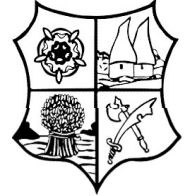


# ALTON Town Council



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Town Hall  
Market Square  
Alton  
Hampshire  
GU34 1HD

Town Clerk: Mrs Leah Coney

30<sup>th</sup> April 2021

Dear Councillor

You are hereby summoned to a meeting of the **POLICY AND RESOURCES COMMITTEE** on **Wednesday 5<sup>th</sup> May at 7.00pm** when the under mentioned business will be transacted.

*Due to current government regulations this meeting will be held remotely using video conferencing. For meeting security, the meeting code and password to log in will be sent to Members separately and any member of the public wishing to attend is asked to e-mail [townclerk@alton.gov.uk](mailto:townclerk@alton.gov.uk) and log in details will be sent.*

Yours sincerely

*LConey*

Mrs Leah Coney  
Town Clerk

To: Members of the Policy and Resources Committee

**Councillor Pam Jones (Chair)**  
**Councillor Suzie Burns (Vice Chair)**  
**Councillor Matthew Bayliss**  
**Councillor Pam Bradford**  
**Councillor Graham Titterington**  
**Councillor Gideon Cristofoli**  
**Councillor Graham Hill**

Copied to: All other Councillors for information

**ALTON TOWN COUNCIL**

**POLICY AND RESOURCES COMMITTEE – 5<sup>th</sup> MAY 2021**

**AGENDA**

- 1 Chairman's announcements
- 2 Apologies for absence
- 3 Minutes of the meeting held on the 20<sup>th</sup> January 2021 and 17<sup>th</sup> March 2021
- 4 Declarations of Interests - Councillors 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 any matter in which you have a pecuniary interest. You must withdraw from the room when the meeting discusses and votes on the matter.
- 5 To consider any requests for Dispensations to allow Councillors with pecuniary interests to speak and vote
- 6 Questions to the Committee (including those received in writing)
- 7 Climate Change Town Hall Retrofitting Project
- 8 Catering pod for the Public Gardens
- 9 Procurement Framework for ATC contracts
- 10 Community Building, Brewery Site - Update.
- 11 Alton Chamber of Commerce.
- 12 Review of Placemaking Programme

**CONFIDENTIAL**

- 13 Staffing Update.

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## ALTON TOWN COUNCIL

### POLICY & RESOURCES COMMITTEE – 5<sup>th</sup> MAY 2021

#### REPORTS BY THE TOWN CLERK

##### ITEM 7 CLIMATE CHANGE – TOWN HALL RETROFITTING

##### FOR DECISION

Enclosed in Members bundles is the project management plan proposal from Basingstoke Energy to oversee the climate change retrofitting project for the Town Hall. This arises from the report they originally wrote for the Salix grant application at the beginning of the year. The estimated cost of the works as detailed in the plan is just over £41,900 and the works will need to be approved by Full Council using reserves.

The work is likely to require planning consent as it is a listed building.

**RECOMMENDATION:** Members are requested to approve the appointment of Basingstoke Energy Services at a cost of £5,880 to project manage the decarbonisation of the Town Hall scheme and commence the tender process for the works ( steps 1 – 3) before bringing back to Full Council for approval.

##### ITEM 8 CATERING POD AT THE PUBLIC GARDENS

##### FOR DECISION

The Town Council has been approached by one of the mobile caterers currently trading at Anstey Park (and shortly to be trading at King’s Pond on a licence as approved by Policy and Resources on 17<sup>th</sup> March) to consider granting a licence to occupy for a mobile 10ft x 8ft coffee pod for the Public Gardens from June/July until the end of September. If, following a review at the end of that period it is deemed to be successful, the issuing of a further licence would be granted and potentially planning permission sought to install the unit on a longer-term basis (subject to approval from the Council)

The caterer is looking to retain the unit in a single location near the bandstand 7 days a week, with operating hours of 9am – 5pm initially, with potential to stay open later on a Friday evening or when there are events in the gardens. They would be providing tea/coffee and cake with a small selection of cold eats including sandwiches and rolls.

The pod is a smaller version of the image below but using copper counters and likely clad in larch.



The unit is fully insured, self-contained, has no generators and uses a battery system including solar panels. Water is delivered to site each day. All litter and waste generated will be removed by the trader and all cups/plates etc are compostable (i.e no single use plastic)

Officers have met with the trader to discuss the proposal and believe that not only would it add to the atmosphere in the public gardens but would assist in providing an “on-site” presence to deter antisocial

behaviour. The unit would be located near the CCTV.

A basic charge of £100 per week would be levied with an additional charge made for event days, which would be calculated based on the likely attendance levels.

**RECOMMENDATION:** The Committee is invited to approve the temporary installation of a coffee pod at the Public Gardens until the end of September as detailed on the terms above.

## **ITEM 9 PROCURMENT FRAMEWORK - CONTRACTS**

## **FOR DECISION**

Local authorities are obligated to spend public money only where necessary and where best value will be achieved. They also have a duty to secure continuous improvement in efficiency, economy and effectiveness. In order to achieve this the Council commissions goods and services contracts to help ensure the best balance of quality and value for money is secured.

Enclosed in members bundles is a current list of contractors and contracts held by the Town Council as well as details of whether these are specialist services as defined under Financial Regulations or where there is a range of suppliers. Where there is a range of suppliers for low value items where quotes would be obtained prior to purchase market testing is undertaken from time to time to ensure the suppliers approached and used continue to represent good quality and value (and are local where possible) e.g street furniture, vehicle servicing, printing etc..

Recent market testing has been undertaken in some areas and are scheduled for reassessment in 2 years' time as detailed on the spreadsheet.

The list also details when supplies which are delivered under a written contract are due for renewal and also where goods or services which required a ready list of two or three "preferred" suppliers is due to go to the market place for appointment. This in effect creates a mini framework for areas where a contract or service may need to be acquired in a time sensitive way without having to go to the open market. This includes call out and day rate service such as plumbers, electricians, builders, tree surgeons etc..

**RECOMMENDATION:** Members are requested to note the list of goods or services which will need to be put out to tender to secure preferred suppliers for the next 3 years for the services listed as under review.

## **ITEM 10 COMMUNITY BUILDING, BREWERY SITE – UPDATE**

## **FOR INFORMATION**

Enclosed in Members bundles is the draft specification for the clerk of works role for the delivery of the community facility for the brewery site which will shortly go to tender as required by the S106 agreement for the development. This external project management role is to ensure smooth liaison between parties and assist with design input for the final built and fit out. Please note this document is marked confidential at this time and should not be distributed beyond members until finalised.

The appointed contractor will be engaged directly with EHDC (as they are the legal entity for the S106) but will be funded 50/50 between ATC and EHDC as the building will become an ATC asset. The costs are as yet unknown as the market has not yet been tested but Members should be aware that given approximate value of the project, 10% of that value for such work would not be unrealistic. This would equate to a commitment for ATC of around £45,000 over the life of the project (in the region of £15,000 for this financial year, drawn from reserves or CIL) – once the tenders have been returned the expenditure would need to go to Full Council for subsequent approval.

Members will also be sent separately the draft S106 extract and accompanying documents which are also currently confidential until they are signed between EHDC and CALA but give the background as to our inclusion in this project, which in effect confirms that the shell and core once built will be handed over to ATC on either a freehold or 999-year leasehold basis (the latter being more likely given the accommodation above) as previously agreed by Full Council.

The Clerk will be meeting with officers of EHDC and CALA later in the month to look at a number of technical issues pertaining to the site, including but not limited to:

- Service charges -early discussions desired
- Insurances charges and rebuild cost – also related to the upper floor uses and ownership
- Construction programme
- CALA’s approach to mechanical and electrical design and sustainability; design progression and update

**RECOMMENDATION:** This report is for information.

**ITEM 11 ALTON CHAMBER OF COMMERCE**

**FOR DECISION**

Following an initial Town Council led High Street Task Group meeting in February, the Town Clerk has approached Stephen Lewis about the current position with the Alton Chamber of Commerce. Enclosed in Members bundles are correspondence relating to this. It would appear that there is a possibility of looking to rejuvenate this organisation with assistance from ATC if Members felt this was an appropriate way to try and ensure that businesses within Alton have a collective voice at a time when there are consultations and potential changes to the town centre under review. The task group discussed that to succeed the Chamber needs to be able to represent local business by offering support and being a voice as well as listening. It should be provided at no direct cost to members and without being a burden upon them, i.e too many formal meetings and time-consuming interface. Utilising social media as a way to connect as well as occasional forums (probably on-line) if preferred.

**RECOMMENDATION:** Members are requested to consider working with the Stephen Lewis and Pat Lerew to re-launch and promote the Alton Chamber of Commerce.

**ITEM 12 REVIEW OF PLACEMAKING PROGRAMME**

**FOR INFORMATION/DISCUSSION**

In advance of the next Placemaking Strategy Group meeting, Members are asked to visit the following website <https://www.easthants.gov.uk/alton-place-making>, review the current work programme and progress and discuss whether there are any changes which are needed now that the Strategy Group has been meeting for almost a year.

**RECOMMENDATION:** This is a discussion item