26	F&P	
30/11/26	Community & Environment	Capital budget requirement 27/28 Town Council Plan monitoring
07/12/26	Full Council	
11/01/27	F&P	Draft budget 2026/27 Town Council Strategic Plan monitoring
18/01/27	Full Council	Final budget 2026/27 & precept approval Appointment of Internal Auditor
08/02/27	Community & Environment	
22/02/27	F&P	Policy review Investment Policy & Strategy 27/28 Draft Risk Assessment
01/03/27	Full Council	Approve Council Risk Assessment Investment Policy & Strategy 27/28

01/03/27	Personnel	
15/03/27	Annual Town Meeting of Electors 7pm	Venue to be confirmed
22/03/27	Community & Environment	Town Council Strategic Plan monitoring
12/04/27	F&P	Review Standing Orders Review Financial Regulations Town Council Plan monitoring Review draft AGAR 2026/27 Financial outturn 2026/27 Updated Standing Orders Updated Financial Regulations Updated Asset Register
10/05/27	Full Council – Annual Town Council Meeting	Annual Meeting of Town Council Approve Standing Orders Approve Financial Regulations Approve AGAR 2026/27 Approve Asset Register