Horndean Parish Council
NOTICE OF MEETING

Members are hereby summoned to attend A MEETING OF HORNDEAN PARISH COUNCIL, HELD ON MONDAY 13TH APRIL 2026 at 6.30 P.M, AT JUBILEE HALL, CROUCH LANE, HORNDEAN PO8 9SU

Becky White
Clerk to the Council
7th April 2026

AGENDA

1. **To receive and approve apologies for absence.**

   Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Councillors giving their apologies should specify their reason for absence and it is for the Council to consider whether to accept them.

2. **To receive any Declarations of Interest.**

   Members are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. You must withdraw from the room or chamber when the meeting discusses and votes on the matter.

3. **Presentation from Charles Church (Persimmon Homes) in respect of the Land East of Catherington Lane development.**

   Note that there will be Q&A session for Councillors after the presentation which will be limited to 15 minutes. Members of the public may be invited to ask questions at the discretion of the Chair should time allow.

4. ***Public Question Time***

   Limited to 15 minutes in total, and a maximum of 3 minutes for any one speaker, to allow members of the public to raise any matters for the Council's attention.

5. **To approve the Minutes of the Council Meeting held on 9th March 2026.**

6. **To receive and consider an application for the vacancy of Parish Councillor and to co-opt a new member.**

7. **To receive a written update from County Councillor Mrs M Harvey regarding Hampshire County Council Matters.**

8. **To receive a written update from District Councillors regarding East Hampshire District Council matters.**

9. **To note the Officers Report.**

10. **To receive an update from Members representing the Parish Council within external organisations and Working Parties.**

11. **To receive and approve the Orders for Payment from 1st January to 31st March 2026.**

12. **To receive and consider the Conflict-Of-Interest declaration from BDO (external auditors).**

13. **To consider the Council's position regarding the flying of flags from the flagpole at Horndean village centre.**

14. **To receive and consider a request to hold funds from the organisers of the Lincfest memorial festival and to appoint two members to the Lincfest Funding Panel for consideration of youth projects.**

15. **To resolve to exclude the public and the press, in the view that publicity would prejudice the public interest by reason of the confidential nature of the business or arising out of the business about to be transacted. (Public Bodies (Admissions to meetings) Act 1960).**

16. **To receive and consider the process for a statutory Flexible Working Request from a member of staff.**

PUBLIC ATTENDANCE

MEMBERS OF THE PUBLIC ARE VERY WELCOME TO ATTEND THIS MEETING. IF YOU WOULD LIKE TO MAKE COMMENTS OR HAVE A VIEW ON ANY ITEM ON THIS AGENDA YOU WISH TO HAVE TAKEN INTO CONSIDERATION, YOU ARE INVITED TO WRITE TO THE CLERK OR CONTACT A PARISH COUNCILLOR, PRIOR TO THE MEETING.

FILMING AND USE OF SOCIAL MEDIA

DURING THIS MEETING, THE PUBLIC ARE PERMITTED TO FILM THE COUNCIL IN THE PUBLIC SESSION OF A MEETING OR USE SOCIAL MEDIA, PROVIDING IT DOES NOT DISRUPT THE MEETING. THE PUBLIC GALLERY SHOULD NOT BE FILMED. YOU ARE ENCOURAGED TO LET THE CLERK KNOW IN ADVANCE IF YOU WISH TO FILM. MOBILE DEVICES SHOULD BE SWITCHED TO SILENT FOR THE DURATION OF THE MEETING.

HPC COUNCIL MEETING OF 13TH APRIL 2026

NOTES ON AGENDA

ITEM

1. APOLOGIES – Reported verbally by the Clerk
2. DECLARATIONS OF INTEREST – Reported verbally by Councillors
3. PRESENTATION – As listed
4. PUBLIC QUESTION TIME – As listed
5. MINUTES OF 9TH MARCH 2026 – Attached
6. PARISH COUNCILLOR VACANCY – Application attached
7. COUNTY COUNCILLOR – No report received at time of publication
8. DISTRICT COUNCILLOR – No reports received at time of publication
9. OFFICERS REPORT – Reported verbally by the Clerk
10. MEMBERS UPDATE ON EXTERNAL ORGANISATIONS & WORKING PARTIES – Reported verbally by Councillors
11. ORDERS FOR PAYMENT – Attached
12. BDO CONFLICT OF INTEREST – Attached
13. FLAG FLYING – UK Government guidance for flag flying dates attached.
14. LINCFEST – Verbal report by the Clerk
15. EXCLUSION – Due to confidential matters.
16. CONFIDENTIAL BUSINESS

HORNDEAN PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON 9TH MARCH 2026 AT 6.30 P.M.

PRESENT: Councillors A Redding (Chairman), T Attlee, J Lay, D Prosser, N Smith, R Sowden, J Tyler

IN ATTENDANCE: Becky White, Clerk; Sarah Guy, Deputy Clerk (Minute Taker)

PUBLIC ATTENDANCE: 5 members of the public & District Cllr J Hogan

HPC 246/25/26 TO RECEIVE APOLOGIES FOR ABSENCE
Apologies were received from Cllr P Beck.

HPC 247/25/26 TO RECEIVE ANY DECLARATIONS OF INTEREST
No declarations of a pecuniary interest were received.

HPC 248/25/26 TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC
The meeting was duly opened to members of the public.

A member of the public attending noted that potholes have increased in both frequency and severity due to the weather conditions and that he was reporting them to Hampshire County Council, advising that where he had listed them as dangerous they were being actioned relatively quickly. The Chair thanked him for his efforts and reminded all present to continue to report them online.

HPC 249/25/26 TO APPROVE THE MINUTES OF THE MEETING HELD ON 9TH FEBRUARY 2026
It was **RESOLVED** that the minutes of the Council meeting held on 9th March 2026 be signed by the Chair as a true record of the meeting.

HPC 250/25/26 TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR MRS M HARVEY REGARDING COUNTY COUNCIL MATTERS
No report received.

HPC 251/25/26 TO RECEIVE A WRITTEN UPDATE FROM DISTRICT COUNCILLORS REGARDING DISTRICT COUNCIL MATTERS
No report received. District Cllr Hogan requested that the Council agendas are sent to District Cllrs, as a way to remind them to submit a report.

Cllr Hogan reminded members that the EHDC CIL application process was open until 1st May 2026.

HPC 252/25/26 TO NOTE THE OFFICER'S REPORT
The Clerk's report had been circulated to members prior to the meeting and included in the public meeting pack. An overview was given by the Clerk and this was noted (attached as Appendix 1 to the minutes). Additional verbal updates were given as follows:

Lincfest Event, 11 July 2026 – Monies raised from the event will be split between Hampshire and Isle of Wight Air Ambulance and HPC for youth provision. The Clerk was in conversation with the event organiser regarding how the funds would be allocated.

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The Clerk advised that HPC are investigating the purchase of a drone to support the HPC's communications around the work of the Countryside Team and asset management, subject to acquiring the appropriate operator and pilot licences. This would hopefully coincide with the start of the Horndean Technology student's work experience placement in July.

HPC 253/25/26 TO RECEIVE AN UPDATE FROM MEMBERS REPRESENTING THE PARISH COUNCIL WITHIN EXTERNAL ORGANISATIONS AND WORKING PARTIES

Havant Thicket Reservoir – Cllr Attlee had prepared an overview of the HTR project, describing the different stakeholder objectives, the benefits and its current status and this had been circulated to Cllrs prior to the meeting (attached as Appendix 2 to the minutes). Cllr Attlee also confirmed that, in her capacity as member of the HTR Stakeholder Group, she was continuing to liaise between Bloor Homes and Portsmouth Water to set up a meeting and would likely attend to observe. Bloor Homes had advised Cllr Attlee that they were currently preparing plans for the final phase (phase 4) of the Land East of Horndean site and this would include a potential footpath connection at the western edge of the site to Dell Piece East. Thanks were given for the comprehensive overview and summary update. Cllr Attlee advised that steps were in hand with HTR personnel to try to arrange a visit to the site for councillors. It was agreed to consider a presentation on the HTR project to the Annual Parish Meeting.

Horndean Improvement Project – Cllr R Smith informed members that the next HIP meeting is scheduled to take place on Thursday 12 March 2026 at 6:30 pm, Napier Hall. The Clerk confirmed she would be attending.

Horndean Technology College Volunteer Fair – Cllr Redding & Cllr Prosser had attended on behalf of HPC to promote the Council with a view to recruiting additional Cllrs. They reported that it was well attended with a good level of engagement but that none of the public that approached them were actually resident in Horndean Parish.

The Kings Arms Youth Organisation – Cllr Redding and the Clerk had attended a meeting at the TKAs headquarters in Petersfield. Involving multiple Horndean based organisations, the discussion had been focused on opportunities to work together to expand TKA's services within Horndean Parish with a view to establishing a permanent base. Cllr Redding praised the operation and it was agreed that youth provision was an emerging but widely supported Council priority.

Horndean Green Trail and Heritage Network – Cllr Redding advised that HPC was still waiting on the legal agreements regarding the siting of various elements of the Trail, including the final information board, to come through from HCC, noting that the Clerk had chased this on several occasions. It was agreed that County Cllr Harvey would be contacted for support.

South Downs National Park Authority Parishes Meeting – Cllrs Lay & Redding had attended the Parishes Meeting on 4th March 2026 which focused on the publication of SDNPA's Partnership Management Plan 2026-31. Cllr Lay advised that as part of the discussion, the presenter had advised that Supplementary Planning Documents would no longer be created as part of the supplementary guidance around local plans and those that existed would only be valid for the life of the existing local development plan, although it was her view that documents such as town or village design statements would continue to carry weight. A video of the meeting can be accessed via the following YouTube link: South Downs National Park Authority meeting with Parishes - Wednesday 4 March 2026

Neighbourhood Plan & Parish Design Statement Review – Cllr Lay advised that he had experienced an excellent response to his recruitment campaign for the Parish Design Statement Review Steering Group which would encompass between 10-15 community representatives as well as the Neighbourhood Plan Working Party members and the Clerk. The procurement process for consultancy was complete and the Council would be considering the submissions received and the tender award later in the agenda. This was noted.

HPC 254/25/26 TO DETERMINE HPC'S POSITION IN RESPECT OF THE LEASE RENEWAL OPTIONS FOR CATHERINGTON DOWN, OWNED BY HAMPSHIRE COUNTY COUNCIL

Horndean Parish Council has leased Catherington Down from Hampshire County Council since 2006, renewing the agreement in 2016. HPC receive £750 per year towards maintenance of the land from HCC, which is managed in accordance with HCC's Site Management Plan 2004-2009, which was appended to the 2016 lease agreement, although not updated. The lease is due to expire in April 2026 and HPC have been in contact with HCC regarding the options for renewal over the past year. Following a meeting with a member of the HCC Countryside Team, attended by the Grounds Manager, the Clerk and Cllrs Redding and Prosser, at which possible options for the way forward were discussed, HCC has now outlined three possible options for future management of the Down: 1. Do not renew lease, HCC's Countryside Service to carry out site management going forward; 2. Relinquish ownership of the site to HPC; 3. Extend current lease by 2 years. Council had resolved to explore option 3 through negotiations with HCC. Subsequently, a site visit took place on 25th February 2026 between HCC and the Grounds Manager with Cllr Prosser in attendance. A report had been circulated prior to the meeting. Discussion focused on the greater ability, through expertise and economies of scale, of HCC to manage the Down to the appropriate environmental standards. It was also noted that site would still be available and accessible to the residents of Horndean after it returned to the stewardship of the county council.

It was **RESOLVED** that HPC would yield up the lease, returning control of Catherington Down to HCC. The Clerk was directed to note to HCC that HPC would like to review options for re-leasing prior to finalisation of Unitary arrangements, that HCC should notify HPC in the event that Catherington Down is under consideration for asset transfer and that HPC would be a willing participant in any stakeholder group formed for ongoing management of the Down.

HPC 255/25/26 TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT FROM 1ST TO 28TH FEBRUARY 2026.

The Orders for Payment as listed had been previously circulated (attached as Appendix 3 to the minutes). The Clerk drew members attention to the fact that the dates on the agenda had been incorrect and the date was from 1st to 28th February 2026.

It was **RESOLVED** that the Orders for Payment from as listed be approved.

HPC 256/25/26 TO RECEIVE AND NOTE THE RFO'S MONTHLY FINANCE REPORT

The Clerk/Interim RFO advised that due to outstanding data from Lloyds Bank plc, the month-end procedures were not complete.

It was therefore **RESOLVED** to defer this item.

HPC 257/25/26 TO CONSIDER THE FINANCE & GENERAL PURPOSES COMMITTEE'S RECOMMENDATION OF 23RD FEBRUARY REGARDING THE IMPROVEMENT OF BROADBAND SERVICES AT JUBILEE HALL

Feedback from hirers and the Council's own experience in holding meetings at the Jubilee Hall facilities had indicated that the broadband service, in terms of both speed and capacity, was not adequately meeting demand. The Deputy Clerk had contacted the Council's contracted IT provider and their quotation had been previously circulated. The Clerk/Interim RFO advised that approximately £500 remained in the Jubilee Hall maintenance budget for 2025/26 with a £2500 Jubilee Hall Maintenance Earmarked Reserve. The Committee were asked to consider, should it support the upgrade, whether to allow a budget overspend, with the excess coming from the overall revenue budget or the use of reserves, with the latter then being subject to a recommendation to the forthcoming Council meeting. The quotation for the Jubilee Hall broadband improvement was accepted and the Committee resolved to recommend to Council that the Jubilee Hall Improvements Earmarked Reserve be used, to a maximum limit of £2,000, to support the overspend.

It was **RESOLVED** that the F&GP recommendation be accepted and that the Jubilee Hall Improvements Earmarked Reserve be used, to a maximum limit of £2,000, to support the overspend.

HPC 258/25/26 TO CONSIDER THE FINANCE & GENERAL PURPOSES COMMITTEE'S RECOMMENDATION OF 23RD FEBRUARY REGARDING THE ACQUISITION OF A PEDESTRIAN TRACTOR

Council had previously supported the submission of a grant application to EHDC regarding the acquisition of a pedestrian flail tractor to improve countryside management at several key sites including Catherington Lith. Although the grant application had been unsuccessful, the strength of the business case had been acknowledged by Council and discussions had taken place with the Grounds Team regarding the benefits of the equipment and an advice note regarding the opportunities for internal funding had been prepared by the Clerk/Interim RFO. This covered the potential use of either the Neighbourhood CIL or Future Improvements Earmarked Reserves. Updated quotations for the tractor, including a collecting deck and coupling accessories, indicated that an allocation of £10k (excl. VAT) would be sufficient. The Clerk/Interim RFO confirmed that a full report, with updated quotations, would be put forward to Council to support decision making. the Committee resolved to recommend to council to make a provision of £10k from the Future Developments EMR for the acquisition of a pedestrian flail tractor.

It was **RESOLVED** that that the F&GP recommendation be accepted and that up to £10,000 would be ringfenced from the Future Developments EMR for the acquisition of a pedestrian flail tractor.

It was further **RESOLVED** that the procurement of equipment be delegated to a panel comprising the Clerk, the Chair of the Grounds Committee and the Grounds Manager.

HPC 259/25/26 TO RECEIVE THE INTERNAL SCRUTINY MEMBER'S REPORT ON THE INTERNAL REVIEW OF THE ACCOUNTING PROCESSES, CARRIED OUT ON 26TH FEBRUARY 2026

Cllrs Beck and Prosser had visited the Parish Office and carried out an inspection of the accounting processes with the help of the Finance Assistant. The inspection report, supported by the relevant minute numbers and balances had been previously circulated. This was noted.

HPC 260/25/26 TO CONSIDER THE FINANCE AND GENERAL PURPOSES COMMITTEE'S RECOMMENDATION OF 23RD FEBRUARY 2026 AND APPROVE THE FOLLOWING POLICIES:

- **Internal Control Policy**
- **Annual Governance & Accountability Plan**
- **Internal Auditor Terms of Reference**
- **Scope of Internal Audit**
- **Annual Review of the Effectiveness of the Internal Audit**

The Clerk had described how the suite of policy documents put forward for review relate to HPC's approach to audit (both internal and external), internal control, financial risk and governance. It was noted that to support the Council's completion of the Annual Governance & Accountability Return (the external audit process), the policies must be in place before the end of the financial year. F & GP Committee members had contributed notes on typos and minor corrections and amendment which were recorded by the Clerk/Interim RFO for inclusion before the policies were put forward to Council. The policies as listed met with the Committee's approval and were recommended to Council for adoption.

It was **RESOLVED** that the policies as listed be adopted.

HPC 261/25/26 TO RECEIVE AND CONSIDER THE FOLLOWING POLICIES:

- **Financial Regulations [based on the model issued by NALC in March 2025]**
- **ICO Model Publication Scheme**
- **IT Policy**
- **Data Register**
- **Special Category Data Policy**
- **Website Accessibility Statement**

The Clerk/Interim RFO advised that the Financial Regulations, which had been reviewed by Cllrs Lay & Tyler and included their feedback, was a key governance document which followed the current NALC

model (issued March 2025). The remaining policies - ICO Model Publication Scheme, IT Policy, Data Register, Special Character Data and the Website Accessibility Statement - either replace or enhance HPC's current transparency and data policy suite. The policies as listed were required to ensure that the Council could meet the demands of the new section (referred to as Assertion 10) of the Annual Governance and Accountability Return (the external audit), and the Council must have them in place before the end of the current financial year (31st March 2026). Queries were raised against the Data Register's reference to the European Union. Cllr N Smith advised that this was likely due to the fact that most major data centres were located in Ireland which is a member of the EU and this was noted. Members contributed notes on typos and minor corrections and amendments which were recorded by the Clerk/Interim RFO for inclusion. The Clerk advised that all personal devices used for council matters could be included in Freedom of Information or Subject Access Requests and that personal email addresses should not be used for council business for the same reason.. The Chair reminded all Councillors of the requirement to only use their official HPC e-mail accounts for communications in relation to all Council matters. This was noted.

It was **RESOLVED**, subject to the noted amendments, that the policies as listed be adopted.

HPC 262/25/26 TO CONSIDER A RESPONSE IN RESPECT OF THE HAMPSHIRE COUNTY COUNCIL CONSULTATION: PRE-PLANNING CONSULTATION ON THE PROPOSAL TO BUILD A NEW 315 PLACE PRIMARY SCHOOL ON LAND AT HAZELTON FARM (LAND EAST OF HORNDEAN) | EDUCATION AND LEARNING | HAMPSHIRE COUNTY COUNCIL. CLOSING DATE 16TH MARCH 2026

Cllr T Attlee had attended the public exhibition on 23rd February 2026 and had circulated a draft comment for Council's consideration. This was discussed with Council noting grateful thanks for the input that Cllr Bill Wilson, of Rowlands Castle Parish Council, had provided.

It was **RESOLVED** that Cllr Attlee's comments form the basis of HPC's submission which would be forwarded to HCC from the Parish office.

HPC 263/25/26 TO CONSIDER A RESPONSE IN RESPECT OF THE UKGOV CONSULTATION REDUCING THE PREVALENCE OF PRIVATE ESTATE MANAGEMENT ARRANGEMENTS - GOV.UK CLOSING DATE 12TH MARCH 2026

It was noted that this was a complex consultation comprising some 115 questions and that it was not a subject that the Council had the technical expertise to respond to as an organisation.

It was **RESOLVED** that HPC should not offer a response, the subject matter being considerably beyond its remit, but that individual Cllrs, who had been involved in cases within the parish where management companies continued to have impact were encouraged to submit a response.

HPC 264/25/26 TO RECEIVE AND NOTE THE SPEEDING DATA REPORT FOR FEBRUARY 2026

Cllr Prosser had circulated his report on speeding data prior to the meeting and advised that since the withdrawal from the Auto Speed Watch scheme (due to the police no longer accepting the data), the Council was now trying to change speeding behaviours in different ways including increased numbers of Speed Indicator Devices and the continued efforts of the Community Speed Watch group, of which he was now a member.

The report was noted and thanks given to Cllr Prosser for his ongoing commitment to this key area of local concern (report attached as Appendix 4 to the minutes).

HPC 265/25/26 TO REVIEW THE PROPOSED MEETING CALENDAR FOR 2026/27 AND NOTE THE NEXT MEETING OF THE COUNCIL AS 13TH APRIL 2026.

The proposed meeting calendar had been prepared by the Clerk with the input of the Council's Chair, Cllr A Redding, and the administration team. Cllrs flagged up a couple of corrections and these would be actioned.

The calendar was noted subject to amendment.

HPC 266/25/26 TO RESOLVE TO EXCLUDE THE PUBLIC AND THE PRESS, IN THE VIEW THAT PUBLICITY WOULD PREJUDICE THE PUBLIC INTEREST BY REASON OF THE CONFIDENTIAL

NATURE OF THE BUSINESS OR ARISING OUT OF THE BUSINESS ABOUT TO BE TRANSACTED. (PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

It was **RESOLVED** to exclude the public from the meeting. Members of the public left the meeting and a short recess took place.

The public meeting concluded at 8:43 pm.

HPC 267/25/26 TO RECEIVE AND CONSIDER THE OUTCOMES OF THE PROCUREMENT PROCES FOR THE REVIEW OF THE PARISH DESIGN STATEMENT

The procurement process had been delivered in line with Financial Regulations and four companies were invited to tender with a closing date of 23rd February 2026. The Neighbourhood Working Party and the Clerk had all independently evaluated the submissions using the scoring system outlined within the procurement brief and the results strongly indicated the strongest proposal. The proposals, a covering report from the Working Party and the scoring matrix had all been circulated prior to the meeting.

It was **RESOLVED** that the proposal from Places4People, at a contract value of £8,040 plus VAT, be accepted.

The confidential part of the meeting concluded at 8.53 pm.

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Signed - The Chairman

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Dated

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27th March 2026.

F.A.o. Andrew Redding; Chairman Horndean Parish Council.

Dear Andrew,

I understand my good friend, and your fellow Councillor, Bob Sowdon, has confirmed my wish to become a Parish Councillor.

For your information, and by way of an introduction, a few details of myself follow:

I was born in Bedhampton, schooled in Havant and thereafter lived for a time in Purbrook and Wellington, near Fareham, before Settling in White Dirt lane in 1981, with my then wife, daughter [redacted] and new born Son [redacted].

Both of my children were schooled in Catherington, Clanfield and Horndean, before University and College.

I had a Successful management career in the Builders Merchant Industry, firstly with an independant merchant G.A. Day in Portsmouth where I worked for 21 years, and then for a National merchant for 27 years, where I managed a number of multi million pound businesses in Portsmouth, Eastleigh and Basingstoke.

Inbetween the two appointments, I worked for a while for a well known local Builder, mainly decorating and Tiling.

I am currently a member of the CVRA and have supported them on a number of initiatives and projects, including the preparation, installation and ongoing maintenance of Queen Elizabeth II Jubilee Bench, installed in the School Field in Catherington.

In the 1980's I was Chairman of Catherington Village Hall Trust for close to seven years.

Since retiring, I have become a keen supporter of the New Blendworth Centre and have participated in various fund raising activities, attending all meetings involving the Charity.

I have volunteered my services to Catherington Church on several occasions, and each year you will find me selling Poppy's in Morrisons, a very enjoyable experience.

Purely in a personal capacity, I have supported and continue to support a dozen or so elderly Catherington residents, each having different needs (I should add 'more elderly!")

PAYMENTS & RECEIPTS SINCE LAST ORDER OF PAYMENTS			BANK ENTRIES: JANUARY 2026			
Ref	**Date**	**Payee/Payer**	**Net**	**VAT Rate**	**Total**	**Details**
			EXPENDITURE			
1	02/01/2026	Lycamobile	£5.00	0.00%	£5.00	SIM Card for Jubilee Mobile
2	17/12/2025	British Gas - 6034212131	£210.68	5.00%	£221.21	Jubilee Admin Electricity: 16 Nov - 15 Dec
3	05/01/2026	Amazon	£11.65	20.00%	£13.98	Check Board Lists for Jub Admin Office
4	01/01/2026	Grenke	£341.64	20.00%	£409.97	Photocopier Rental/Usage - Jan - Mar 2026
5	24/12/2025	Utra Pure Window Cleaning	£75.00	0.00%	£75.00	Windows cleaned at Jubilee and Napier
6	12/01/2026	Private	-£100.00	0.00%	-£100.00	Jubilee Hall Deposit Returned
7	12/01/2026	Private	-£100.00	0.00%	-£100.00	Napier Hall Deposit Returned
8	02/01/2026	Fuelgenie	£179.37	20.00%	£215.24	Fuel: December 2025
9	15/01/2026	Toolstation	£3.23	20.00%	£3.88	Cabinet Knob for Napier Hall Kitchen
10	05/01/2026	British gas - 156695	£120.50	5.00%	£126.52	Napier gas - 1 Dec - 5 Jan 2026
11	19/01/2026	Lloyds Bank	£8.50	0.00%	£8.50	Bank Charges
12	06/01/2026	British gas - 603423926	£240.18	5.00%	£252.18	Jub Admin Gas: 3 Dec - 2 Jan 2026
13	20/01/2026	Aardvark Supplies Ltd	£154.44	20.00%	£185.33	Janitorial Supplies
14	13/01/2026	Aardvark Supplies Ltd	£1.20	20.00%	£1.44	Halo Soap Dispenser Push Clips
15	08/01/2026	AVS Fencing	£113.80	20.00%	£136.56	Remix Post Mix Concrete Bags x 20
16	19/12/2025	B & Q	£40.00	20.00%	£48.00	2 x Storage Boxes for Grounds Office
17	24/12/2025	Blitz N Glitz	£33.75	0.00%	£33.75	Cleaning at Napier Hall on 5/12/2025
18	02/01/2026	Cathedral Leasing Ltd	£224.25	20.00%	£269.10	Supply of Hygiene Services: Quarter 3
19	15/01/2026	Forward Control	£660.00	20.00%	£792.00	Maint. Of Fire Alarm, Int Alarm, CCTV, Access Control & Auto Door System
20	14/01/2026	Glasstec Window & Conservatory Centre Ltd	£3,838.85	20.00%	£4,606.62	Supply & Install 2 x French Doors at Jubilee Hall
21	31/12/2025	Goldcrest	£40.00	20.00%	£48.00	Key-Holding Premium in January at Napier Hall
22	12/01/2026	Goldcrest	£40.00	20.00%	£48.00	Key-Holding Premium 15 Jan - 14 Feb at Jubilee Office
23	06/01/2026	MOT & Service World	£338.35	20.00%	£406.03	Vehicle Sevice for Ford Transit SN18 WBL
24	23/12/2025	Screwfix	£19.30	20.00%	£23.16	Bosch Flap Discs
25	22/12/2025	St John Ambulance	£114.40	20.00%	£137.28	Provision of First Aid at Carol Service
26	20/01/2026	Horndean PC Employees	£19,530.36	0.00%	£19,530.36	Salaries: January 2026
27	20/01/2026	Site King	£40.50	20.00%	£48.60	Work Cargo Trousers
28	07/01/2026	Castle Water - 2104210	£16.60	0.00%	£16.60	Water at Napier: December 2025
29	07/01/2026	Castle Water - 2103873	£7.21	0.00%	£7.21	Water at Trough (Hollybank) December 2025
30	8/1/20026	British Gas - 154660	£254.58	20.00%	£305.50	Jubilee Hall Elec: 5 Dec - 8 Jan
31	22/01/2026	Safelincs	£21.46	20.00%	£25.75	Fire Alarm Button Covers x 3
32	12/01/2026	British Gas - 242787	£116.92	5.00%	£122.77	Napier: 10 Dec - 12 Jan
33	12/01/2026	Vodafone	£72.32	20.00%	£86.78	Mobiles: January 2026
34	08/01/2026	Castle Water - 3177681	£7.22	0.00%	£7.22	Water-Trough at DPW December 2025
35	08/01/2026	Castle Water - 3164036	£38.45	0.00%	£38.45	Water - Jubilee Admin December 2025
36	19/01/2026	B & Q	£6.89	20.00%	£8.27	Wood for Fixing Corridor Cupboard - Napier
37	15/01/2026	Focus	£283.93	20.00%	£340.72	Switchboard, BroadBand, Payphone, Alarm - Dec 2025/Feb 2026
38	05/01/2026	Goldcrest	£130.00	20.00%	£156.00	Emergency Call Out 1.1.26
39	19/01/2026	Screwfix	£68.28	20.00%	£81.94	Safety Specs/gloves/Picture Hooks
40	20/01/2026	Screwfix	£11.66	20.00%	£13.99	Digital Callipers
41	31/12/2025	Smart Marketing Management Ltd	£35.00	20.00%	£42.00	Monthly Website Updates & Maintenance
42	15/01/2026	Walker Fire (UK) Ltd	£277.39	20.00%	£332.87	Fire Extinguisher Service at Napier Hall
43	31/12/2025	Veolia	£492.74	20.00%	£591.29	Waste Collection: December 2025
44	28/01/2026	Amazon	£9.12	20.00%	£10.94	Strike Plate for Door at Napier Hall
45	30/01/2026	Hampshire Pension Fund	£6,289.30	0.00%	£6,289.30	Pensions: January 2026
46	30/01/2026	HM Revenue & Customs	£6,406.85	0.00%	£6,406.85	PAYE/NI: January 2026
		TOTAL EXPENDITURE	**£40,730.87**		**£42,330.14**	
Ref	**Date**	**Payee/Payer**	**Net**	**VAT Rate**	**Total**	**Details**
			INCOME			
47	various	Regular Hall Users	£2,425.15	0.00%	£2,425.15	Hire of Jubilee Hall - Regular
48	various	Regular Hall Users	£2,081.64	0.00%	£2,081.64	Hire of Napier Hall - Regular
49	various	Casual Hall Users	£228.68	0.00%	£228.68	Hire of Jubilee Hall - Casual
50	various	Casual Hall Users	£274.52	0.00%	£274.52	Hire of Napier Hall - Casual
51	various	Casual Hall Users	£400.00	0.00%	£400.00	Deposits Received
52	various	Football Teams	£225.00	0.00%	£225.00	Hire of Football Pitches
53	20/01/2026	HMRC	£19,289.36	0.00%	£19,289.36	VAT Reclaim
54	03/01/2026	Coffee at Dollys	£70.00	0.00%	£70.00	Rent for Coffee Pitch
		TOTAL INCOME	**£24,994.35**		**£24,994.35**	

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DATE:	**12-Jan-26**

PAYMENTS & RECEIPTS SINCE LAST ORDER OF PAYMENTS			BANK ENTRIES: FEBRUARY 2026			
Ref	**Date**	**Payee/Payer**	**Net**	**VAT**	**Total**	**Details**
			EXPENDITURE			
1	19/01/2026	British Gas - 603421231	£216.36	£10.82	£227.17	Jub Admin Elec: 16 Dec - 16 Jan
	02/02/2026	Lycamobile	£5.00	£0.00	£5.00	SIM Card for Jubilee Mobile
	03/02/2026	Staff Expenses	£27.06	£0.00	£27.06	Staff Expenses: January 2026
	18/12/2025	Sparsholt College	£423.00	£0.00	£423.00	Safe Use of Brushcutters & Trimmers C & G Course
	26/01/2026	Screwfix	£103.27	£20.67	£123.94	Torch, Pliers, Secateurs,
	28/01/2026	Fenland Leisure (Online Playgrounds)	£53.00	£10.60	£63.60	Gate Spring Replacement
	03/02/2026	Sam Turner & Sons	£791.66	£158.33	£949.99	Cordless Telescopic Pole Pruner
	04/02/2026	Amazon	£22.12	£4.42	£26.54	Makita Rubber Backing Pad
	06/02/2026	Amazon	£14.98	£3.00	£17.98	Red Light Bulbs for Napier Hall
	06/02/2026	United Kingdom Debt Management Office	£13,265.33	£0.00	£13,265.33	Loan Repayment (Part 10 of 50)
	06/02/2026	Castle Water - 3177681	£18.95	£0.00	£18.95	Water-Trough at DPW January 2026
	16/02/2026	St John Ambulance	£410.00	£82.00	£492.00	First Aid at Work Course for Grounds Team Member
	31/01/2026	Aquaid	£266.40	£53.28	£319.68	Annual Rental of Water Cooler
	08/02/2026	Automatic Gate Systems	£300.00	£60.00	£360.00	Annual Service of Gate/Replace Damaged Armature
	09/02/2026	Fenland Leisure (Online Playgrounds)	£31.00	£6.20	£37.20	4 U Bolts for Bumper Seat with Nut, Washer and Cap
	31/01/2026	Goldcrest	£40.00	£8.00	£48.00	Key-Holding Premium February 2026
	08/02/2026	M/D Payne Roofing	£180.00	£36.00	£216.00	New Down Pipe, Unblock Rear Guttering, Remove Waste
	11/02/2026	Screwfix	£11.65	£2.33	£13.98	Screenwash for Countryside Vehicles
	31/01/2026	Smart Marketing	£35.00	£7.00	£42.00	Monthly Website Update & Maintenance
	04/02/2026	Ultra Pure Window Cleaning	£75.00	£0.00	£75.00	Exterior Window Cleaning-Napier and Jubilee Halls
	13/02/2026	Focus	£284.83	£56.97	£341.80	Switchboard, BroadBand, Payphone, Alarm - Jan 2026/Mar 2026
	06/02/2026	Sean Mason Electrical	£205.00	£41.00	£246.00	PAT Testing at Halls and Jubilee Office
	03/02/2026	Castle Water - 2103873	£21.30	£0.00	£21.30	Water at Trough (Hollybank) January 2026
	04/02/2026	Castle Water - 2104210	£23.65	£0.00	£23.65	Napier Water - January 2026
	05/02/2026	British Gas - 603423926	£250.72	£12.53	£263.25	Jub Admin Gas: 3 Jan - 2 Feb
	19/02/2026	Lloyds Bank	£8.50	£0.00	£8.50	Bank Charges
	19/02/2026	Amazon	£17.69	£3.54	£21.23	Wonderdry Mop for Napier Hall
	20/02/2026	Horndean PC Employees	£17,645.59	£0.00	£17,645.59	Salaries: February 2026
	08/02/2026	British Gas - 156695	£310.26	£62.05	£372.31	Napier Gas: 5 Jan - 2 Feb
	18/02/2026	Castle Water - 3164036	£6.74	£0.00	£6.74	Water: Jubilee Admin January 2026
	13/02/2026	Screwfix	£11.82	£2.37	£14.19	Coach Bolts to Repair Gate at Jubilee
	09/02/2026	Goldcrest	£40.00	£8.00	£48.00	Jubilee Hall Key-holding Premium 15/2 - 14/3
	20/02/2026	Viking	£145.63	£29.14	£174.77	Paper, Post It Notes, Whitebaord Cleaning Spray,Sellotape
	11/02/2026	Vodafone	£67.01	£13.40	£80.41	Mobiles: February 2026
	24/02/2026	Amazon	£29.96	£6.00	£35.96	Graffitti Clean Up Spray
	24/02/2026	Harrison Flagpoles	£89.89	£0.00	£89.89	New Flag for Square
	12/02/2026	British Gas: 242787	£105.09	£5.25	£110.34	Napier Elec: 12 Jan - 9 Feb
	13/02/2026	British Gas - 154660	£326.06	£75.21	£401.27	Jub Hall Elec: 8 Jan - 10 Feb
	27/02/2026	HM Revenue & Customs	£5,338.48	£0.00	£5,338.48	PAYE/NI: February 2026
	27/02/2026	Hampshire Pension Fund	£5,789.96	£0.00	£5,789.96	Pensions: February 2026
		TOTAL EXPENDITURE	**£47,007.96**	**£778.12**	**£47,786.07**	
Ref	**Date**	**Payee/Payer**	**Net**	**VAT**	**Total**	**Details**
			INCOME			
	various	Regular Hall Users	£2,237.10	£0.00	£2,237.10	Hire of Jubilee Hall - Regular
	various	Regular Hall Users	£2,079.62	£0.00	£2,079.62	Hire of Napier Hall - Regular
	various	Casual Hall Users	£303.10	£0.00	£303.10	Hire of Jubilee Hall - Casual
	various	Casual Hall Users	£0.00	£0.00	£0.00	Hire of Napier Hall - Casual
	various	Casual Hall Users	£200.00	£0.00	£200.00	Deposits Received
	various	Casual Hall Users	-£400.00	£0.00	-£400.00	Deposits Refunded
	various	Football Teams	£225.00	£0.00	£225.00	Hire of Football Pitches
	26/02/2026	East Hampshire District Council	£1,510.00	£0.00	£1,510.00	Councillor Grants
	28/02/2026	Cambridge & Counties	£502.11	£0.00	£502.11	Bank Interest
		TOTAL INCOME	**£6,656.93**		**£6,656.93**	

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PAYMENTS & RECEIPTS SINCE LAST ORDER OF PAYMENTS			BANK ENTRIES: MARCH 2026			
Ref	**Date**	**Payee/Payer**	**Net**	**VAT**	**Total**	**Details**
			EXPENDITURE			
1	31/01/2026	Veolia	£459.61	£91.92	£551.53	Waste Collection: January 2026
2	02/03/2026	Staff Expenses	£32.08	£0.00	£32.08	Staff Expenses: February 2026
3	02/03/2026	Lycamobile	£5.00	£0.00	£5.00	SIM Card for Jubilee Mobile
4	02/03/2026	Hampshire Flag Company	£33.98	£6.80	£40.78	Flagpole Chain Weight
5	23/02/2026	Aardvark Supplies Ltd	£133.03	£26.61	£159.64	Hand Towels,Toilet Rolls,Antibac Surface Cleaner,Toilet Cleaner
6	24/02/2026	Blitz N Glitz	£33.75	£0.00	£33.75	Clean at Jubile Hall on 18th February 2026
7	24/02/2026	Blitz N Glitz	£67.50	£0.00	£67.50	Cleaning at Napier Hall 25th/27th February 2026
8	26/02/2026	Business Stream	£57.36	£0.00	£57.36	Trough at DPW - 26 Nov - 25 Feb 2026
9	23/02/2026	B & Q	£30.00	£6.00	£36.00	Combination Lock for Jubilee Height Barrier
10	27/02/2026	Screwfix	£4.16	£0.83	£4.99	Batteries - Varta1620 2 Pack
11	19/02/2026	British Gas - 603421231	£200.36	£10.01	£210.37	Jub Admin Elec: 17 Jan - 15 Feb
12	13/02/2026	Initial (rentokil)	£180.58	£36.12	£216.70	Napier Waste Collection: Mar - May2026
13	02/03/2026	Play Innovation Ltd	£18,970.20	£3,794.04	£22,764.24	1st Payment of MUGA & GYM Project at Jubilee Park
14	02/03/2026	Play Innovation Ltd	£18,970.20	£3,794.04	£22,764.24	2nd Payment of MUGA & GYM Project at Jubilee Park
15	02/03/2026	AVS Fencing	£112.67	£22.53	£135.20	Fence Posts, Brackets, Concrete-Wagtail Copse
16	06/03/2026	Castle Water - 3177681	£6.52	£0.00	£6.52	Water-Trough at DPW February 2026
17	06/03/2026	Castle Water - 3164036	£29.96	£0.00	£29.96	Water: Jubilee Admin February 2026
18	26/02/2026	Gas Contracting Services Ltd	£630.00	£126.00	£756.00	Grounds Team WC changed into Drying Room at Jubilee Admin
19	26/02/2026	Gas Contracting Services Ltd	£275.00	£55.00	£330.00	Repairs to Heating System at Admin Office
20	23/02/2026	Goldcrest	£70.00	£14.00	£84.00	Jubilee Admin Office Emergency Alarm call Out-14.2.26
21	28/02/2026	Goldcrest	£40.00	£8.00	£48.00	Key-Holding Premium March 2026
22	28/02/2026	Smart Marketing Management Ltd	£35.00	£7.00	£42.00	Monthly Website Updates & Maintenance
23	11/03/2026	Post Office	£15.70	£0.00	£15.70	Postage Charge- Return Play Equipment to Fenland Leisure
24	02/03/2026	Fuel Genie	£182.67	£36.53	£219.20	Fuel - February 2026
25	03/03/2026	British Gas - 156695	£206.74	£12.84	£219.58	Napier Gas: 2 Feb - 3 Mar
26	03/03/2026	Castle Water - 2103873	£6.52	£0.00	£6.52	Holly Bank Trough- February 2026
27	12/03/2026	Aadvark Supplies Ltd	£195.75	£39.15	£234.90	Compactor Sacks x 9
28	04/03/2026	AVS Fencing	£37.13	£7.43	£44.56	Fencing Repairs at Idsworth Close
29	27/03/2026	Rocket Computer Services	£65.00	£13.00	£78.00	Annual IT Contract-Domain Name Hosting
30	11/03/2026	Watling & Hirst Ltd	£250.00	£50.00	£300.00	Payroll Charges: Q4
31	03/03/2026	Castle Water - 2103873	£6.52	£0.00	£6.52	Water at Trough (Hollybank) February 2026
32	17/03/2026	Lloyds Bank	£4.25	£0.00	£4.25	Bank Charges - 10 Jan - 9 Feb
33	27/03/2026	Rocket Computer Services	£70.00	£14.00	£84.00	UPS Replacement Battery
34	09/03/2026	Goldcrest	£40.00	£8.00	£48.00	Key Holding premium at Jubilee Hall 15/3 - 14/4
35	05/03/2026	Castle Water - 2104210	£11.22	£0.00	£11.22	Napier: February 2026
36	20/03/2026	NBB Recycled Furniture	£1,560.00	£312.00	£1,872.00	Wheelchair Access Picnic Tables x 2
37	06/03/2026	British Gas - 603423926	£172.40	£8.62	£181.02	Jub Admin Gas: 3 Feb - 2 March
38	20/03/2026	Horndean Parish Council Employees	£18,283.31	£0.00	£18,283.31	Salaries: March 2026
39	17/03/2026	Aadvark Supplies Ltd	£102.51	£20.50	£123.01	Handwash, Washing Up Liquid, Toilet Rolls, Clean & Shine
40	16/03/2026	Focus	£306.34	£61.27	£367.61	Switchboard, BroadBand, Payphone, Alarm - Feb 2026/Apr 2026
41	19/03/2026	Gas Contracting Services Ltd	£178.50	£35.70	£214.20	Supply/Install Drinking Tap at Jubilee Field
42	27/03/2026	Rocket Computer Services	£2,525.00	£505.00	£3,030.00	WI FI Upgrade at Jubilee Hall to Include New Cabling
43	18/03/2026	Ultra Pure Window Cleaning	£75.00	£0.00	£75.00	Windows Cleaned at Napier & Jubilee plus Office
44	11/03/2026	Vodafone	£69.08	£13.81	£82.89	Mobiles: March 2026
45	12/03/2026	British Gas - 242787	£112.16	£5.61	£117.77	Nap Hall Electric: 9 Feb - 11 March
46	12/03/2026	British Gas - 154660	£351.87	£70.37	£422.24	Jub Hall Electric: 10 Feb - 9 March
47	13/03/2026	Elbe Play Ltd	£185.32	£37.06	£222.38	Set of Bell Beaters for Five Heads Play Area
48	25/03/2026	Blendworth Tree Care	£1,100.00	£220.00	£1,320.00	4 x Oaks Reduced at Five Heads
49	17/03/2026	Goldcrest	£65.00	£13.00	£78.00	Alarm Callout to Napier on 13/3/206
50	17/03/2026	Goldcrest	£65.00	£13.00	£78.00	Alarm Callout to Napier on 16/3/206
51	24/03/2026	Zurich Municipal	£185.57	£0.00	£185.57	Additional Insurance to Cover Temporary Vehicle
52	28/02/2026	Veolia	£407.74	£81.55	£489.29	Waste Collection: February 2026
53	31/03/2026	Hampshire Pension Fund	£6,314.12	£0.00	£6,314.12	Pensions; March 2026
54	31/03/2026	HM Revenue & Customs	£6,286.49	£0.00	£6,286.49	PAYE/NI: March 2026
55	17/03/2026	British Gas - 603421231	£131.72	£6.58	£138.30	Jub Admin Elec: 16 Feb - 15 Mar
		TOTAL EXPENDITURE	**£79,945.59**	**£9,583.91**	**£89,529.50**	
Ref	**Date**	**Payee/Payer**	**Net**	**VAT**	**Total**	**Details**
			INCOME			
56		Regular Hall Users	£2,241.10	£0.00	£2,241.10	Hire of Jubilee Hall - Regular
57		Regular Hall Users	£2,252.97	£0.00	£2,252.97	Hire of Napier Hall - Regular
58		Casual Hall Users	£286.95	£0.00	£286.95	Hire of Jubilee Hall - Casual
59		Casual Hall Users	£200.00	£0.00	£200.00	Deposits Received
60		Casual Hall Users	-£400.00	£0.00	-£400.00	Deposits Refunded
61		Football Teams	£225.00	£0.00	£225.00	Hire of Football Pitches
62		East Hampshire District Council	£1,500.00	£0.00	£1,500.00	Councillor Grants
63		Cambridge & Counties	£548.28	£0.00	£548.28	Bank Interest
64		East Hampshire District Council	£94,000.00	£0.00	£94,000.00	Community Infrastructure Levy (CIL)
		TOTAL INCOME	**£100,854.30**		**£100,854.30**	

SIGNED:	
SIGNED:	
DATE:	**13-Apr-26**

CONFLICT OF INTEREST WITH BDO LLP

To be completed annually and minuted at a meeting of the smaller authority.

Name of Smaller Authority	**HORNDEAN PARISH COUNCIL**

[x] I confirm that there are no conflicts of interest with BDO LLP.

[ ] I confirm the following conflicts of interest (please detail below:

_____

_____

_____

_____

_____

This was confirmed and minuted at the following meeting:

Date of Meeting	Minute Reference
13th April 2026	

Signed (Clerk/Interim RFO):

Print Name: **REBECCA WHITE**

Signed (Chair):

Print Name: **CLLR ANDREW REDDING**

GOV•UK

Guidance

Union Flag flying guidance for UK government buildings

Designated days when the Union Flag must be flown on UK government buildings. UK government buildings are also encouraged to fly the Union Flag all year round.

From: **Department for Culture, Media and Sport (/government/organisations/department-for-culture-media-and-sport)**

Published 27 February 2013

Last updated 28 January 2026 —

Contents

— Flying the Union Flag

— Designated days for flying the Union Flag on UK government buildings 2026

— Useful resources

The Union Flag is the national flag of the United Kingdom of Great Britain and Northern Ireland, the Crown Dependencies and the Overseas Territories. It is a symbol of national unity and pride. The first Union Flag was created in 1606 and combined the flags of England and Scotland; the present Union Flag dates from 1801.

There are designated days when the Union Flag must be flown on UK government buildings by command of His Majesty The King. However, UK government buildings are encouraged to fly the Union Flag all year around.

This guidance is aimed at UK government buildings. However, we would encourage local authorities and other local organisations to follow suit where they wish to fly flags.

Flying the Union Flag

Where UK government buildings only have one flagpole, the Union Flag should be flown every day except on certain occasions when you may wish to fly other flags, including but not limited to, the national flags of the constituent nations of the United Kingdom, the Armed Forces Day flag, the Commonwealth flag, county and other local flags, and other flags which may promote civic pride.

DCMS may issue ad-hoc guidance encouraging UK government buildings to fly such flags throughout the year, alongside the Union Flag

Where UK government buildings have more than one flagpole, and two flags are being flown, the Union Flag must always be flown in the superior position which is either:

- the highest flagpole
- the centre flagpole where there is an odd number of poles of the same height, or
- the left centre flagpole viewed from the front of the building, where there is an even number of poles of the same height

In England, it is now possible to fly more than one flag on the same flagpole if there is enough space. If so, the Union Flag should always fly on top ('in the superior position').

UK government building flagpoles should not remain empty – the default should be flying the Union Flag if no other flag is being flown.

In Northern Ireland, designated flag flying for Northern Ireland government buildings is governed by legislation rather than this guidance.

Designated days for flying the Union Flag on UK government buildings 2026

1 March: St David's Day (in Wales)
9 March: Commonwealth Day (second Monday in March)
17 March: St Patrick's Day (in Northern Ireland)
9 April: His Majesty The King's Wedding Anniversary
23 April: St George's Day (in England)
6 May: Coronation Day
13 June: Official Birthday of His Majesty The King
21 June: Birthday of HRH The Prince of Wales
17 July: Birthday of Her Majesty The Queen
8 September: His Majesty The King's Accession
8 November: Remembrance Day (second Sunday in November)
14 November: Birthday of His Majesty The King
30 November: St Andrew's Day (in Scotland)

Also:

The day of the opening of a Session of the Houses of Parliament by His Majesty and the day of the prorogation of a Session of the Houses of Parliament by His Majesty. Flags should be flown on these days even if His Majesty does not perform the ceremony in person. Flags need to be flown in the Greater London area.

Useful resources

The College of Arms, the Crown body with responsibility for heraldic matters for England, Wales and Northern Ireland, has published frequently asked questions relating to the Union Flag (https://www.college-of-arms.gov.uk/resources/union-flag-faqs) including how the Union flag should be flown, along with information on the College's approved designs of the Union Flag (https://www.college-of-arms.gov.uk/resources/union-flag-approved-designs).

In England and Wales, flags are treated as advertisements for the purposes of the planning regime, but express advertisement consent is not required to fly the Union flag from a flagpole. The government has published a guide on the planning rules in England on flying types of flag (https://www.gov.uk/government/publications/flying-flags-a-plain-english-guide).

In Scotland, flag flying is outside the scope of the advertisement control regime.

*Note: The Town and Country Planning (Control of Advertisements) (England) (Amendment) Regulations 2021, which came into force on 24 June 2021, allows for two flags, including at least one national flag, to be flown from the same flagpole.

Published 27 February 2013
Last updated 28 January 2026 + show all updates

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